



Supervision is the forum where workers reflect on their work with clients and learn from that reflection through their interaction with another who takes on the role of supervisor. It is a process where clients are presented and supervisee's work with them is monitored, considered, reviewed and learning brought forth.

**For beginning or experienced supervisors who want formal training. Validated by Middlesex University and meeting the training criteria of IACP for accreditation as a Supervisor.**

### About the course

The course is integrative in approach. Each course module is assessed separately, by a written assignment and Viva.

### Entry Requirements

- Applicants must be qualified practitioners who have begun supervising, or are about to do so.
- A minimum of three years experience as a practitioner is required.
- Entry is by application form & applicants may be invited to an interview

### Duration

100 hour programme over eight weekends from Oct 2016 to May 2017



### Course Content

- Theories and Skills of Supervision
- Ethical and Professional Issues in Supervision
- Group and Organisational Supervision

### Practice Requirements

- 25 hours of supervised Supervision practice (Course includes 25 hours of internal supervised supervision practice)
- 7 hours external supervised supervision practice

### PCI College Tuition Fees

**€2,800 (€2,600 for PCI College Graduates)**

**Middlesex Registration Fee**

**€1,100**

**In order to facilitate students, PCI College has introduced a monthly Direct Debit. Please note that there is an extra charge of €80 for this option.**

## Advanced Diploma in Supervision

**Timetable 9:30– 4:30pm Dates TBC**

<b>Weekend 1</b>	Saturday October 2016 Sunday October 2016
<b>Weekend 2</b>	Saturday October 2016 Sunday October 2016
<b>Weekend 3</b>	Saturday November 2016 Sunday November 2016
<b>Weekend 4</b>	Saturday December 2016 Sunday December 2016
	<b>1st Essay Due: January 2017</b>
<b>Weekend 5</b>	Saturday January 2017 Sunday January 2017
<b>Weekend 6</b>	Saturday February 2017 Sunday February 2017
	<b>2nd Essay Due: March 2017</b>
<b>Weekend 7</b>	Saturday March 2017 Sunday March 2017
	Saturday April 2017 (Viva) Sunday April 2017
<b>Weekend 8</b>	Saturday May 2017 Sunday May 2017

### APPLICATION PROCESS

Applicants should complete and return the course Application Form accompanied by an initial deposit of €250, which is deductible from course fees if the application is successful. Applicants are entitled to a full refund of the initial deposit if they decide to cancel within 7 days of receipt of their application. Should an application be unsuccessful, or if the application is cancelled by the applicant following this 7 day period or after interview, an administration fee of €60 is charged and the balance of €190 is refunded.

Intake interviews will be arranged for suitable applicants. Applicants who are offered a place will be required to confirm acceptance in writing, accompanied by a Booking Deposit of €1,000. When an applicant has accepted a place, a binding agreement is created and all tuition fees, including deposits, shall be fully non-refundable in all personal circumstances.

**Excellence & Innovation in Psychological Education**

PCI College, Corrig House, Old Naas Road, Clondalkin, Dublin 22.

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## Terms & Conditions

### Entry Requirements:

It is the responsibility of the applicant to ensure that he/she fulfils the minimum entry requirements for a chosen course, and to ensure that the chosen course is suitable for his/her needs and level of ability. Once an applicant accepts an offer of a place on the course, he/she agrees to abide by the rules and regulations of the College. If the applicant does not reach the acceptable minimum criteria for the course, PCI College has the right to withdraw them from the course.

### Fees:

Tuition Fees are non-refundable in all personal circumstances. The balance of fees for tuition is payable, in full, before the course commences, or by availing of an agreed PCI College Direct Debit Payment Plan. Tuition Fees do not include costs of Additional Requirements such as Personal Therapy, Supervision and CPD.

Once a student is enrolled on a programme of study, no part of course fees are refundable or transferable. No refund will be made in any circumstances to students who fail to attend classes or who commence a course and subsequently feel that the course does not suit him/her. Students who are having their fees paid or part-paid by a third party, should be fully aware that responsibility for payment of fees and liaison with these bodies rests solely with the student and not with PCI College.

The College makes every effort to provide the Programme as described, and to avoid altering course dates, tutors, locations etc. However, should any changes be necessary, you will be notified at the earliest opportunity. All courses run subject to demand and the formation of a viable class cohort. A full refund will be given to all applicants in the event that the class does not proceed.

Where a student receives a refund and chooses to keep the refunded fees on their account, this credit shall only be applicable to programmes within that programme category (e.g. counselling & psychotherapy or CPD or Psychology). Credit will remain on the students account for a period of two years from the date of refund.

### Student Requirements:

Students are required to have sufficient IT skills and access to appropriate IT facilities to participate in the course. All students are assigned an individual email address and given access to an online Student Portal. The Portal includes course materials, an online library and College announcements and students are required to upload all written assignments online. Email is the primary communication method of the College and all students are requested to access their individual email account on a regular basis to ensure receipt of all notices.

Students with a disability may require adjustments to facilitate their learning. These adjustments will be fully evaluated by PCI College. Students are requested to make the College aware of any disability, special need or learning support requirement on application.

Students may be requested to participate in Garda Vetting procedures in relation to programme and accreditation requirements.

Our Terms and Conditions may change and be updated from time to time. Students are requested to review the current version of Terms and Conditions on our website at [www.pccollege.ie](http://www.pccollege.ie).



## APPLICATION FORM

### 1. Personal Details

Name (for registration) Block Capitals: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Current Employment: \_\_\_\_\_

Where did you see details of this course advertised?  
\_\_\_\_\_

FOR OFFICE USE ONLY	
ID No: _____	IT: Y/N _____
Deposit: _____	
Offer: _____	
Accepted: _____	

### 2. Education Background

Highest Education Achieved (Primary/Secondary/Third Level)  
\_\_\_\_\_

Please give details of Course, Institution and Award:  
\_\_\_\_\_  
\_\_\_\_\_

Please list any other course you consider relevant to your application: \_\_\_\_\_

If you have a disability or special need, will you require extra learning support?

Yes

No

If yes, please give details?  
\_\_\_\_\_

Have you ever been convicted of a criminal offence?

Yes

No

If yes, please give details?  
\_\_\_\_\_

Are you accredited with any recognised counselling bodies? \_\_\_\_\_

Please give names and addresses of two personal referees who would attest to your competence to undertake the degree programme and to your suitability to act in the capacity of supervisor. (BLOCK CAPITALS PLEASE)

1	Name:	_____	2	Name:	_____
	Address:	_____		Address:	_____
		_____			_____
	Tel:	_____		Tel:	_____



**3. Please enclose with this application the following:**

- A 500 word submission (maximum) of why you wish to engage in supervisor training.

*Your submission should show that you have the competencies to meet the requirements of the course and the ability to write essays to the required standard and to set up supervisory arrangements where you act as a supervisor.*

**4.  I enclose a deposit of €250.00**

**OR**

- VISA / MASTERCARD / LASER       Cheque       Other

Card No: \_\_\_\_\_

Exp Date: \_\_\_\_ / \_\_\_\_      Security Code: \_\_\_\_\_ (on back of card)

Name on Card \_\_\_\_\_

**Declaration**

I wish to register for the programme selected above and understand the academic and professional provisions of the course. I declare that the information provided in this application is accurate. I have read and understood the Terms and Conditions for programme registration (as set out in page 2 of this application form and online at [www.pccollege.ie](http://www.pccollege.ie)) and I agree to be bound by these Terms and Conditions.

Signature \_\_\_\_\_

Date \_\_\_\_\_