



# Terms and Conditions for Place2Be's Level 4 Diploma in School-Based Child Counselling

## Contents

1. General .....	2
2. Bursary Overview .....	2
3. Bursary Eligibility.....	3
Eligibility Criteria .....	3
Eligibility Definitions .....	4
Accepted Proof of Eligibility .....	4
4. Bursary Application and Allocation Process .....	5
Allocation .....	6
5. Bursary Offers.....	6
6. Bursary Payment .....	7
Additional Funds .....	7
Summary of Payment Schedule .....	8
7. Bursary Deadlines.....	8
8. Withdrawal of a Bursary .....	9
9. Use of Bursary Applicants Data.....	9
10. Complaints Procedure and Dispute Resolution for Bursary Applicants .....	10
11. Changes to Bursary Scheme .....	11

## 1. General

- 1.1 This Terms and Conditions document applies to the Level 4 Diploma in School-Based Child Counselling Course (also referred to as Level 4 Diploma or Course”).
- 1.2 Places are offered subject to suitability and upon receipt of your application form, tutor and/or supervisor references (whichever is applicable) and attendance at an interview. Once offers have been made, places on the Level 4 Diploma are reserved on a first come, first served basis. Your place on the Level 4 Diploma will be confirmed when your agreement form and deposit payment have been received. You will be sent an email confirming your place on the Course once this deposit has been secured.
- 1.3 Mid-year deferral requests will only be considered in extenuating circumstances and will be assessed on a case-by-case basis. You would be liable to pay fees for any study already undertaken, and to pay term fees again if it is deemed that you need to restart the term later.
- 1.4 If you have outstanding course fees with Place2Be at the time of Mid-term and Final Tutorials, these tutorials will not be held, and marks will be withheld. You will not receive your certificate until outstanding fees have been paid in full.
- 1.5 Minimum attendance to pass each year is 80%. If the minimum attendance requirement has not been met, you will not be able to receive your certificate.
- 1.6 If resubmission costs are generated, you will be required to pay them.
- 1.7 In accepting the offer of a place on the Level 4 Diploma, Applicants agree to all financial commitments detailed below. This includes;
  - 1.7.1 Payment of £1000 non-refundable deposit for non-Bursary Applicants.
  - 1.7.2 Payment of £100 non-refundable deposit for Bursary Applicants
  - 1.7.3 Once you have paid the non-refundable deposit, you are liable to pay the entire course fee.

## 2. Bursary Overview

- 2.1 Place2Be Bursary scheme (also referred to as ‘Bursary’ or ‘Bursary Scheme’), provided by Place2Be in Summer 2023 – Summer 2024 as part of the organisation’s mission to increase diversity and inclusion within the counselling workforce.
- 2.2 Submission of an application and acceptance for any Bursary is considered acknowledgement and acceptance of these Terms and Conditions.**
- 2.3 The Bursary Scheme is a non-transferable contribution to course costs, allocated to Applicants by panel decision. It applies to the above-mentioned course within the timeframe outlined and cannot be used on later courses, unless in exceptional circumstances and agreed by Place2Be.
- 2.4 The purpose of the Bursary Scheme is to cover the course costs in full and subsidise living costs for successful Bursary Applicants as a means of financial support to enable wider access to the course.
- 2.5 The full fees and the proportions covered by the Bursary are as follows;

Course	Full Course Fee	Percentage covered by Bursary
--------	-----------------	-------------------------------

Level 4 Diploma	£15,000	100%
-----------------	---------	------

2.6 The following number of Bursaries are available. These were updated in February 2023 to remain proportionate to the number of applications received for each course.

Course	Number of Bursaries
Level 4 Diploma	10

2.7 Each Bursary recipient is also entitled to funding as outlined below to support additional course costs.

Bursary	Additional funding total
Level 4 Diploma	£23,000

2.8 The total Bursary amount above includes £20,000 to support general living costs and £3,000 to support payment for personal counselling sessions throughout the course. There is an additional pot of £1,000 for learning materials, and £1,500 for travel which will have to be expensed for.

2.9 A fee of £100 will be requested from all successful bursary recipients to cover administrative and course registration fees.

2.10 These Terms and Conditions do not cover any other form of discount or financial support made under government loan or grant frameworks for courses at Place2Be.

### 3. Bursary Eligibility

3.1 To be considered for the Bursary, Applicants must meet all eligibility criteria for both the bursary and for the Level 4 Diploma course set out in section 2 below.

3.2 Applicants cannot apply for a Bursary to be used in a future year of study, nor to apply retrospectively to a course already started; they are applicable to courses starting in 2023 only.

#### Eligibility Criteria

3.3 To be considered for a Bursary, Applicants must meet **all** of the following requirements;

3.3.1 A UK resident for the past 5 years.

3.3.2 Able to demonstrate that you are in genuine financial need (total household income <£35,000)

3.3.3 A commitment to work in the field of children's counselling

3.3.4 Meet all entry requirements for the Level 4 Diploma

3.3.5 Be able to attend the course and preparatory courses in full at the location and dates specified.

3.4 Applicants can only apply for one Bursary and should only submit one application. If multiple applications are submitted, the most recent will be considered.

- 3.5 Applicants who meet the above eligibility criteria are invited to apply for the Bursary scheme whilst applying for the training course.
- 3.5.1 Applicants accept that it is their responsibility to ensure they meet the requirements for their chosen training course.
- 3.5.2 Applicants accept that if they do not meet the requirements, they will not be eligible to join the course.
- 3.6 Bursary Applicants must be willing to complete the standard course application form and attend a multi-day introductory course and an interview during the Bursary application process in order to confirm their eligibility for the course.
- 3.6.1 Applicants must pass this interview for their Bursary application to be considered.
- 3.6.2 Successful application and interview records will be valid for up to two academic terms as per usual course processes, in cases where Applicants not awarded the Bursary still wish to be considered for a training course.
- 3.7 All Applicants will be asked to provide evidence of eligibility in the form of supporting documents as defined in section 2.11.

### Eligibility Definitions

- 3.8 A UK resident is anyone who ordinarily and lawfully resides in any area of the UK.
- 3.9 Genuine financial need is defined as anyone whose total annual household income (before tax and including any benefits or allowances) is less than £35,000. Genuine financial need could also include those on Universal Credit.
- 3.10 Universal Credit is inclusive of other means tested benefits and allowances, such as; Jobseeker's Allowance, Employment and Support Allowance, Income Support, Working Tax Credit, Child Tax Credit and Housing Benefit.
- 3.11 A carer is any person who 'looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.'

### Accepted Proof of Eligibility

- 3.12 Accepted forms of supporting evidence include the following documents;

Criteria	Accepted Documents/Evidence
UK resident for a minimum of 5 years	One of the following: <ul style="list-style-type: none"> <li>• Utility or Council Tax bill (from the past 3 months)</li> <li>• Bank statement (from the past 3 months)</li> <li>• Tax assessment</li> <li>• Photographic ID (e.g. driver's license)</li> <li>• Mortgage statement</li> </ul>

	<ul style="list-style-type: none"> <li>• Certificate of voter registration</li> <li>• NHS Medical Card or Local GP Registration Confirmation</li> </ul>
Total household income	<p>All relevant documents from the following;</p> <ul style="list-style-type: none"> <li>• Payslips (from the last 3 months) for relevant persons</li> <li>• HMRC Tax statements if self-employed</li> <li>• Confirmation of any forms of financial support mentioned (from the last 3 months)</li> <li>• Confirmation of any additional income mentioned (dated within 12 months and showing current/ongoing eligibility)</li> </ul>
Commitment to training	<ul style="list-style-type: none"> <li>• Application form - Section 3</li> <li>• Multi-day introductory course attendance</li> <li>• Interview process</li> </ul>
Meeting course requirements	<ul style="list-style-type: none"> <li>• Acceptance onto the specified course (within the Bursary timeframe)</li> <li>• Certificates of any prior training</li> </ul>

3.13 Place2Be shall determine the acceptable supporting evidence and documentation.

3.14 Supporting documents will be requested alongside the Bursary offer and must be provided by the deadline outlined in the offer communication.

3.15 If supporting documents are not provided or are not deemed sufficient, the offer will be withdrawn.

3.16 All supporting evidence shall be processed in line with [Place2Be's Privacy Policy](#) which can be found on the website.

#### 4. Bursary Application and Allocation Process

4.1 Application stages are as follows;

- i. Applications open
- ii. Initial sifting
- iii. Invitation to attend online Place2Be e-learning introductory session
- iv. Short assessment of material
- v. Multi-day introductory programme
- vi. Invitation to interview
- vii. Bursary offers

4.2 Only applications submitted online via Place2Be's online form will be accepted. Applications received in any other form will not be considered.

- 4.3 Bursary applications submitted beyond the closing date advertised on the website will not be accepted.
- 4.4 Initial sifting criteria will be taken from Section 2 of the application form and will be anonymised and ranked by a Bursary Administrator.
- 4.5 Applications which sufficiently meet these criteria will be progressed to the next stage of the application process.
- 4.6 Applicants will apply for the course alongside the Bursary.
  - 4.6.1 This is to confirm a candidate's eligibility for the relevant course.
  - 4.6.2 Interviews may be conducted in person, over Zoom or over the phone and will be arranged between the candidate and the Bursary Administrator.

## Allocation

- 4.7 Bursaries will be offered to Applicants who sufficiently meet all criteria for the Bursary *and* the course they wish to apply for, where there are spaces locally.
- 4.8 Final decisions will be made by a Place2Be panellist.
- 4.9 The decision of the interview panel is final and cannot be changed. There will be no option to appeal final decisions on Bursary allocations.
- 4.10 Should a candidate reject the Bursary offer or not respond by any of the deadlines outlined in communications, the Bursary may be offered to another candidate as identified by the review panel.
- 4.11 The Bursary cannot be claimed against any type of course other than the one specified at the time of application.
- 4.12 Place2Be is responsible for the fair allocation of Bursaries and cannot be held responsible for any errors or omissions in information supplied during the application process.

## 5. Bursary Offers

- 5.1 The offer of a Bursary will be communicated to all successful Applicants via email following the decision of the review panel.
- 5.2 Applicants who are unsuccessful will also be informed of the decision regarding their application via email.
- 5.3 Place2Be will confirm any supporting documents required in the offer email.
- 5.4 Applicants are required to respond and confirm acceptance of a Bursary offer and submission of supporting documents by the deadline outlined in communications after the offer email has been sent.
  - 5.4.1 If there is no response, Place2Be may attempt to contact Applicants by phone, where a phone number has been provided.
- 5.5 If there is no response from Applicants after this time and after multiple contact attempts, it will be assumed that the Bursary is no longer required, and it will be offered to another candidate.

- 5.6 If a candidate cannot provide supporting documents or does not provide them by the deadline outlined in the offer communication, Place2Be reserves the right to withdraw the Bursary offer.
- 5.7 Acceptance of any Bursary offer is considered further acceptance of the Terms and Conditions outlined in this document, acceptance of the [Professional Qualifications Terms and Conditions](#), and acceptance of the general standards and behaviours expected during courses at Place2Be.
- 5.8 In accepting a Bursary offer and beginning a training course at Place2Be, recipients are making a commitment to meet the course criteria to the best of their ability.

## 6. Bursary Payment

- 6.1 In accepting the offer of a Bursary, Applicants agree to all financial commitments detailed below. This includes;
- 6.1.1 Payment of the £100 confirmation fee to cover administrative costs (as per 1.7.2).
  - 6.1.2 The Bursary funding for the Course fees will be applied directly to the cost of the course, and therefore not be paid to the recipient.
  - 6.1.3 The Bursary funding for living expenses and personal therapy (£23,000) will be distributed equally at the beginning of each school half-term, with each instalment totalling £3,833.
- 6.2 There is an additional pot of £1,000 for learning materials, and £1,500 for travel which will have to be expensed for.

### Additional Funds

- 6.3 Bursary recipients will have access to additional funding towards the cost of training resources.
- 6.4 This will be paid to each recipient at the beginning of each half-term in instalments as follows;
- 6.4.1 August 2023, start of course
  - October 2023, half term holiday
  - December 2023, Christmas holiday
  - February 2024, half term holiday
  - April 2024, Easter holiday
  - May 2024, half term holiday / last payment
- 6.5 Payment of additional funding instalments will be made by bank transfer, and the recipient will be asked to provide their bank details for this transaction.
- 6.6 Should the candidate withdraw from their course or be asked to leave for any reason, Place2Be reserve the right to ask the candidate to repay any Bursary funding already awarded directly to the recipient. No further Bursary payments would be made once a candidate withdraws from or is asked to leave the course. Any exceptions to this will be made at the discretion of Place2Be.

## Summary of Payment Schedule

6.7 Payment of additional funding will be made by Place2Be at the following intervals;

Funding	Payment Stages	Payment Method	Repayment applicable
Level 4 course costs £15,000	NA	Applied directly to course fees	No
Level 4 Bursary £23,000 split into 6 equal payments of £3,833	August 2023, start of course October 2023, half term holiday December 2023, Christmas holiday February 2024, half term holiday April 2024, Easter holiday May 2024, half term holiday / last payment	Bank transfer	Should the candidate withdraw from their course or be asked to leave for any reason, Place2Be reserve the right to ask the candidate to repay any Bursary funding already awarded directly to the recipient. No further Bursary payments would be made once a candidate withdraws from or is asked to leave the course. Any exceptions to this will be made at the discretion of Place2Be.
Additional Funding – Level 4 (funding for materials and travel) £2,500	Reimbursed using an expense form	Bank transfer upon accepted expense form and evidence	No

6.8 Payments made by Bursary recipients (outlined in 5.1) will be required within the following timeframes;

Fees	Payment Stages	Payment Method
Bursary confirmation fee (£100)	Following receipt of Bursary offer	Bank transfer/card payment

## 7. Bursary Deadlines



- 7.1 Applicants will not be considered for a Bursary if they have not submitted an application within the advertised timeframe. The application deadline is advertised via [Place2Be's Bursary page](#), and was communicated to all those who registered their initial interest via the online form.
- 7.2 All deadlines for subsequent course applications, supporting documents, provision of bank details, and payment of administration fees will be communicated to Applicants by email.
- 7.3 Applications or supporting documents which are not submitted by the advertised or communicated deadlines will be not be considered, and it will be assumed the candidate no longer wishes to pursue their application.
- 7.3.1 Any exceptions will be made at the discretion of Place2Be.
- 7.4 If a candidate cannot meet a deadline for any reason, they must inform Place2Be in writing to [qualify@place2be.org.uk](mailto:qualify@place2be.org.uk) ahead of the advertised or communicated deadline.
- 7.5 If a candidate's circumstances change during the application process, or during a training course they agree to inform Place2Be as soon as possible.

## 8. Withdrawal of a Bursary

- 8.1 Any application at any stage that is discovered to be fraudulent in nature will be withdrawn, and Place2Be reserves the right to request that any Bursary funds already applied be repaid in full.
- 8.2 Applicants agree to the [Professional Qualifications Terms and Conditions](#) and to adhere to expected standards and behaviours during the course. If these are not met, students may be asked to leave the course.
- 8.3 Should a candidate leave or be advised to leave a course after it has started, they will no longer be eligible for any remaining Bursary contributions. Reasons for leaving a course can include;
- Student withdrawal from a course
  - Non-attendance
- 8.4 Place2Be reserves the right to request repayment of additional funding should a candidate withdraw in the early stages of the course (5.7).
- 8.5 If a student completes but fails any course there will be no requirement to repay any costs covered by the Bursary.

## 9. Use of Bursary Applicants Data

- 9.1 In agreeing to the Terms and Conditions in this document, bursary Applicants also agree that Place2Be can store and use application responses as outlined below.
- 9.2 Place2Be will use the information provided in each section of the application form as follows;

Application Form Section	Detail	How it will be used
Section 1	Eligibility criteria	<ul style="list-style-type: none"> <li>• Initial sifting and longlisting</li> </ul>

		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Sections 2 and 3	Contact and personal details	<ul style="list-style-type: none"> <li>• Communications with Applicants (email)</li> <li>• Verification of UK address</li> <li>• Place2Be course checks</li> <li>• Place2Be reporting</li> </ul>
Section 4	School placement preference and counselling qualifications	<ul style="list-style-type: none"> <li>• Initial sifting and longlisting</li> <li>• Interview</li> </ul>
Section 5	Bursary application	<ul style="list-style-type: none"> <li>• Shortlisting</li> </ul>
Section 6	Supporting statements	<ul style="list-style-type: none"> <li>• Initial sifting and longlisting</li> <li>• Interview</li> </ul>
Section 7	References	<ul style="list-style-type: none"> <li>• Contacting reference (email)</li> </ul>
Section 8	Safeguarding	<ul style="list-style-type: none"> <li>• Shared with safeguarding team</li> <li>• Initial sifting</li> </ul>

9.3 Place2Be will retain full bursary application information for successful recipients until course completion, at which point candidate details will be deleted.

9.4 The Bursary Administrator and application review panels will have access to the full details of a candidate's application, and relevant staff in the training team will have access to necessary details for course registration.

9.5 Place2Be may use feedback or statements provided on the website or in future advertising. We will be relying on legitimate interest as our legal basis for this. Please refer to Place2Be's [Privacy Policy](#) for further information on how Place2Be processes individuals' personal data.

9.6 If a recipient's contact details change, it is their responsibility to inform Place2Be so that they can continue to receive communications about their bursary.

9.7 To request removal of data from Place2Be's system, Applicants can contact [qualify@place2be.org.uk](mailto:qualify@place2be.org.uk) to request this in writing. Details for any bursary recipients currently on courses need to be kept until the course has been completed. Further details on how we use and process data can be found in our [Privacy Policy](#).

## 10. Complaints Procedure and Dispute Resolution for Bursary Applicants

10.1 A complaint at any stage of the Bursary process must be addressed in writing to the Bursary Administrator at [qualify@place2be.org.uk](mailto:qualify@place2be.org.uk).

10.2 If possible, issues will be resolved between the Bursary Administrator and candidate.

10.3 Any complaints that cannot be resolved in this way will be escalated to the Head of Learning, Mental Health Workforce and raised in accordance with the formal complaints procedure in the Mental Health Workforce Team.

10.4 Records of all communications made regarding any complaints will be retained by Place2Be until the complaint is resolved.

## 11. Changes to Bursary Scheme

11.1 All Bursary scheme processes and documentation, including these Terms and Conditions, will be reviewed and adjusted as needed by Place2Be.

11.2 Place2Be reserves the right to amend or discontinue the Bursary scheme at any time without prior notice, although where a period of notice is possible it will be communicated to Applicants and recipients.

11.3 This document was last updated in March 2023.