



## **Application for Accreditation of Prior Learning**

This application for accreditation of prior learning should be submitted by students who have completed previous courses/modes of study that are equivalent to a Foundation Course in Counselling Skills.

- a. You need to provide evidence of attendance at a course with a minimum of 100 contact hours e.g. the course syllabus with number of contact hours and certification of successful completion.
- b. In addition you need to provide evidence of your attendance at ongoing personal development (preferably in a group) and number of hours of study – letters from trainers, facilitators etc.
- c. Evidence of skills development – what skills, how they were practiced and for how long.
- d. Study of Theory:  
In particular we are looking for evidence of introductory study of different models of counselling and/or theories of personality e.g. essays, logs etc.

Please note evidence can include syllabus and copies of essays, assignments, synopses of learning achieved and details of books read.

You need to collect the above evidence and send it with a letter of application to: Karen Walsh, Director of Training. The Institute will examine the evidence and may require you to submit further pieces. Within a month of receipt of all documents we will give you formal notice of whether or not your application for accreditation of prior learning has been approved.

The training fee for submission of same is €150. Please note that the assessment and application training fee are both non-refundable.