



Sample Experience Suitability Statement

CLEARING HOUSE FOR POSTGRADUATE
COURSES IN CLINICAL PSYCHOLOGY

chpccp@leeds.ac.uk
www.clearing-house.org.uk

Guidance

The deadline for submitting Suitability Statements is 5 December. The Experience Suitability Statement can only be provided by one person.

On our website please **click Edit** to work on a Suitability Statement. If you need a copy after editing, you can download the PDF.

We suggest that you **save your answers regularly** to avoid losing work.

You should not normally provide a Suitability Statement for your close relations, members of your immediate household or your business partner. In other words, **the applicant should not have personal connections with you.**

Whilst it is Clearing House policy to keep Suitability Statements confidential, due to data protection law this cannot be guaranteed. If an applicant requests a copy we will contact you for your authorisation to release it. However, please **assume that applicants may be able to see the Suitability Statement.** Please [see the Data Protection & Privacy section of our website](#) for further details.

Please consider your duty of care to courses, and ultimately to the public, as well as to the applicant. You can help courses choose the best people by giving an **accurate portrayal of the applicant: both their weaknesses and strengths.**

You are providing information that can play an important part in selection for doctoral level clinical psychology training. Application to these courses is highly competitive.

Please **let the applicant know**, because **this could adversely affect their application**, if you are:

- **unable to comment** on their performance in a relevant clinical and professional context, and/or
- you are **unable to answer** several of the questions below, and/or
- you are **only able to provide a standardised document** which does not address the questions below

All the questions are mandatory. Most questions have a "not applicable" or similar option if strictly necessary.

When you Submit the Suitability Statement we will email to confirm receipt. You **cannot edit the Suitability Statement after you have submitted it.**

Thank you for your help. If you have any queries please [contact us](#).

Personal details

Your details

Your name:

Your Occupation/Role:

Your email address:

Your postal address:

Applicant's details

Applicant's name:

Applicant's Occupation/Role (when they worked/studied with you):

Dates you worked with the applicant (month & year):

From: To:

Ratings questions

How many Suitability Statements have you ever written for Clearing House applications?

- ☐ 0
- ☐ 1 to 3
- ☐ 4 to 6
- ☐ more than 6

Compared with other Clearing House applicants you have written Suitability Statements for, where would you place this applicant on a scale of 1-5?

- ☐ 1 - much worse than others
- ☐ 2

- ☐ 3
- ☐ 4
- ☐ 5 - the best
- ☐ unable to rate

I know the applicant

- ☐ casually
- ☐ fairly well
- ☐ very well

I have known the applicant as

- ☐ an undergraduate vocational worker
- ☐ a postgraduate assistant/researcher
- ☐ a salaried member of staff
- ☐ a voluntary worker
- ☐ other - please specify:

I have known the applicant for

- ☐ less than one year
- ☐ one to two years
- ☐ over two years

Would you employ the applicant in a similar capacity again?

- ☐ Yes
- ☐ No
- ☐ Unsure
- ☐ Can't comment

How would you rate their ability to form positive working alliances with clients and colleagues?

- ☐ 1 - poor
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 - excellent
- ☐ unable to rate

How would you rate their ability to use supervision effectively?

- ☐ 1 - poor
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 - excellent
- ☐ unable to rate

How would you rate their ability to communicate complex/sensitive information to clients and colleagues?

- ☐ 1 - poor
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 - excellent
- ☐ unable to rate

How would you rate their ability to reflect on their own performance and on their strengths/weaknesses?

- ☐ 1 - poor
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 - excellent
- ☐ unable to rate

How would you rate their ability to organise their workload under pressure?

- ☐ 1 - poor
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 - excellent
- ☐ unable to rate

What is your overall judgement of their ability to successfully complete a clinical psychology training course?

- ☐ I have significant doubts about their ability to complete a course.
- ☐ I think they would struggle to get through a course.
- ☐ Although they have some strengths I think they would struggle in some areas.
- ☐ I think they would manage most areas of the course well.
- ☐ I think they would have no difficulty in any area of the course.
- ☐ Can't comment

Text questions

If you are **rating 3 or lower** for any question above please give reasons in the text questions below.

For the text questions below, please demonstrate the **person's ability/competence/performance by giving brief specific examples**, bearing in mind that courses receive 100s of applications.

To assist anonymisation, please use **"the applicant"** or a **single initial instead of their name**, use "they" or "s/he" instead of he or she etc.

Please comment on the applicant's intellectual competence:

1. Does the applicant show evidence that they can think creatively about their work?
2. Are they able to apply their knowledge e.g. by showing ingenuity in problem-solving?
3. Is the applicant suited to a further period of intensive academic work alongside demands of a more practical kind?
4. Is the applicant's written work of an appropriate standard?

Please comment on the applicant's performance in the work situation: can the applicant meet the requirements of their post; do they appear motivated; are they capable of striking the right balance between autonomy and responsiveness to supervision?

Please comment on the applicant's interaction with colleagues and/or clients: does the applicant show a capacity to relate appropriately; to show sensitivity; to be resilient in the face of difficulties?

SAMPLE - DO NOT FILL IN