

## Application and Selection Process - Guidelines for Applicants

<b>Procedure applies to:</b>	Applicants to Volunteer Counsellor positions
<b>Procedure approved by:</b>	Trustee for Counselling
<b>Procedure start date:</b>	January 2016
<b>Procedure last updated:</b>	April 2022
<b>Procedure review date:</b>	April 2023
<b>Version number:</b>	4
<b>Contact for queries about procedure:</b>	Counselling Manager
<b>To be read in conjunction with:</b>	External Assessment Guidelines for Applicants

### Definitions

**Placement Counsellors** – these are counsellors who are training at an external training institution and are on a counselling placement at BCS

**Volunteer Counsellors** – these are qualified counsellors who see clients in a voluntary capacity at BCS

### Application criteria

Anyone wishing to apply to be a Placement or Volunteer Counsellor at BCS will need to meet the following criteria in order for their application to be considered.

1. We require all our Placement and Volunteer Counsellors to have undertaken at least six months of personal therapy with a qualified psychodynamic or integrative counsellor.
2. Any applicant must be able to demonstrate a reasonable understanding of psychodynamic or integrative theory, with a focus on working with unconscious processes. The applicant needs to be able to work within these modalities with clients and in supervision.
3. It is a requirement for Placement and Volunteer Counsellors to be a member of a professional counselling body whilst seeing BCS clients.
4. All Placement and Volunteer Counsellors are expected to commit to the Service for a minimum of two years. This is due to the nature of the open-ended work that we offer clients.

### Shortlisting

Upon receiving an application form, BCS will contact any applicants as soon as

possible to inform them whether they have been shortlisted for an interview. This decision will be made by the interview panel (see below) based on the above criteria, and the strength of the applicant's education, work experience and personal statement.

### **Interview**

Interviews are held with the Counselling Manager and one of the Clinical Supervisors. Interviews usually last around an hour and a half.

### **Post-interview**

For those who have a successful interview, the following will then apply:

1. BCS asks all applicants to undertake an external assessment at the applicant's expense. Further details are available in the External Assessment Guidelines document. The Counselling Manager may wish to discuss the report with the applicant, as part of the application process.
2. BCS will take up the two references listed on the application form.
3. BCS requires all applicants to undertake a DBS check before any client work can commence. BCS will bear the cost of this.