KCL Application Guidance
Postgraduate Certificate in Child and Young Persons Psychological Wellbeing Practice

All applicants to the Children's Wellbeing Practice Programme will be required to undertake Postgraduate Certificate level training at Kings College London alongside a work placement.

Please note that you will need to submit an application form to Kings College London for a place on the Postgraduate Certificate in Child and Young Persons Psychological Wellbeing Practice **in addition** to the job application that you make to the relevant Service.

University applications close **on 2nd December at 23.59 pm.** However, it is strongly advised to submit an early application to prevent the delay of a decision. Applications take approximately 4-6 weeks to assess.

On successful entry to the programme, all trainees will be required to attend teaching for up to three days per week for <u>one year</u>. The programme takes a blended learning approach, so some of this teaching is online and some face to face small group workshops and seminars. Assessment on the programme will comprise of a combination or written, oral and video assessments. On successful completion of the course, students will graduate with a Postgraduate Certificate in Child and Young Persons Psychological Wellbeing Practice.

Entrance Criteria

Applications to the programme will be reviewed against the following criteria:

- A minimum of a second-class Bachelor's degree from a UK university or an overseas qualification of an equivalent standard in a relevant subject (e.g. psychology)
- Motivation to undertake and complete the course
- If your education has not been conducted in the English language, you will be expected to demonstrate evidence of an adequate level of English proficiency. Further information can be found on our English language requirements page at https://www.kcl.ac.uk/study/postgraduate/apply/entry-requirements/english-language.aspx The English language requirement for this programme is Band D.
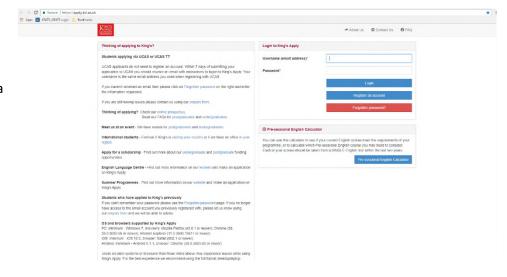
Please note that applications will not be considered from applicants who are formally registered (or re-sitting examinations) for another programme of study at KCL or any other Higher Education Institution.
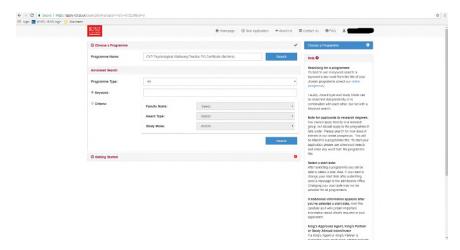
Making an application at KCL

It is essential that you read the information below carefully prior to completing the application. It contains important information and instructions for successful completion of the application. Please be sure to complete all the sections of the form with all relevant information (all questions with a red asterisk next to them are mandatory and you will not be able to submit without answering these).

Please click on the following link to apply to KCL online: https://apply.kcl.ac.uk/ (Please use either Google Chrome or Firefox as your browser. The application portal is not optimised for Internet Explorer).
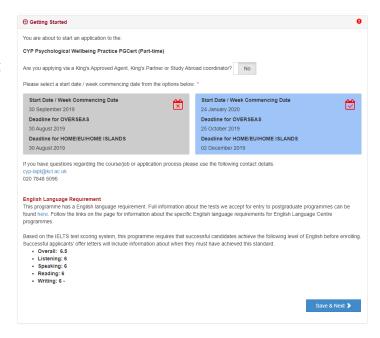

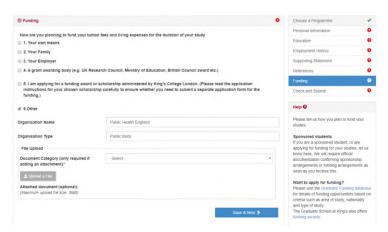You will need to register an account and login to create a new application or log in to an existing account.

Click on 'New Application' in the menu bar at the top of the screen. You should then search for *CYP Psychological Wellbeing Practice PG Cert (part-time)*. As you type, a drop-down menu will appear - click on the relevant option.

This will take you to a screen asking you to select a start date - you will need to click on the checkbox selecting **January start** month and click Save. (This window also asks whether you are applying via a King's Approved Agent, King's Partner or Study Abroad coordinator - the default answer *No* ought to be selected.)

The application form requires that you identify the source of funding for your study. Please select *6. Other*; *Organisation Name* should be 'Health Education England' and *Organisation Type* should be 'Public body'.

Additional guidance

Answers to Frequently Asked Questions can be found at:
http://www.kcl.ac.uk/study/postgraduate/apply/faqs.aspx

Personal information
Including personal details, contact information, equal opportunities and fee status

Education
Please provide details and **a scan of your degree certificate** that confirms the classification awarded, if your certificate does not include the classification, please provide an official final transcript.

Employment history
Please enter your employment history; a CV is not required for the programme application, as it will have already been provided for your job application. Similarly, **references are not required for your university application.**

Personal Statement
As part of your online application, we would like you to write a personal statement of up to 1000 words.
- Please include:
    - Your name
    - The service that you are applying to alongside this application
- Why you would like to do this course?
    - Personal motivation
    - Career relevance
- Describe any relevant experience you have in the field.
- How would you cope with the academic demands of the course?

Final check
Carefully check your application before clicking *'Submit.'*

Interviews
Upon submission of your two applications, your job application will be considered, and you will be informed of whether you have secured an interview. The interview will consist of questions from the service and from the University and the final decision on your application will be made by the employer and the university in collaboration.

Queries

If you have any queries **before** submitting your university online application at KCL**,** please contact the KCL admissions office:
admissions-query@kcl.ac.uk

Once submitted, please direct queries about your application, please direct queries to the messaging system on King's Apply. This will allow your query to go direct to the team managing your application.

If you have **any queries relating to the academic course at KCL**, please contact the CYP IAPT office:
cyp-iapt@kcl.ac.uk

We are unable to answer any queries relating to your job application. Please contact the service/organisation you applied to directly.

effectively and provide you with teaching, research and administrative support. Applications will be shared with the other organisations that provide the training and recruitment initiative, including the Institute of Psychiatry, Psychology & Neuroscience at King's College London (KCL), Royal Holloway, MIND, Addaction and the NHS Trust or Trusts that you have chosen in your application. By completing and submitting your application form you are agreeing that the College can process and share your data in this way. Applicants should note that the College will retain information on unsuccessful applications for statistical and audit purposes and in the event of a complaint or appeal.

All personal data will be processed in compliance with the General Data Protection Regulation and college policy.