

### **Diploma in Child and Adolescent Counselling Application References Guide**

The two types of references required for your Diploma application are:

- Professional (If you work in a school, this must be from your Headteacher. If not in a school, this should be your Line Manager, or most senior person if your line manager is not the most senior person).
- Academic (from your University/College tutor)

If it is not possible to obtain references from one or all of the above due to being out of education or work for 5 or more years, you may be able to provide one of the following instead:

- Experience/volunteering (from your Headteacher or Senior Manager where you volunteer)
- Character (from someone in a 'recognised profession' [Countersigning passport applications and photos: Accepted occupations for countersignatories - GOV.UK](#) )

More information about what may be required for each category of reference is below.

#### Professional

- References must be from a Headteacher/most senior person in your current place of work.
- If you are not currently working in a school, but you have worked in a school in the past 5 years, we will also need a reference from the Headteacher of that school.
- If you are not currently working with children, but you have worked with children in the past 5 years in a non-school setting, we will also need a reference from the most senior person at that setting.

*Please note, we may require more than one professional reference as outlined above.*

#### Academic

- University/College tutor if you have studied for a degree or introduction to counselling course in the last 5 years backdated from the first day of the course.

Experience/ volunteering: *only to be used if you have not been in work for the past 5 years*

- References must be from a Headteacher/Senior Manager in your current place of volunteering
- If you are not currently volunteering, but you have volunteered with children in the past 5 years, you must also provide a reference from the Headteacher or the most senior person) at that setting. ***This is only applicable if you have not been in work or volunteering since this setting.***

Character: (from someone in a 'recognised profession)) *only to be used if neither professional or experience references are not possible.*

**Please note, if inadequate references are provided, you may be contacted for further references. Delays with referencing may delay your application.**

If you have any queries about which references to provide, please contact the PPD Admissions Officer prior to applying for advice: [ppd-admissions@educ.cam.ac.uk](mailto:ppd-admissions@educ.cam.ac.uk)