SAMPLE APPLICATION

Deadline, checking and submitting your application

Applications close at 1.00pm (UK time) on 20 November 2024. Please do not wait until the deadline.

We do not accept late applications, e.g. if you attempt to submit at the last moment and fail due to computer problems your Application will not be accepted.

Once you have **submitted your Application you cannot make changes**, except to update your contact details and add documents.

Please **make sure your Application is complete** on our website:

- **Check the ticks in the menu** and complete any un-ticked sections.
- Use **Save as Complete** in the relevant screen to get any missing ticks.

Please **check your Application**:

- Use Download Application pdf on our website to **see your Application and Documents how the courses will see them**.
- You can also **review each section onscreen** using the arrows on our website.

We will **email you to confirm once your application has been submitted**.

Paying your processing fee

After submitting, you are taken to a Checkout screen to pay your fee. You can choose to **pay when you submit, or return to pay later if you prefer**.

All payments are processed on our behalf by PayPal. You can pay by credit or debit card, or pay from your PayPal account if you have one.

Please see the Fees We Charge section of our website for all the details you need about our fees, including how and when to pay.

Using the application on our website

Please **Save** your answers on each screen on our website. We suggest that you **save your answers regularly** to avoid losing work.

Save Draft allows you to keep track of which screens you still want to work on. **Save as Complete** checks you've completed the mandatory questions and ticks that screen in the

menu on our website. You can still edit your answers after the screen is ticked, until you submit your Application.

Where **character limits** are given these count all characters including spaces. If you use **Save Draft** you can exceed the character limit to make it easier to draft and edit your answers onscreen. If you use **Save as Complete** you can continue to edit your answers, but you will no longer be able to exceed the character limit.

You need to use Save as Complete on each screen before you can submit your Application on our website.

Copy from Previous Application will copy data from any application you **submitted in a previous year**. If you started but did not submit an application in a previous year you can access it in Previous Applications on our website.

Your Details

Please give your current contact details including your **full postal address and phone number**.

Please use an **email address you will check regularly.**

We would **recommend using a personal email** rather than e.g. a work-based email. If you need to change your email address please use the My Account - Change Password option. This will also change your login.

Title:

First/Given Name:

Surname/Family Name:

Previous Names:

Date of Birth:

Address Line 1:

Address Line 2:

Town/City:

County (Enter Country if outside UK):

Postcode:

Telephone 1:

Telephone 2:

Email:

Funding

Please **complete these Funding screens before completing the Course Centres screen** on our website.

Information on which type of course you could potentially apply for is taken from these Funding screens.

Funding - UK Working

Please see the Funding section of our website for details about right to work in the UK.

Please see the Entry Requirements section of our website for details about residence requirements such as fees status.

What is your nationality?
- [ ] British
- [ ] Irish
- [ ] Other nationality
- [ ] Tick if you have dual nationality

Which country were you born in?

Which country are you ordinarily resident in?

For Other nationality or Dual nationality please give details of your nationality:

For Other Nationality only - do you have the right to work in the UK without restriction?
- [ ] NO
- [ ] YES

If yes, please give details of why you have the right to work in the UK (500 character limit):

Funding - Self-Funding

Not all course centres have self-funded places. Please see the Funding section of our website for details of which course centres are involved.

Are you willing and able to provide your own funding?
- [ ] NO   No further information required
- [ ] YES   Please complete the questions below

How will you fund yourself?
- [ ] Personal/family resources
- [ ] Loan
- [ ] Studentship/Scholarship
- [ ] Employer
- [ ] Sponsorship
- [ ] Other – please give details:

Do you require a visa to study in the UK?
- [ ] YES

☐ NO

Briefly outline your understanding of the role of the clinical psychologist within mental health care systems in the UK.
1,500 character limit.

Course Centres

If you are **not seeing the course centres you expected please check your answers in the Funding screens** on our website, as the information on which type of course you could potentially apply for is taken from there.

You can apply to a maximum of 4 NHS courses. Applying to 1, 2 or 3 courses will not disadvantage your application at any course, if these are the choices realistic for you.

If you are able to self-fund you will see self-funded course centres listed, and you can apply to as many of these as you wish.

Some courses at the same centre may be mutually exclusive.

Please **ensure you meet the entry requirements of each course before you make your choice**.

Please read carefully the information provided by each course in the Courses section of our website.

Course Centre Name

Self-Funded Course Centres

Please select the self-funded clinical psychology course centres you want to apply to.

☐ 502 - University of East Anglia - self-funded
☐ 902 - University of Exeter - self-funded
☐ 1702 - University of Manchester - self-funded
☐ 1902 - University College London - self-funded

Basics

Please **complete these Basics screens before completing the Documents screen** on our website.

Information on which documents you need to provide is taken from these Basics screens.

Basics – GBC

Graduate Basis for Chartered Membership (GBC) of the British Psychological Society (BPS).

Please see the Entry Requirements section of our website for information about GBC.

If you have not yet completed the qualifications that will give you GBC please see the Should I Apply This Year page of our website for guidance.

What route have you taken/are you taking to GBC?

☐ Undergraduate UK/Irish accredited degree.
Please give details of the qualification below.
☐ Postgraduate UK/Irish accredited conversion course.
Please give details of the qualification below.
☐ Other qualifications assessed individually by the BPS.
You must submit with your application the email from the BPS stating that you have Graduate Basis for Chartered Membership. You will be asked to do this in the Documents section of our website.

Details for UK/Irish accredited qualifications

University:
Title (e.g. BSc, MSc):
Main Subjects (e.g. Psychology with Sociology):

Have you completed this qualification?
☐ NO   No further information required
☐ YES
If yes, in the Documents screen, you need to upload a document that confirms your GBC status. Which document are you providing?
☐ Email from the BPS stating that I have GBC
☐ Letter from this University stating that this qualification gives me GBC
☐ My academic transcript states that this qualification gives me GBC

For Clearing House use only:
☐ Document confirming GBC status attached.

Basics - English Language

Please see the Documents section of our website for information about English Language ability and English Tests, and follow the links to check the requirements of individual courses.

Is English your first language **OR** are you fully fluent in English and another language (e.g.Welsh/English bilingual)?

☐ YES   No further information required
☐ NO

Were any of your University qualifications taught and examined in English?

To answer "yes" the qualification must have been fully taught and examined in English, lasted at least one academic year, and you must have already successfully completed it.

☐ YES Please state which qualifications were in English:

☐ NO
You must submit with your application an IELTS (or similar) English language test. You will be asked to do this in the Documents section on our website.

Basics - Other Languages

What languages below are you fluent in, if any? (see list on our website)
Please use the "Other" option to specify any language(s) not listed.

Basics - Disability Scheme

For information about the Disability Confident Scheme please see the Applicants with Disabilities section of our website and follow the links to see which course centres are involved.

Any information you give about a disability in the Equal Opportunities section **may not** be available to the courses, depending on the consent you give and on how each course uses (or does not use) that data in their selection process. So if you have a disability and **wish to be considered under the Disability Scheme** please indicate this here.

Do you have a disability and want your application to be considered under the Disability Confident scheme? Please note: not all course centres are involved in the Disability Confident scheme.
☐ YES
☐ NO

Suitability Statements

You need two Suitability Statements: **one academic and one relevant experience**.

Please nominate one person to write your Academic Suitability Statement and a different person to write your Experience Suitability Statement. Each suitability statement can only be provided by one person.

Please see the Suitability Statements section of our website **before** you complete this section. You can **see the questions in each Suitability Statement to help you choose** who to nominate.

If you nominate any of the following, you will need **explain this in the Background Info section**:

- If your Experience Suitability Statement is not from your current employer, you will need to explain why.

- If you have not worked/studied with this person in the last 3 years, you will need to explain why you have nominated them.
- You should not normally ask your close relations, members of your immediate household or your business partner to provide your Suitability Statements, but if you cannot avoid nominating such a person you must explain why and state the nature of the relationship.

Please enter a **workplace email address for both of your nominees as we cannot use personal email accounts** (e.g. hotmail, gmail etc) to contact them.

We do **not** wait for you to submit your Application before contacting your nominees. If you are **not ready** for them to be contacted, please do not enter their details.

If your nominee does not receive an email requesting the Suitability Statement, you can re-send it from this page. But please first ask them to check their Junk/Spam Email folder.

If you are offered a place, course centres may collect additional references from current and previous employers/places of study.

Academic Suitability Statement

Title:

First/Given Name:

Surname/Family Name:

Organisation:

Address Line 1:

Address Line 2:

Town/City:

County (Enter Country if outside UK):

Postcode:

Telephone 1:

Telephone 2:

Email:

☐ Tick if you don't know their email address

Experience Suitability Statement

Title:

First/Given Name:

Surname/Family Name:

Organisation:

Address Line 1:

Address Line 2:

Town/City:

County (Enter Country if outside UK):

Postcode:

Telephone 1:

Telephone 2:

Email:

☐ Tick if you don't know their email address

Qualifications

Please provide details of your School Qualifications and your University Qualifications.

School qualifications are those you complete just before starting University. In the UK these are usually completed at about age 18.

Details of short courses are **NOT** required e.g. brief training courses provided by an employer etc.

Qualifications - School Qualifications

List all **A Levels, Highers** or equivalent school qualifications.

If you **do not have any school qualifications beyond GCSE** e.g. you left school at 16 and went to University later in life, please click "Save as complete" at the end of the screen on our website to skip this step.

A levels and Highers are the qualifications people complete in the UK, at about age 18, before starting university. **If your qualifications are from outside the UK** please:
- List the equivalent pre-university level qualifications.
- Give the name of your qualification in the original language in Qualification Type (you can also add an English translation if this would make it clearer).
- If your qualifications were not graded on a percentage system please give details of the grading system as well as the Grade e.g. Grade: "B (A-G scale)". Please do not give your estimate of the equivalent UK grade: only give the grade (and scale) that your school used.
- If you have a single qualification with a single grade that covered multiple subjects (e.g. some baccalaureates) please enter this as one qualification and list the main subjects e.g. "maths, english, biology, psychology, history".

Institution:

Country:
Give the country you studied in, or for the UK please specify which part: Channel Islands, England, Isle of Man, Northern Ireland, Scotland or Wales.

Date Completed (mm/yyyy):

Qualification type (e.g. A Level):

Subject(s) (e.g. Biology):

Grade:

Qualifications - University Qualifications

List all **University level qualifications**, including both **completed AND current courses**.

Please include full details of any qualifications you have already mentioned in the Basics section.

It's mandatory to add at least one qualification.

Details of short courses are **not** required e.g. 1-day training courses provided by an employer etc. Only include University level qualifications of reasonable duration e.g. 6 months or more.

If your qualifications are from the UK or Ireland please give sufficient detail in Class & Division/Grade. **If your university gave you an overall percentage/mark** e.g. 65 **please give this**. For an undergraduate degree please also give the class **and** division e.g. 2:1.

If you are **currently studying for a qualification or waiting for the results** please give your grade as "Not awarded yet" and give the end date when you expect to get your final results (**not** when you expect to submit your final piece of work) so e.g. for a PhD this is after your viva.

For a **qualification that does not have a grading scale** (some postgraduate degrees can only be passed or failed) please indicate this e.g. Class & Division/Grade: "Pass (pass/fail only)".

If your **qualifications are from outside the UK** please:
- Give the name of your qualification in the original language in Qualification Type (you can also add an English translation if this would make it clearer).
- If your qualifications were not graded on a percentage system please give details of the grading system as well as the Grade e.g. Class & Division/Grade: "8.1 (5-10 scale)". Please do not give your estimate of the equivalent UK grade: only give the grade (and scale) that your university used.

Institution:

Country:
Give the country you studied in, or for the UK please specify which part: Channel Islands, England, Isle of Man, Northern Ireland, Scotland or Wales.

Date from (mm/yyyy):

Date to (mm/yyyy):

Qualification type (e.g. BSc, MSc):

Main Subject(s) (e.g. Psychology and Business):

Class & Division/Grade:

Experience

Please give details of your **relevant** work experience **related to clinical psychology** in the first section.

Then use the second section to briefly describe any periods of your adult life (since you were aged 18) which are not already accounted for in the Qualifications or Experience sections e.g. **jobs not related to clinical psychology**.

You may find the Trainee Clinical Psychologist **Job Description and Person Specification** in the Entry Requirements section of our website useful.

Experience - Relevant Experience

Please give details of your **relevant** work experience **related to clinical psychology**.

It's mandatory to add at least one job.

When you have completed the dates and the hours per week your application on our website will **automatically calculate the Full-Time Equivalent** in months. This cannot be edited. The calculation uses 37.5 hours per week as full-time. If you tick the Current Position box the calculation uses November as the end date because this is when applications close. If you copy a Current Position from a previous application please remember to check the calculation has updated.

If the **number of hours you worked each week varied**, please give the average number in Hours Per Week then include a note in the Brief description of Main Duties that these were your "average hours".

If you were **employed by an individual or family** you should only name them as your Employer if you have their permission, and you should confirm this in the Background Info screen.

Date from (dd/mm/yyyy):

Date to (dd/mm/yyyy):
For current posts state "current" in Date to

Hours per week:

Job Title:

Status:
Status is paid or voluntary

Sector:
Sector is NHS, Social Services, Education, Private Sector, Charitable Sector or Other

Country:
Give the country you worked in, or for the UK please specify which part: Channel Islands, England, Isle of Man, Northern Ireland, Scotland or Wales

Employer:

Area of Work/Research e.g. adult mental health:

Brief description of the main duties (200 character limit):

FTE months: for Clearing House use only and will be completed automatically by our website.

Experience – Other Experience

Any **jobs not related to clinical psychology** should be in this section.

If you have **no gaps to account for** in your adult life (since you were aged 18) you should leave this screen blank and click Save as Complete.

If there are any periods of your adult life not accounted for in the Experience and Qualifications sections, such as other work experience, periods of unemployment, etc, please give dates and a brief description of your activities (e.g. 06/2022 to 12/2022 working in a supermarket after graduation while applying for relevant roles). Please leave this blank if there are no gaps to account for.
750 character limit for this question.

Publications

Please list any **appropriate/relevant dissemination of your work** e.g. journal articles, service-related research/audit, conference presentations, etc. Please give sufficient details about the method of dissemination. Please use APA style to list journal articles.

If you have **not yet** prepared any of your work for publication/dissemination, please leave this screen blank and click Save as Complete on our website. Please do **not** use this question to describe your research abilities: it is only for listing publications/dissemination.

If the item you have produced has not been published/disseminated yet, give accurate information about its progress in the publication process. Applicants sometimes describe articles as "in press" when this is not the case. **"In press" should only be used for** articles that have been submitted to a journal and peer reviewed and accepted for publication, and are only waiting either for the next edition of the journal or waiting to be published on the journal website.

Please list any publications/dissemination resulting from your work: please see guidance notes above. Please leave this blank if you have not yet prepared any of your work for publication/dissemination.

1,500 character limit for this question.

Background Information

Please see the Suitability Statements section of our website for information about choosing your nominees. If there is nothing unusual to explain about your **Suitability Statement nominees**, please leave the first question blank.

The following are **examples of situations you should explain about your choice of nominees**. Other similar items should be included:

- If your Experience Suitability Statement is not from your current employer, please explain why.
- If you have not worked/studied with this person in the last 3 years, please explain why you have nominated them.
- You should not normally ask your close relations, members of your immediate household or your business partner to provide your Suitability Statements, but if you cannot avoid nominating such a person you must explain why and state the nature of the relationship here.

The second question is for **any other factors/context relevant to your application** that are not covered in other questions/sections. Please leave this blank if you have nothing further to cover. Please do not use this space to expand on other questions, especially those with character limits.

The following are **examples of appropriate use of the other factors/context question**. Other similar items can be included:

- If you have a disability and you want to give further details you can do this here. Please note this is not a requirement: it is your decision whether or not to disclose a disability and how much detail you wish to give.
- If you wish to give further details of the impact of socio-economic disadvantage on the opportunities available to you during your education and/or working life please do this here.
- If you wish to explain any mitigating circumstances for inconsistencies in your academic record, or any extenuating circumstances that have impacted on your academic attainment, you can do this here.
- If you are making a change in career and wish to give details of the reasons please do this here.
- If you have been employed by an individual or family and have their permission to name them in the Experience section you should confirm this here.

Any information necessary to explain who you have nominated to write your Suitability Statements: please see guidance notes above. Please leave this blank if there is nothing to explain about your choices.
750 character limit for this question.

If there are any other factors and/or any further context that are relevant in assessing your application please give details: please see guidance notes above. Please leave this blank if there is nothing further to add.
1,500 character limit for this question.

Course questions

If there are no questions on this screen on our website, please check you have **completed the Course Centres screen**, as the information on which questions you need to answer is taken from there.

If **none of the courses you have chosen** require you to answer any additional questions this screen will state this on our website. Please click Save as Complete to complete this screen.

If a **one of the courses you have chosen is not listed**, they do not require you to answer any of the questions in this section.

If you **change your course choices** please check this section again before you submit your application.

Each question below **indicates which courses have requested it**. Each course can **only** access the questions it has requested.

The questions are **mandatory for all the courses listed** for each question.

If you have applied before and want to check if you answered any of the questions below previously, you can **Download a pdf of your old applications** from the **Previous Applications screen** on our website.

Reflection: In what way have your work and/or research experiences made you a better candidate for training in clinical psychology?
3,000 character limit for this question.

This question is for: Bangor University - North Wales, University of Bath, University of Birmingham, Coventry and Warwick, University of East Anglia, University of East Anglia Self-Funded, University of East London, University of Edinburgh, University of Essex, University of Exeter, University of Exeter Self-Funded, University of Glasgow, University of Hertfordshire, IoPPN - King's College London, University of Leeds, University of Leicester, University of Liverpool, University of Manchester, University of Manchester Self-Funded, Newcastle University, Oxford, University of Plymouth, Royal Holloway, Salomons - CCCU, University of Sheffield, University of Southampton, South Wales, University of Surrey, Teesside University, Trent - Lincoln & Nottingham, University College London, University College London - Self-Funded

What would you hope to gain from training?
750 character limit for this question.

This question is for: Bangor University - North Wales, University of Bath, University of Birmingham, Coventry and Warwick, University of East Anglia, University of East Anglia Self-Funded, University of East London, University of Edinburgh, University of Essex, University of Exeter, University of Exeter Self-Funded, University of Glasgow, University of Hertfordshire, IoPPN - King's College London, University of Leeds, University of Leicester, University of Liverpool, University of Manchester, University of Manchester Self-Funded, Newcastle University, Oxford, University of Plymouth, University of Sheffield, University of Southampton, South Wales, University of Surrey, Teesside University, Trent - Lincoln & Nottingham, University College London, University College London - Self-Funded

Other information about yourself e.g. activities/interests apart from psychology
750 character limit for this question.

This question is for: University of Bath, University of Birmingham, Coventry and Warwick, University of East Anglia, University of East Anglia Self-Funded, University of East London, University of Edinburgh, University of Essex, University of Exeter, University of Exeter Self-Funded, University of Glasgow, University of Hertfordshire, IoPPN - King's College London, University of Leeds, University of Leicester, University of Liverpool, University of Manchester, University of Manchester Self-Funded, Newcastle University, Oxford, University of Plymouth, University of Sheffield, University of Southampton, South Wales, University of Surrey, Teesside University, Trent - Lincoln & Nottingham, University College London, University College London - Self-Funded

Wales: Have you enrolled on another NHS-funded psychological professions training programme commencing on or after 16 October 2023?
☐ NO
☐ YES
Misrepresentation may result in funding and your place on the course being withdrawn. Please see the NHSE website for more information.

This question is for: Bangor University - North Wales, South Wales

England: Have you enrolled on another NHS-funded psychological professions training programme commencing on or after the 1 April 2022, and has less than two years passed since the date of the award for this training and when you would be starting the DClinPsy?
☐ NO
☐ YES
Misrepresentation may result in funding and your place on the course being withdrawn. Please see the NHSE website for more information

This question is for: University of Bath, University of Birmingham, Coventry and Warwick, University of East Anglia, University of East London, University of Essex, University of Exeter, University of Hertfordshire, IoPPN - King's College London, Lancaster University, Lancaster University Part-Time, University of Leeds, University of Leicester, University of Liverpool, University of Manchester, Newcastle University, Oxford, University of Plymouth, Royal Holloway, Salomons - CCCU, University of Sheffield, University of Southampton, Staffordshire University, University of Surrey, Teesside University, Trent - Lincoln & Nottingham, University College London

Scotland: Have you been awarded any of the below qualifications since 31 March 2024?

☐ NO   No further information required
☐ YES   Please give details of the qualification:

Misrepresentation may result in funding and your place on the course being withdrawn.

Scotland: Have you exited any of the below training programmes without completing it since 30 September 2023?

☐ NO   No further information required
☐ YES   Please give details of the qualification:

Misrepresentation may result in funding and your place on the course being withdrawn.

NHS Education for Scotland (NES) funds the following psychological training:

- Doctorate in Clinical Psychology (University of Edinburgh/NHS Scotland and University of Glasgow/NHS Scotland)
- MSc Psychological Therapies in Primary Care (Universities of Dundee & Stirling/NHS Scotland)
- MSc Applied Psychology for Children and Young People (University of Edinburgh/NHS Scotland)
- Stage 2 Health Psychology Training (NHS Scotland/British Psychological Society)*
- Child and Adolescent Psychotherapy Training (Human Development Scotland/NHS Scotland)
- Postgraduate certificates and diplomas in Cognitive Behavioural Therapy (CBT)
- Interpersonal Therapy (IPT) training to Accredited Practitioner or Supervisor level
- Family Based Treatment (FBT) training to Accredited Practitioner or Supervisor level
- Family Therapy (FT) Masters level Training
- Enhanced Psychological Practice Programme, with Adults (EPP-A) or with Children, Young People and their Families (EPP-CYP), (Scottish Qualifications Authority (SQA) and NHS Education for Scotland (NES))

Where a candidate has previously received, or is currently in receipt of funding for any of the above programmes, that candidate will normally not be eligible to receive funding for the Doctorate in Clinical Psychology until a minimum of 18 months after the award for the previous training is recommended by a qualifying examination board or by chair's action after the qualifying exam board (or achieved by other recognised route). Where a candidate has enrolled in, but not completed one of the identified programmes, funding would not be available for a period of 24 months after the exit date from the programme. Please note that the 18 (or 24) month period is from the date of award of the previous training to the date of commencing the subsequent training.

*For Stage 2 Health Psychology Training the date of award is taken as end of the 2 year NES funded contract, rather than award of the qualification by the BPS.

This question is for: University of Edinburgh, University of Glasgow

Contextual admissions

The questions below gather information about your educational, social and economic background. This includes your home UK postcode when you were age 17. We compare this with the POLAR data about the participation of young people in higher education.

For more details of how the data on this screen is used and to download anonymised data from previous years, please see the Contextual Admissions section of our website.

Are you the first generation in your immediate family to attend university? Your immediate family is your parents and grandparents. If none of them went to university you can answer "yes", even if your brother or sister went to university (because your siblings are the same generation as you).
- ☐ YES
- ☐ NO
- ☐ Prefer not to say

Did you receive free school meals during your school years? This question is designed to assess food poverty. If you did not have access to the free school meals system, but your family was short of food during your school years, please answer "yes". If free school meals were offered as standard in your location of education then please answer "not applicable".
- ☐ YES
- ☐ NO
- ☐ Not applicable
- ☐ Prefer not to say

Did your household receive income support during your school years? (Income support benefit has been replaced by Universal Credit.)
- ☐ YES
- ☐ NO
- ☐ Not applicable
- ☐ Prefer not to say

At any point, between the ages of 0 and 18 years, were you in care or looked after by a local authority for at least 3 months?
- ☐ YES
- ☐ NO
- ☐ Prefer not to say

At any point, between the ages of 0 to 19 years, did your relationship with your family breakdown to the point where you were estranged from and lived apart from them for at least 6 months?
- ☐ YES
- ☐ NO
- ☐ Prefer not to say

Did you have caring responsibilities for a parent, child or other relative for a year or more, between the ages of 11 and 19? Caring responsibilities include providing care to an individual with additional needs in relation to e.g. disability, physical or mental illness, drug or alcohol problems.
- ☐ YES
- ☐ NO
- ☐ Prefer not to say

Have you been recognised as a refugee by the UK government or have you been granted Humanitarian Protection by the UK government?
- ☐ YES
- ☐ NO

☐ Prefer not to say

Did you receive an undergraduate degree offer requiring lower results for A Levels / Highers (or other equivalent school qualifications)? This is usually something you would have applied and been accepted for through a University Access scheme, alongside your application for your undergraduate degree. These schemes are aimed at widening participation in higher education for people from disadvantaged backgrounds.

☐ YES
☐ NO
☐ Prefer not to say

Did you receive funding for your undergraduate studies which you are not expected to pay back and which was only available to people from a disadvantaged background? An example of this would be a bursary for students from low income families. This question is **NOT** about Student Loans.

☐ YES
☐ NO
☐ Prefer not to say

Did you receive funding for postgraduate studies which you are not expected to pay back and which was only available to people from a disadvantaged background? An example of this would be a bursary for students from low income families. If you studied for a PhD which had a bursary attached to it please answer "no". If you have not studied at postgraduate level please answer "not applicable". This question is **NOT** about Student Loans.

☐ YES
☐ NO
☐ Not applicable
☐ Prefer not to say

When you were age 17, what was your home UK postcode? Please give the full postcode e.g. AN1 1AN. If you prefer not to say or this question is not appropriate for you, e.g. you did not grow up in the UK, please enter "N/A".

Documents

It is **your responsibility to**:
- **provide the appropriate documents**
- upload them **in the appropriate section**
- **label them appropriately** e.g. Document Type
- **make sure they are readable**

Use the Download Application pdf on the Overview screen on our website to **see your Documents how the courses will see them**.

Courses look at Documents in the Download Application pdf. They do **not** use the links on this screen on our website.

If a document **link shows as 403 Forbidden**, the document may have been loaded by Clearing House staff so you cannot view it. You can only view document links that you

load yourself. Instead, please **view the document in the Download Application pdf on the Overview screen** rather than using the link on this screen on our website.

If a document is missing, mis-loaded, mis-labelled, or unreadable in the Download Application pdf, you risk your application being excluded by the course that requires that document.

If no documents are required in either section, please check you have **completed the Basics section and the Course Centres section appropriately**. If there are still no documents requested please use Save as Complete for this section.

You can upload either pdf or jpg files.

Documents for All Course Centres

Please complete this section by **uploading the document on our website, or** ticking Provide Later and **emailing it to us when you have it**. These documents are required by all Course Centres so we need to know how you will provide them.

Please see the Documents section of our website if you need information about GBC.

Documents for Specific Course Centres

Please **carefully consider this section** and upload the documents required for your Application by the courses you have chosen. If you change your course choices you will need to check this section again.

A document requested "**if completed**" does **not** mean that completing the qualification is a requirement for everyone: it only means that **if** you have already completed that qualification you need to provide a document for it.

If you've said in the Basics section of your Application that **GBC is stated on your transcript**, when you upload a Document for Specific Course Centres you will be asked if it Confirms GBC.

If you are providing a BPS email or University letter confirming GBC this is covered in the Documents for All Course Centres section, so all Documents for Specific Course Centres **default to "no" for Confirms GBC**.

If a **course you have applied to is not listed**, they do not require you to upload any documents in this section.

If you do not have a document yet you can add it to this section on our website **after you submit your application**. Please **do not** email it to us as we cannot upload it for you.

Consent and declarations to submit an application

Applications close at 1.00pm (UK time) on 20 November 2024. Please do not wait until the deadline.

We do not accept late applications, e.g. if you attempt to submit at the last moment and fail due to computer problems your Application will not be accepted.

Once you have **submitted your Application you cannot make changes**, except to update your contact details and add documents.

Please **make sure your Application is complete** on our website:

- **Check the ticks in the menu** and complete any un-ticked sections.
- Use **Save as Complete** in the relevant screen to get any missing ticks.

Please **check your Application**:

- Use Download Application pdf on our website to **see your Application and Documents how the courses will see them**.
- You can also **review each section onscreen** using the arrows on our website.

To submit your application on our website please **answer the 3 questions below and click Submit**.

The Clearing House occasionally receives requests to contact applicants about research/audit projects being conducted by third parties (e.g. other clinical psychology course centres). Can we contact you about this?

There is no disadvantage to your Application if you do not consent to being contacted by third parties about research/audit projects. For more information download our Privacy Notice - Applicants from the Data Protection & Privacy section of our website

☐ **I give my consent**   ☐ **I do not give my consent**

I certify that the information I have submitted in my application as a whole is correct and complete to the best of my knowledge.

☐ **I agree to the declaration**

I agree to use the Clearing House application platform in a responsible way.

☐ **I agree to the declaration**

We will **email you to confirm once your application has been submitted**.

After submitting, you are taken to a Checkout screen to pay your fee. You can choose to **pay when you submit, or return to pay later if you prefer**.

All payments are processed on our behalf by PayPal. You can pay by credit or debit card, or pay from your PayPal account if you have one.

If you are paying with PayPal please **use the same email address for your Application as for your PayPal account**, to help match the payment. If you need to, you can change the email address on your Application in the My Account > Change Password screen on our website before you pay.

All fees include standard 20% VAT.

Please see the Fees We Charge section of our website for all the details you need about our fees, including how and when to pay.

When you submit your application you are confirming that the information you give is correct and complete. If the Clearing House or the Course Centres believe that you or any other person has given false information in your Application or in your Suitability Statements; has omitted any information requested in the Application, Suitability Statements, guidance, or on our website/application platform; has omitted other material information; or has made any misrepresentation in the information given; we will take the necessary steps to check the authenticity of your Application and Suitability Statements. The Clearing House and the Course Centres reserve the right at any stage to ask you to give further details on any aspect of your Application or Suitability Statements e.g. proof of identification, status, academic qualifications, etc. If you do not provide satisfactory information within the given time period, or if any part of your Application or Suitability Statements is found to be fraudulent in any way, the Clearing House and the Course Centres reserve the right to cancel your Application and withdraw any offers. The factual content of a sample set of Applications may be checked and providers of Suitability Statements may be contacted on a random basis. For the purpose of preventing fraud, the Clearing House and the Course Centres reserve the right to disclose information on your Application and Suitability Statements to outside agencies e.g. universities, employers, the British Psychological Society, the Home Office, etc. Fees paid for Applications cancelled due to fraud are not refundable.

The Clearing House can accept no responsibility for errors in the handling of Applications and Suitability Statements howsoever caused. By accepting your Application and Suitability Statements we are not confirming your eligibility for entry to courses.

As you complete each section of your Application a tick will appear in the left-hand menu. This means that you have answered all the mandatory questions in that screen/section. It does not mean that the Clearing House has checked/endorsed in any way the answers you have given.

We treat all Applications and Suitability Statements in strict confidence. For more information about data protection and privacy please see the Data Protection & Privacy section of our website.

SAMPLE EQUAL OPPORTUNITIES MONITORING

Any information you provide about a disability in this section **may not** be available to the course centres, depending on the consent you give and on how each course centre uses (or does not use) this data in their selection process. Therefore, if you have a disability and **wish to be considered under the Disability Scheme** please indicate this on the Basics - Disability Scheme page of the application.

For details of how the data in this section is used and to download anonymised data from previous years, please see the Equal opportunities section of our website.

The "Copy from Previous Application" option will copy data from any application you **submitted in a previous year**. If you started but did not submit an application in a previous year you can access it in Previous Applications on our website.

Do you give your consent for the course centres you have applied to to have **full access** to the information you give in this section? For this purpose the data would not be anonymous and the course centres would have access to it during their selection process.

☐ **I give my consent**   ☐ **I do not give my consent**

What is your age?

☐ 20-24
☐ 25-29
☐ 30-34
☐ 35-39
☐ 40-44
☐ 45-49
☐ 50-54
☐ 55 and over
☐ Prefer not to say

What is your country of permanent residence?

☐ UK
☐ European Union/European Economic Area
☐ Other
☐ Prefer not to say

What is your gender?

☐ Female
☐ Male
☐ Prefer not to say

What is your marital status?

☐ Divorced or separated
☐ Married/civil partnership/cohabiting
☐ Single
☐ Widowed
☐ Prefer not to say

Do you have dependants?

☐ No
☐ Yes
☐ Prefer not to say

What is your sexual orientation?

☐ Bisexual
☐ Gay man
☐ Gay woman/lesbian
☐ Heterosexual/straight
☐ Other sexual orientation - please specify:
☐ Prefer not to say

Do you have a disability?

☐ No
☐ Yes
☐ Prefer not to say

If you answered YES above, please give details:
☐ Blind/partially sighted
☐ Deaf/hearing impairment
☐ Dyslexia
☐ Mental health difficulties
☐ Personal care support
☐ Unseen disability e.g. diabetes, epilepsy, asthma
☐ Wheelchair user/mobility difficulties
☐ 2 or more of the above disabilities/special needs
☐ Other disability/special need - please specify:

Do you have a religion or similar belief?

☐ No

☐ Yes
☐ Prefer not to say

If you answered YES above, please give details:
☐ Baha'i
☐ Buddhist
☐ Christian - Protestant
☐ Christian - Roman Catholic
☐ Christian - Other - please specify:
☐ Hindu
☐ Jain
☐ Jewish
☐ Muslim
☐ Sikh
☐ Other religion or similar belief - please specify:

What is your ethnic group?

☐ Asian, Asian British, Asian English, Asian Scottish or Asian Welsh
    ☐ Bangladeshi
    ☐ Indian
    ☐ Pakistani
    ☐ Any other Asian background - please specify:

☐ Black, Black British, Black English, Black Scottish or Black Welsh
    ☐ African
    ☐ Caribbean
    ☐ Any other Black background - please specify:

☐ Mixed
    ☐ White & Asian
    ☐ White & Black African
    ☐ White & Black Caribbean
    ☐ Any other Mixed background - please specify:

☐ White
    ☐ British - English
    ☐ British - Scottish
    ☐ British - Welsh
    ☐ Any other British (white) background - please specify:
    ☐ Irish
    ☐ Any other White background - please specify:

☐ Chinese/Middle Eastern/Other ethnic background
    ☐ Chinese
    ☐ Middle Eastern/North African
    ☐ Any other background - please specify:

☐ Prefer not to say