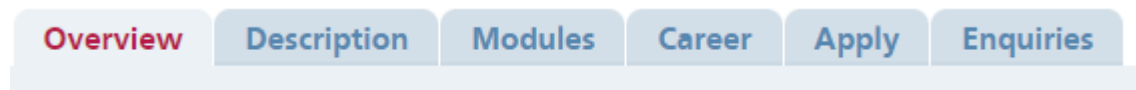


## FAQs

### 1) How do I apply for the One Year Certificate in Counselling Skills (OYC) at MTU?

Application is an online process. You will find the tabs (see below) on the website <https://www.cit.ie/course/crhcoui6>. Follow the 'Apply' tab to complete your application.



### 2) When can I apply?

The application process usually opens in early February each academic year. Check the website for updates. <https://www.cit.ie/course/crhcoui6>

### 3) What documents should I upload with my application?

Upload **only** the 'Supplementary Information Form'. This form is downloadable from our website for completion. Once completed, upload it with your application. See below.

#### 2. Please download and complete this [Supplementary Information Form – One Year Certificate in Counselling Skills](#)

When completed, save the form and then upload it to the section titled "Supporting Documentation" in your online application.

Do not upload any other supporting documentation at this stage.

**Your application will not be processed unless this form – Supplementary Information Form – One Year Certificate in Counselling Skills – is completed and uploaded to your online application.**

### 4) Are there any other forms to submit?

Yes, in order for your application to be deemed complete two references are required. Reference forms are available for you to download and must be returned directly to the intake coordinator - 'rae.brady@mtu.ie'. As with the 'Supplementary Information Form', you will find them on our website. <https://www.cit.ie/course/crhcoui6>.

See below...

- Submit two references.

The referees should be people who have known you for some substantial time, who are not related to you, and who are in a position to comment objectively on your readiness for the course.

Please download a copy of the [Reference Form – One Year Certificate in Counselling Skills](#) and forward it to each referee for completion.

References should be completed and returned confidentially by the referees. The referees must email the form to [rae.brady@cit.ie](mailto:rae.brady@cit.ie) by 16th April 2021.

- It is the applicant's responsibility to ensure that the references have been submitted by the closing date.

**5) How should my referees submit their reference?**

Please send your chosen referees a copy of the Reference Form (as per Q4 above). Upon completion, they must then email the completed form (on Word document only) to the intake coordinator – [rae.brady@mtu.ie](mailto:rae.brady@mtu.ie)

**6) Would it be helpful for me (the applicant) to collect the references from the referees and submit them?**

A reference is a confidential document and must be submitted by referee directly to the intake coordinator – [rae.brady@mtu.ie](mailto:rae.brady@mtu.ie)

**7) In what format should references be returned?**

References need to be submitted on the downloadable word document form. Submitting in other formats may cause difficulty opening and could impact your application.

**8) What happens if my reference forms are not submitted on time?**

Reference forms submitted after the closing date will deem the application incomplete. It is the responsibility of the applicant to ensure that referees submit completed reference forms to the intake coordinator by the applicable date for each academic year.

**9) Should I upload my educational transcripts or any other documents with my application?**

No. At this time do not upload any other documents, only your Supplementary Information Form.

**10) If I use more than one name, which one should I use on the application form?**

Use the name that you will be recognised by and ensure that it is the same on each part of the application including the Reference forms

**11) Can I submit the forms in any other format?**

Completed forms **must** be submitted in their original format i.e. Word Document

**12) Is there any situation in which I should change the format of any of the downloadable forms?**

No, submit downloadable forms only.

**13) What happens when I submit my application?**

You will receive an acknowledgement of receipt.

**14) What else should I do to ensure my application has arrived ok?**

On submission of your application you will receive a confirmation email. If you do not receive a confirmation email contact the intake coordinator within one week.

**NOTE:** Before you contact intake coordinator please check your spam folders as confirmation emails may sometimes arrive there.

**15) What happens if I forget to upload my Supplementary Information Form?**

Your application will be deemed incomplete and therefore not accepted.

**16) What if I have an enquiry that I cannot find the answer to in this section?**

You may contact the OYC intake coordinator between February 07<sup>th</sup> and April 07<sup>th</sup> [rae.brady@mtu.ie](mailto:rae.brady@mtu.ie)

**17) How will I know if my application is complete?**

You will receive an acknowledgement of receipt via email. A completed application has 3 components:

- a) Online application completed
- b) Supplementary Information Form completed and uploaded
- c) 2 x Reference forms returned directly by referees to the intake coordinator by email.

**18) Will I be contacted if my application is incomplete?**

Unfortunately, due to the very large volume of applications we receive each year, we are not in a position to follow up on incomplete submissions.

Therefore, we urge you to read the guidelines relating to the online application process very carefully in order to ensure your application is complete.

**19) What happens if I miss the application deadline?**

In the event of you missing the application deadline, you are very welcome to submit again the following year.

**20) What if I'm unsure about some aspect of the application?**

Check the **FAQ** section on this website. <https://www.cit.ie/course/crhcoui6>. If you do not find an answer to your query there, then email the OYC intake coordinator [rae.brady@mtu.ie](mailto:rae.brady@mtu.ie) between February 07<sup>th</sup> and April 07<sup>th</sup>.

**21) When can I expect to hear about my application?**

Once you submit your application, you will receive an acknowledgement to the email you used in your application. Following the closing date (see website), all applications will be processed by the intake coordinator. This process takes a number of weeks.

**22) What is the next stage of the process?**

An intake assessment panel meet to review applications and shortlisting takes place. Successful candidates at this stage will be invited for interview.

**23) Are all applicants invited for interview?**

Following the assessment panel review, applicants who are **shortlisted** will be invited for interview.

**24) What are the shortlisting criteria for interview?**

- Complete application - as outlined in Q. 17
- Applicant has availed of a minimum of ten one-to-one consecutive counselling sessions in the last two years (weekly or fortnightly) with an accredited/pre-accredited counsellor affiliated to IACP, IAHIP, BACP or other professional counselling body.
- To be 26 years of age as on January 1<sup>st</sup> of year of application.

**25) When are interviews held?**

Dates of interviews will be confirmed once processing of applications is complete.

**26) What happens after my application is submitted?**

Once the closing date passes, the intake coordinator will begin the process of reviewing applications. Applications that meet the application requirements (see Q 17) above will then be processed by the assessment panel. When this is complete, shortlisted applicants will be notified that their application meets the shortlisting requirements and details of steps that will follow.

**No action** is required by shortlisted applicants at this stage. The next communication that applicants will receive will be an invitation to interview.

**27) If I am successful in achieving a place on this course, when can I expect to know my timetable?**

Timetables are finalized at **the beginning of September** when class groups are assigned to their tutors. You can expect to receive an email in early September with updates.

**28) What happens if I have a query while staff are on their academic holidays?**

You should peruse this FAQ section and you may find an answer to your query there. The intake coordinator will be available again in early September of the new academic year.

**29) Can you offer a general outline of the course commitment?**

This training has 3 main components:-

- Counselling Theory
- Counselling Skills Practice
- EGP (Experiential Group Process).

Theory Modules are usually delivered on Monday evenings throughout the academic year.

Counselling Skills Modules usually happen on Tuesday and Wednesday evenings. You will be assigned to one of those evenings (not both) and you can expect to attend approximately once per month.

EGP schedules are finalized in September when groups are assigned to their tutors. Anticipated schedule is as follows:-

- One weekday evening
- or
- Fridays 2pm to 9pm
- or
- Saturdays 10am to 5pm
- or
- a combination of some of the above.

Dates are shared on induction evening in September.

**30) Is there automatic progression between the programme stages?**

There is no automatic progression process.

The counselling and psychotherapy training programmes at MTU are as follows:

- a) One Year Certificate in Counselling Skills (OYC)
- b) Higher Certificate in Counselling Skills (HC)
- c) BA Counselling & Psychotherapy (2 year programme)

On completion of the 'One Year Certificate in Counselling Skills' interested students may apply for the 'Higher Certificate in Counselling Skills'. Places are offered based on an assessment of suitability. On completion of the 'Higher Certificate in Counselling Skills' students may apply for the BA(Honours) in Counselling & Psychotherapy. Again, places are offered based on an assessment of suitability.

**31) If I complete the OYC successfully but want to/need to take a year off before applying for the HC, will this be possible?**

Yes, if you complete the One Year Certificate in Counselling Skills (OYC) successfully, you may apply for the Higher Certificate in Counselling Skills (HC) at a later stage. Please note that in this case, in addition to submitting an application, you will also need to attend for interview.

**32) If I have already completed a foundation course elsewhere (similar to the One Year Cert in Counselling Skills) can I use my prior learning (RPL) to go directly into the Higher Certificate in Counselling Skills at MTU?**

Currently, we are not accepting students who have completed a Counselling Skills course outside of MTU onto the Higher Certificate or BA programmes.

**33) Is this an online training course?**

This is not an online training course. However, since spring 2020, staff have offered the course remotely due to the restrictions caused by the global pandemic. We follow public health guidelines in the interest of keeping our students and staff safe and well.