



# ADMISSIONS POLICY

## ACADEMY OF PLAY AND CHILD PSYCHOTHERAPY

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## Introduction

The Academy of Play and Child Psychotherapy (APAC) believes the diverse community is an essential part of its core values, and that diversity amongst our students enriches learning and teaching during our courses.

APAC's Admissions Policy sets out the pathway to applying for our courses and we welcome and encourage applications from anyone interested in supporting children's mental health.

This policy relates to all Postgraduate Courses offered by APAC in collaboration with Leeds Beckett University (LBU), University of Chichester (UOC), University College Cork (UCC), NCFE Level 5 and APAC's Post Qualifying Courses.

The policy is intended to give clear guidance to prospective students on APAC's admissions procedures including applying, admission of potential students and attending courses. APAC is committed to ensuring that no student with potential to meet our entry requirements is deterred from applying. All applications will be considered on the student's merit and individual potential.

This policy is consistent with good practice in admitting students to higher education learning.

All references to The Register of Play and Creative Arts Therapists pertain to the following link: <https://playtherapyregister.org.uk/>.

All references to The Supervisors' Database pertain to the following link: <https://playtherapy.org.uk/search-listings/>.

## Entry requirements

APAC welcomes applications from appropriately qualified students wishing to undertake Postgraduate learning in our Master of Arts programme (MA). As the three stages form part of a cumulative learning process, it is unfortunately not possible for students to bypass any of them or modules thereof; all students, without exception, commence with the Certificate in Therapeutic Play Skills. All students who undertake any of the APAC courses (with the exception of the One Day Introduction to Play Therapy course) will be required to apply for a suitability check as part of the application process. Please see more details in the APAC Suitability Check Policy.

## International Students

Our UK courses (Postgraduate Certificate in Therapeutic Play Skills and Postgraduate Diploma in Play Therapy) are not open to international students who are not resident in the UK/Europe. For non-UK nationals, evidence of a British Residence Permit (BRP) or the relevant visa is required. Visitors to the UK will not be accepted onto the course.

International students can apply for our Summer Schools in France and Ireland.

The details of APAC's courses can be found at <https://apac.org.uk/courses-menu/>

## APAC Course entry requirements:

### Introduction to Play Therapy

- No entry requirements.
- No membership grade will be awarded at the end of the course.

### Postgraduate Certificate in Therapeutic Play Skills (Stage 1 of the MA in Practice Based Play Therapy)

- **UK** - a level 6 Honours degree in a child- or Arts related field
- **Ireland** - a Level 8 qualification in a child-related field
- **Rest of the World** – equivalent of a UK level 6 Honours degree in a child-related field
- Minimum of 2 years of prior experience working with children up to the age of 18. This can be in voluntary or paid employment.
- Where the student does not hold a degree, they may be able to apply through the Recognised Prior Learning route (RPL). See the APAC Recognition of Prior Learning Policy for more details.
- A current membership with Play Therapy UK/Play Therapy International will be required upon enrolment on the course. The Register of Play and Creative Arts Therapists <https://playtherapyregister.org.uk/> will be updated accordingly. 'Trainee' status will be awarded on enrolment, followed by 'Certified Practitioner in Therapeutic Play Skills' status on completion of this course.
- Written online references are also required from both the current employer and a character reference.
- This course is mandatory to attend in order to progress to the Postgraduate Diploma in Play Therapy (Stage 2 of Master of Arts programme).
- Please note that we are unable to offer places on our Post Graduate Certificate in Therapeutic Play Skills Course to students already enrolled onto another programme.
- Course Requirements can be found here: [Certificate Courses Play Therapy - APAC](#)

### Postgraduate Diploma in Play Therapy (Stage 2 of MA in Practice Based Play Therapy)

- Students progressing to the Postgraduate Diploma must have completed at least 75 clinical hours of supervised play therapy with children prior to the course commencement date, unless otherwise stated. **Addendum: Students are currently able to apply once they have completed 50 clinical hours (to be reviewed in January 2024).**

**Please note: University College Cork Students** progressing to the Diploma must have received their PG Certificate in Therapeutic Play award.

- Students must have submitted their 50 hours Supervision Report to the office.
- All Postgraduate Certificate in Therapeutic Play Skills fees have been paid in full.
- All Certificate academic assignments (excluding the Individual Case Study) must have been submitted and marked by the Course Director. Please note that students may only apply after one month has passed since the due date of their final Certificate academic assignments.
- Written online references are also required from both the Certificate Course Director and Clinical Supervisor. Please note that the reference from the Course Director cannot be obtained until the students' academic work has been marked.
- A current membership with Play Therapy UK/Play Therapy International will be required upon enrolment on the course as a Trainee or a Certified Practitioner in Therapeutic Play Skills.
- 'Certified Play Therapist' status will be awarded on completion of this course. The Register of Play and Creative Arts Therapists <https://playtherapyregister.org.uk/> will be updated accordingly.
- Course Requirements can be found here: [Postgraduate Diploma Courses in Play Therapy - APAC](#)

### **MA in Practice Based Play Therapy**

- Students progressing onto the MA in Practice Based Play Therapy course must have completed both the Postgraduate Certificate in Therapeutic Play Skills and Postgraduate Diploma in Play Therapy. Students must have received a Merit or Distinction on both Certificate and Diploma courses (marks above 60).
- A current membership with Play Therapy UK / Play Therapy International will be required upon enrolment on the course as a Certified Play Therapist. MA students can apply for the unique grade 'MA – Non-Practising Practitioner' if they are not practicing but want to study on the MA.
- All Postgraduate Diploma in Play Therapy fees have been paid in full.
- Course Requirements can be found here: [MA Course Practice Based Play Therapy - APAC](#)

### **Other qualification entry requirements**

APAC provides a range of qualifications to further develop knowledge and skills to enhance career development.

#### **NCFE Level 5, Developing Emotional Well-Being in Children and Adolescents**

- Minimum age for entry is 21 years.
- RQF level 3/4 in a related field of study e.g., counselling, education, childcare, youthwork.

- 5 years' minimum experience working in a related field e.g., caring, nursing, family support officer.
- **Or** experience of working with children and/or adolescents e.g., Learning Support Assistant, Guiding or Scout leader, Early Years Professional, Early Help Worker, Childminder, Foster carer.
- No interview is required.
- Course Requirements can be found here: [Level 5 Diploma in Developing Emotional Well-Being in Children \(apac.org.uk\)](https://www.apac.org.uk)

## Post Qualifying (PQ) Course requirements

### PQ Certificate in Clinical Supervision

- Completed 350 clinical hours, broken down as follows:
  - 100 hours acquired during Postgraduate Certificate in Therapeutic Play Skills;
  - 100 hours during Postgraduate Diploma in Play Therapy; and
  - 150 hours post Postgraduate Diploma in Play Therapy) working with children (4 to 13 years old).
- Applicants must hold current membership with Play Therapy UK/Play Therapy International upon enrolment on the course as a Certified Play Therapist.

*OR*

- Hold a UK Level 5 Diploma in Counselling/an Irish Bachelor of Arts (Honours) in Counselling and Psychotherapy (with a minimum of 450 clinical hours of professional practice).
- A current membership with Play Therapy UK / Play Therapy International will be required upon enrolment on the course as a Certified Play Therapist.

Course Requirements can be found here: [Post Qualifying Certificate in Clinical Supervision \(apac.org.uk\)](https://www.apac.org.uk)

Applicable to both routes:

- A written online reference will be required from the student's clinical supervisor.
- A 'Trainee Clinical Supervisor' status will be awarded on completion of this course. The Supervisors' Database will be updated accordingly.
- A mandatory attendance of PQ Certificate in Clinical Supervision Follow-up Day (see below) is required a year later in order to receive 'Certified Clinical Supervisor of Play and Creative Arts Therapist' status.

[PQ Certificate in Clinical Supervision Follow-up Day](#)

- This is a mandatory course to complete the PQ Certificate in Clinical Supervision.
- Students must have completed the PQ Certificate in Clinical Supervision at least one year prior to applying to this course.
- A 'Certified Clinical Supervisor of Play and Creative Arts Therapist' status will be awarded on completion of this course. The Register of Play and Creative Arts Therapists will be updated accordingly.

#### Approved Supervisor top-up day

- This course is mandatory every 3 years.
- A current membership with Play Therapy UK/Play Therapy International as an Approved Supervisor will be required upon enrolment on the course.
- The Supervisors' Database will be updated accordingly.

### **PQ Certificate in Filial Play Coaching**

#### Route 1 – The 4 day Filial Play Coaching Course:

- Completed as a minimum, the Postgraduate Certificate in Therapeutic Play Skills (the grade on the PTUK / PTI Register appears as Certified Practitioner in Therapeutic Play Skills) with clinical experience working with children using non-directive therapeutic play.

OR

- Completed a Postgraduate Diploma in Play Therapy (the grade on the PTUK / PTI Register appears as Certified Play Therapist) with clinical experience working with children using non-directive therapeutic play.

#### Route 2 – The 7 day Filial Play Coaching Course

- Qualified a UK Level 5 Diploma in Counselling/an Irish Bachelor of Arts (Honours) in Counselling and Psychotherapy (with a minimum of 450 clinical hours of professional practice) and have clinical experience working with children using non-directive therapeutic play.

Applicable to both routes:

- A current membership with Play Therapy UK/Play Therapy International will be required upon enrolment on the course.
- A 'Trainee Filial Play Coach' status will be awarded on completion of this course.
- A mandatory attendance of PQ Filial Coaching Follow-up Day (see below) is required a year later in order to receive 'Certified Filial Play Coach' status. The Register of Play and Creative Arts Therapists will be updated accordingly.
- A written online reference will be required from the student's clinical supervisor.

- Course Requirements can be found here: [Post Qualifying Certificate in Filial Play Coaching - APAC](#)

#### **PQ Filial Coaching Follow-up Day**

- This is a mandatory course to complete the PQ Certificate in Filial Play Coaching.
- Students must have completed the PQ Certificate in Filial Coaching 4 or 7 days at least one year prior to applying to this course.
- A 'Certified Filial Play Coach' status will be awarded on completion of this course. The Register of Play and Creative Arts Therapists will be updated accordingly.

#### **PQ Certificate in Counselling Children and Young People (CCYP)**

- CCYP Course is suitable for working with adolescents from 10-18 years of age.
- A current membership with Play Therapy UK/Play Therapy International will be required upon enrolment on the course as a Certified Play Therapist.
- A 'Certified Play and Creative Arts Counsellor of Children & Young People' status will be awarded on completion of this course. The Register of Play and Creative Arts Therapists will be updated accordingly.
- A mandatory attendance of PQ CCYP Follow-up Day (see below) is required a year later in order to receive this grade.
- A written online reference will be required from the student's clinical supervisor.
- Course Requirements can be found here: [Certificate in Play and Creative Arts Counselling - APAC](#)

#### **PQ Certificate in Counselling Children and Young People Follow-up Day**

- This is a mandatory course requirement to finish the PQ Counselling Children and Young People course.
- Students must have completed the PQ Counselling Children and Young People at least one year prior to applying to this course.
- A current membership with Play Therapy UK/Play Therapy International will be required upon enrolment on the course.

#### **Advanced Diploma in Counselling Children and Young People**

- Hold a UK Level 5 Diploma in Counselling/an Irish Bachelor of Arts (Honours) in Counselling and Psychotherapy (with a minimum of 450 clinical hours of professional practice working with children).
- Agreed contract with an Accredited Clinical Supervisor.
- Current member of the PSA, HCPC or equivalent register.
- Member of BACP, UKCP, PTUK/PTI, NCS or equivalent.

- Enhanced suitability check.
- Course Requirements can be found here: [Advance Diploma Course in Play Therapy - APAC](#)

### **Certificate in Creative Arts and Play Therapy Counselling for Adults**

- Qualified Counsellor for Children and Young People.

*OR*

- Hold an APAC PQ Certificate in Counselling Children and Young People qualification.

*OR*

- Hold a UK Level 5 Diploma in Counselling/an Irish Bachelor of Arts (Honours) in Counselling and Psychotherapy (with a minimum of 450 clinical hours of professional practice).
- No new grade is awarded at the end of this course.
- Course Requirements can be found here: [Certificate in Creative Arts and Play Therapy Counselling with Adults \(apac.org.uk\)](#)

### **Certificate in Creative Arts and Play Therapy Counselling for Adults Follow-up Day**

- This is a mandatory course requirement to complete the Certificate in Creative Arts and Play Therapy Counselling for Adults.
- Students must have completed the Certificate in Creative Arts and Play Therapy Counselling for Adults at least one year prior to applying to this course.
- A 'Certified Creative Arts and Play Therapy Counsellor with Adults' status will be awarded on completion of this course. The Register of Play and Creative Arts Therapists will be updated accordingly.

### **Continued Professional Development (CPD) Courses**

Continued Professional Development is essential for keeping skills and knowledge up to date, thereby supporting fitness to practice. APAC offers a range of CPD courses which can be accessed at any level of qualification. More information is provided here <https://apac.org.uk/continuous-professional-development-cpd/>

### **Competence in English Language (All courses)**

Teaching and assessment (unless stated otherwise) will be carried out in English. Therefore, applicants must be competent in spoken and written English language. If students are not



native speakers, they are required to have IELTS 6.0, with no modules below 5.5, or equivalent.

## Computer literacy (All courses except some CPD courses)

All students are expected to have:

- Basic computer literacy skills;
- Access to a laptop or PC with internet connection; and
- The ability to use emails.

## Recognition of Prior Learning (RPL)

APAC recognises that applicants may have gained qualifications and experiences which do not meet the above entry requirements. Where this is the case applicants may be eligible to apply for the RPL route. For all RPL routes, at least 4 months should be allowed for sufficient time to submit the assignments for marking and assessment. **Therefore, the RPL route isn't suitable for a late applicant.** See the APAC Recognition of Prior Learning Policy for more information.

## Application Process

The APAC courses are run throughout the year. Potential students can apply at any point and can select a venue of their choice (attendance is in person). The application process takes 6 to 8 weeks (8 weeks for 15-day courses and summer school, 6 weeks for all other courses).

Applicants who undertake the RPL route must allow 4 months prior to the course starting to undertake the process. See APAC Recognition of Prior Learning Policy for more details.

All applications are completed online via the APAC website at <https://apac.org.uk/apac-enrolment-application-form/>.

All applicants are responsible for:

- Providing full information
- Being honest and truthful
- Supplying information to support your application e.g., qualification certificates if requested, learner support information, etc.

APAC have a commitment to all students to be fair, transparent, and consistent with their approach to accept students to study on APAC courses.

Students declaring a disability will be asked for further details so APAC can accommodate their needs during the training. Please refer to APAC's Student Support and Reasonable Adjustments Policy.

Once the application has been submitted it will be processed by the admissions team. If the application is for the Postgraduate Certificate in Therapeutic Play Skills, the student will be invited for an interview if they are deemed to be a good fit for the course.

APAC will provide constructive feedback where an application has been rejected.

**Please note** applicants for UCC courses will also be required to complete a UCC application form prior to commencement of any course.

## **Interview**

Due to the nature of the training and the clinical work, all potential students for the PG Certificate in Therapeutic Play Skills are required to attend an online interview. Interviews will take approximately 60 minutes. The interview is a two-way process whereby APAC will confirm the student's details, their suitability for the course, provide an overview of the course requirements, and answer any questions they might have about the training course.

Offers of a place on APAC courses must be accepted within 7 working days otherwise the offer will be retracted. Offers should be accepted via the link provided in the email received post-interview. If a student wishes to decline their place, they should do so via return email.

APAC cannot guarantee a place where a deadline has not been met. APAC may be able to place the student on a waiting list or find a place for them at a different venue.

## **Payment for courses**

Introduction to Play Therapy course payment is required in full once an application has been submitted.

All postgraduate and Level 5-Developing Emotional Well-Being in Children and Adolescents courses require a deposit of £300 payable prior to interview, which is deducted from the course fees. However, if a student is unsuccessful or decides not to proceed prior to the online interview stage of the application process the deposit will be refunded in full. Please note that if a student accepts their offer of a place on the course, the deposit becomes non-refundable and would not be returned to them should they decide to withdraw from the course at a later date. Course fees will be invoiced once the training place has been accepted.

Payments plans can be arranged after the acceptance of a place on the PG Certificate in Therapeutic Play Skills, PG Diploma in Play Therapy, and Level 5-Developing Emotional Well-Being in Children and Adolescents. The payment options for paying in instalments are set out below.

### Payment options:

#### 1. By two instalments:

- Payment 1: 1st instalment of 50% and includes University Registration Fee and "The

Healing Path” book (for certificate courses) is due 6 or 8 weeks before the start of the course.

- Payment 2: 2nd instalment is due 2 weeks before the start of the 3rd block/weekend of the course. Students won’t be able to start block 3 without settling this instalment.

## 2. By four instalments:

- Payment 1: 1st instalment of 25% of your course fees plus your University Registration Fee and “The Healing Path” book (for certificate courses) is due 10 weeks before the start of the course.
- Payment 2: 2nd instalment of 25% of your course fee is due 8 weeks before the start of the course.
- Payment 3: 3rd instalment of 25% of your course fee is due 2 weeks before the start of training block 2.
- Payment 4: 4th instalment of 25% of your course fee is due 2 weeks before the start of training block 3. Students won’t be able to start training block 3 without settling this instalment.

All course fees, regardless of course type, must be paid either in part or full by 6 weeks before the course starts.

## **Enhanced DBS/ Access NI/ Garda Vetting/ Scottish PVG**

Applicants applying for APAC Postgraduate Certificate in Therapeutic Play Skills and Level 5 - Developing Emotional Well-Being in Children and Adolescents training courses will be required to apply and pay for an Enhanced DBS/Access NI/Garda Vetting/Scottish PVG as part of the application process, prior to commencing training. See the APAC Suitability Check Policy for further details.

Students are asked to declare any Criminal Convictions including “spent” convictions when applying for our courses.

## **Record management**

APAC has a central record management system, which is backed up daily.

APAC has a responsibility to always protect personal data. Students are asked to read and agree the APAC Privacy Declaration allowing APAC to share and discuss applications with course directors, tutors and programme partners.

APAC’s Privacy Declaration is available to view on the APAC website at <https://apac.org.uk/wp-content/uploads/2021/10/APAC-Privacy-Notice.pdf>

**This Policy links to:**

APAC Suitability Check Policy

APAC Recognition of Prior Learning Policy

APAC Student Support and Reasonable Adjustments Policy

APAC Equality, Diversity and Inclusion Policy

APAC Student Complaints Procedure

<b>DOCUMENT INFORMATION:</b>	
Date Written: 03/07/23	Written by: Eileen Braham and Nancy McIntosh
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Date of next review: 01/07/24	
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