CLEARING HOUSE FOR POSTGRADUATE COURSES IN CLINICAL PSYCHOLOGY
0113 343 2737 chpccp@leeds.ac.uk

SAMPLE APPLICATION

The closing date for applying for courses starting in autumn 2023 is:
1.00 pm (UK time) on 16 November 2022.
Applications must reach us by the deadline. We do not accept late applications.

We charge a fee to process applications. Please see the Processing Fee section of our website for details.

Where character limits are given these count all characters including spaces.

SAMPLE - DO NOT FILL IN

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.**
Name and Date of Birth Title: First/Given Name: Surname/Family Name: Previous Name(s) if any: Date of Birth:
Address Line 1: Line 2: Town/City: County: Postcode:
Other Contact Details Telephone 1: Telephone 2: Email:

Funding – UK Working

Please see the Funding section of our website if you need more details about eligibility to work in the UK
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:

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 for this question.

SAMPLE - DO NOT FILL IN

Course Centres

The information on which type of course you could potentially apply for is taken from the Funding sections above.

Please see the Courses section of our website for details about each centre.

Code	Course Centre Name

Self-Funded Course Centres

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

- ☐ 302 - University of Birmingham - self-funded
- ☐ 502 - University of East Anglia - self-funded
- ☐ 902 - University of Exeter - self-funded
- ☐ 1102 - University of Hertfordshire - self-funded
- ☐ 1702 - University of Manchester - self-funded
- ☐ 1902 - North Thames, University College London - self-funded

Basics - 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.

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.

SAMPLE - DO NOT FILL IN

Details for UK/Irish accredited qualifications

University:
Title (e.g. BSc, MSc):
Main Subjects (e.g. Psychology with Sociology):
Have you completed this qualification?

☐ YES
You must submit a document that confirms your GBC status. Please indicate which document you are 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

☐ NO
Please see the Should I apply this year section of our website.
If you are due to get the results of your qualification in December/January please provide a GBC document as soon as you have your results.
If you are due to complete your qualification next summer you do not need to provide a document to confirm GBC at this stage.

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

Basics – English Language

Please see the International Applicants section of our website for information about English Language ability

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" to this question 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.

Basics – Other Languages

Are you fluent in any languages other than English? If so, please list them below.

SAMPLE - DO NOT FILL IN

Basics - Disability Scheme

Any information you provide about a disability on the Equal Opportunities pages 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) that data in their selection process. Therefore, if you have a disability and wish to be considered under the Disability Scheme please indicate this here.

For information about the Disability Confident Scheme please see the Applicants with Disabilities section of our website. **To see which Course Centres are involved in the scheme please see the Courses section of our website.**
Do you have a disability and want your application to be considered under the scheme? This only applies if the course centres you have applied to are involved in the Disability Scheme. ☐ YES ☐ NO

Suitability Statements

You need two references/suitability statements: **one academic and one relevant experience**.

You need to 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.

If your Experience Suitability Statement is not from your current employer, or if you need to nominate someone with whom you have a personal connection, you must explain this choice in the Personal Statements section below. Please see the Suitability Statements section of our website for information about choosing your nominees.

Once you have confirmed that we can contact your nominess, they will be emailed to request a Suitability Statement. **Please provide a workplace email address as we will not use personal email accounts (e.g. hotmail, gmail etc) to contact your nominees.**

Academic Suitability Statement
Name Title: First/Given Name: Surname/Family Name:
Address Organisation: Line 1: Line 2: Town/City: County: Postcode:

SAMPLE - DO NOT FILL IN

Other Contact Details
Telephone 1:
Telephone 2:
Email:

☐ Tick if you don't know their email address

Experience Suitability Statement

Name
Title:
First/Given Name:
Surname/Family Name:

Address
Organisation:
Line 1:
Line 2:
Town/City:
County:
Postcode:

Other Contact Details
Telephone 1:
Telephone 2:
Email:

☐ Tick if you don't know their email address

SAMPLE - DO NOT FILL IN

Qualifications - School Qualifications

List all **A/AS 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 skip this step.

A/AS 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 or transliteration 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 (as is the case for some baccalaureates) please enter this as one qualification and list the main subjects e.g. "maths, english, biology, psychology, history".

Please 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.

Institution you studied at and the Country you studied in (e.g. Anytown School, England)	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 any current courses.

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

Details of short courses are **not** required e.g. brief training courses provided by an employer etc. Only include University level qualifications of significant duration e.g. one year or more.

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

If you are **currently studying for a qualification** feel free to give your expected result but make it clear this has not been awarded yet e.g. "2:1 expected".

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 Title (you can also add an English translation or transliteration 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.

Please 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.

Qualification type is Doctorate, Masters, Bachelor, Diploma or Other

SAMPLE - DO NOT FILL IN

Institution you studied at and the Country you studied in (e.g. Anytown University, England)	Dates (mm/yyyy)	Qualification type (e.g. BSc)	Main Subject(s) (e.g. Psychology and Business)	Class & Division /Grade
	From: To:			
	From: To:			
	From: To:			
	From: To:			
	From: To:			

Experience - Relevant Experience

Please give details of your **relevant work experience**. (The following section can be used to briefly describe any periods of your adult life when you were not studying or working in a relevant role.)

Our website will **automatically calculate** the Full-Time Equivalent in months for each post. This cannot be edited. The calculation uses 37.5 hours per week as full-time. If you indicate a post is current, the calculation uses November as the end date because this is when applications close.

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 Personal Statements section below.

Dates should be in the dd/mm/yyyy format e.g. 15/09/2019. For current posts state “current” in Date to.
* FTE months is for Clearing House use only and will be completed automatically by our website.
Status is paid or voluntary.
Sector is NHS, Social Services, Education, Private, Charitable or Other.
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.
Give your Area of Work/Research e.g. adult mental health.
Give a brief description of the Main Duties of this post (200 character limit).

SAMPLE - DO NOT FILL IN

Basic details	Description of post
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:

SAMPLE - DO NOT FILL IN

Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:
Date from: Date to: Hours p/week: FTE months*: Status: Sector: Country:	Job Title: Employer: Area of Work: Main Duties:

Experience – Other Experience

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. 06/2021 to 12/2021 working in a supermarket after graduation while applying for relevant roles). If you have no gaps to account for you should leave this blank. 750 character limit for this question.

SAMPLE - DO NOT FILL IN

Personal Statements – Reflection

The first question **reflecting on your work experience is mandatory**.

The question about publications is not mandatory, as **not all applicants have published/disseminated their work**.

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.

You can list any **appropriate/relevant dissemination of your work** but please ensure you give sufficient details about the method of dissemination and, if the item you have produced has not been published 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 give details of any publications/dissemination resulting from your work. 1,500 character limit for this question.

Personal Statements - Background Information

The **first two questions about Background Information are mandatory**.

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

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

SAMPLE - DO NOT FILL IN

Please see the Suitability Statements section of our website for information about choosing your nominees to provide your References/Suitability Statements.

Any information necessary to explain your choice of providers for your Suitability Statements e.g: if your Experience Suitability Statement is not from your current employer please give details of the reasons for this. Also, 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. Please leave this blank if there is nothing to explain about your choices. **750 character limit for this question.**

The following question is for any other factors/context relevant to your application that are not covered in other questions/pages. 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 following 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 there are inconsistencies in your academic record and you wish to explain mitigating circumstances affecting your grades 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 for an individual or family and have their permission to name them in the Experience section you should confirm this here.

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

Contextual admissions

To monitor the socio-economic background of applicants we ask you for your home UK postcode when you were age 17. We compare this with the POLAR data produced by the Office for Students about the participation of young people in higher education.

SAMPLE - DO NOT FILL IN

Please see the Contextual Admissions section of our website for more information about Contextual Admissions and/or POLAR.

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

SAMPLE - DO NOT FILL IN

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. If your undergraduate studies were funded by a Student Loan please answer "no".

☐ 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 your postgraduate studies were funded by a Student Master's Loan please answer “no”. If you have not studied at postgraduate level please answer “not applicable”.

☐ 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 for your application. Please see the Documents section of our website for more information.

Please see the Basics - GBC and Basics - English language sections above for details of the documents required by all course centres.

Please see the Courses section of our website for details of the additional documents required by the specific course centres you have chosen to apply to.

Consent and declarations

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? See the Data Protection and Privacy section of our website for further details.

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

SAMPLE - DO NOT FILL IN

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**

After you have submitted your application you will need to pay your processing fee. We use PayPal to process fees. You can pay using a credit or debit card or using your PayPal account if you have one.

Please see the Processing Fee section of our website for more information about 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.

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 - DO NOT FILL IN

CLEARING HOUSE FOR POSTGRADUATE COURSES IN CLINICAL PSYCHOLOGY
0113 343 2737 chpccp@leeds.ac.uk

EQUAL OPPORTUNITIES MONITORING

The Clearing House collects this information to:

- produce anonymised data for each course centre and nationally
- publish anonymised national data on our website
- provide identified data to those course centres that are conducting research/audit projects which are separated from their selection process.

It could also be used for the following purpose, so we need to know if you consent to this (please see the Equal Opportunities section of our website for further details).

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 marital status?

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

SAMPLE - DO NOT FILL IN

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

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 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:

SAMPLE - DO NOT FILL IN

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:

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

SAMPLE - DO NOT FILL IN