



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