



## **Matrix College of Counselling and Psychotherapy**

### **Student Selection and Recruitment Policy**

#### **1. Introduction**

Matrix has an overarching aim to facilitate excellence in counselling. We do this through the provision of high-quality training. We undertake to create a facilitative learning environment, provide high quality teaching, have a robust quality assurance programme, and support students to develop in the integration of the self.

The Matrix policy for admission should be read alongside our:

- Equality, Diversity, and Inclusion Policy
- Admissions Policy and
- Assessment of Literacy Criteria <https://matrix.ac.uk/compliance/>
- Matrix APL policy <https://matrix.ac.uk/bsc-hons/how-to-apply/>

#### **2. Principles**

The policy is based on the following principles:

- Clear information on the course will be available to prospective applicants.
- In line with our commitment to a relational way of working and to our commitment to protecting the uniqueness of individual applicants, we encourage prospective applicants to discuss the entry requirements with the Principal prior to applying.
- Applications will be dealt with in a systematic and timely manner.
- All applicants will be treated fairly and transparently.
- The selection criteria will be applied in a way that is fair. Two senior members of the tutor team (senior members comprise of the Principal and Programme Leads) will review all applications and make a decision on who may go forward to interview. Two Matrix tutors (one of whom may be the Principal) will undertake interviews together.
- Applicants will be given a rationale for rejection or recommendation of a lower-level entry (if applicable).

#### **3. Responsibilities**

The Principal has strategic level responsibility for recruitment and selection of students.

The administration team is responsible for managing the flow of applications through the system.

#### **4. Criteria for admission**

The criteria for admission are laid out in the Admissions Policy.

## **5. Admission process**

The review of application forms and references is undertaken by the Principal and a senior member of the tutor team to ensure applicants meet the entry criteria and, if necessary, the accreditation of prior learning (APL) criteria.

Successful applicants are invited to be interviewed. The interview process is carried out two Matrix tutors (one of whom may be the Principal).

Interview notes are taken by one or both interviewers.

A general introduction to Matrix: the values and philosophy, the framework of the course, the structure of Matrix, the demands of the course and the requirements of the course are presented by the interview team if necessary during the interview to ensure the candidate understands the nature of the training and the requirements involved.

The interview team discuss each application following the interviews and a decision about acceptance is reached after reflective process and deliberation.

The student will be offered a place, or given reasons for rejection, by letter within 10 working days of the interview.

Following the interview if Matrix makes an offer of a place the applicant will at that time be informed of all the material terms of the proposed contract. The contract is formed when the applicant accepts the offer and pays the required deposit.

## **6. Dealing with complaints relating to recruitment and selection**

Matrix is committed to providing a fair and efficient recruitment process.

The process of admissions relates from the period of initial enquiry to the completion of enrolment.

Applicants may appeal against a selection decision. Please see the Admissions Complaints and Appeals Policy <https://matrix.ac.uk/compliance/>

