



Guidelines for completion of the Matrix Application Form

Please find below a guide on how to complete the Matrix Application Form to ensure that we receive all of the required information to process your application.

1. Personal Details

Please complete fully. Some of this information is required for statistical purposes.

2. Year Group Applied for

Please tick **one** box. If you are intending to study all three years please tick Year 1.

3. Health Details

Please let us know if you have had any physical, psychological or emotional conditions over the last 5 years. If you are in doubt about what you need to put here please ring one of the Matrix team on 01953 797160.

4. People with Disabilities

Please let us know if you have any particular requirements and also if you intend to apply for DSA (Disabled Students Allowance).

5. Educational Qualifications

Please list first the **highest** level of academic award that you have achieved. This may be GCSEs or a Post Graduate qualification, or anything in between. We also need to know the institution, grade and date. **We also require scanned copy of the certificate showing this highest level of qualification.**

Following this please then fill in all other academic awards achieved.

For example:

Institution	Qualification	Grade	Date
Kings School, Ipswich	A-levels:		
	English	B	July 1990
	History	C	July 1990

6. English Language Qualifications

This requires completing if English is not your first language. We accept:

- IELTS with minimum grade 6.0 (with 5.5 in all components)
- Cambridge Proficiency Certificate with minimum grade C
- Cambridge Certificate in Advanced English with minimum grade B

7. Employment History

Please let us know your employment history (most recent first). You can include voluntary work.

8. Relevant Previous Counselling or Care Work Training

If you have any relevant training please let us know here.

9. Personal Statements

Please reflect on your reasons for undertaking this training. Please write more than 500 words for each section.

10. APL (Accreditation of Prior Learning)

Fill this section in with any APL evidence that you are sending in with the application if you are applying for Years 2 or 3. If you are in any doubt about the APL requirements please ring the office on 01953 797160 and speak to Fiona Paul.

11. References

Please give us details of your referees and forward the reference form to them for completion.

Before sending your referee the form please insert your name and the year that you are applying for at the top of the first page of the form.

The decision on whether to offer you an interview will not be made until we have received **both** completed forms back from your referees.

12. Relationships

Please let us know if you have any existing relationships (friendships, family relationship eg. sibling, counsellor etc) with either any member of the Matrix staff or with a current or prospective student.

13. Criminal Convictions

Please complete this section if necessary

14. Matrix

Please tell us how you found out about Matrix e.g. from a friend, website search etc

15. Declaration Form

Please ensure that you sign Declaration form by hand and return as a scanned document by email.

Once you have completed the application form and declaration form please email it to: nikkita@matrix.ac.uk

Once we have all your documents we will write and let you know whether or not you have been offered an interview.

Please contact Nikkita Welman on 01953 797160 if you have any questions.