



Carrs Lane Counselling Centre Ltd, Carrs Lane, Birmingham, B4 7SX
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Instructions To Applicants

Dear Applicant,

Thank you for downloading this application pack. Please read all of this document before commencing your application.

Closing Date for Applications:

30th June, 2021. We reserve the right to bring forward the closing date for applications if sufficient applications suitable for interview are received. You are advised to ensure your application is made as soon as possible.

Interview Dates:

Provisional dates have been arranged as follows:

28th & 29th July, 2021

5th & 5th August, 2021

Interviews will be conducted by the Centre Manager, a Clinical Supervisor, and the Lead Training Officer of the CLCC Ltd Certificate programme.

The documents included in this pack are as follows:

[1] CLCC Ltd - Counselling Placement Application Form

This is to be completed and returned with a photograph of yourself. Instructions on how to do this are contained within the application form.

[2] Applicant Personal Therapy Evidence Letter (issue 17-05-2021)

This is to be given to your counsellor / therapist, so that they can complete and send to the Centre to evidence your personal therapy has taken place or is continuing to take place. Experience of Personal Therapy is a requirement.

[3] CLCC Ltd - Certificate In Counselling Programme 2021-22 (issue 17-05-2021)

This describes our induction training programme which all applicants are required to attend, and successfully complete, prior to contracting to work with clients of the Centre.

Dates and times are listed, you may wish to check your diary to ensure availability to attend.

The fee for programme attendance is currently set at £300.00.

We are in the process of finalising arrangements, and so dates and costs may be subject to change. Any alterations to cost will be confirmed at the interview stage.

[4] CLCC Ltd - Counselling Model Statement (issue 17-05-2021)

This is for your information, and describes the model of counselling adopted here at Carrs Lane Counselling Centre.

[5] Volunteer Counsellor - Main Duties (issue 17-05-2021)

This is provided for your information and indicates the main duties of a counsellor here at Carrs Lane Counselling Centre. It is not an exhaustive list.

CLCC Ltd - Extract from Client Signposting, Referral & Emergency Intervention Procedure

This extract is from a working document and provided for your information, it describes the various stages involved from the clients' initial contact with the service, and the mechanisms in place to ensure client cases are managed appropriately and safely by all concerned. This document particularly highlights the function of supervision in its various forms at CLCC Ltd. All volunteer counsellors are placed within a supervision group, which meets on a monthly basis. During the induction programme, participants will be placed in a group, even though they are not currently working with clients of the Centre, to help them become familiar with how the supervision process works.