

**London wide IAPT High Intensity Trainee (Post-Graduate Diploma in CBT) Application Guidance 2024/25.**  
**It is essential that applicants read the following information prior to completing the application on the KCL application portal. It contains important information and instructions for successful completion of the application:**

**Applications are open from 09:00 Monday 15<sup>th</sup> April – 23:59 Sunday 28<sup>th</sup> April (UK GMT)**  
**- please note that you cannot apply before this date**

### **Overview**

The Institute of Psychiatry, Psychology & Neuroscience/KCL and Royal Holloway/CNWL will provide the training. These higher education institutions (HEIs) have been selected based on their ability to demonstrate the capacity, knowledge and expertise to deliver the curriculum that has been developed for each training course. Students attend college/the training provider for lectures, workshops and supervision 2 days a week and undertake supervised CBT clinical practice in an IAPT service for 3 days a week. Trainees will not have the option to choose which HEI they attend as training providers are linked to sites.

Applications are invited from experienced health, mental health or social care professionals who have worked in mental health settings, with a recorded or registered professional qualification in health, mental health or social care. This would include experienced Mental Health Nurses, Psychotherapists, Counsellors, Occupational Therapists, Social Workers, and recently qualified psychological therapists e.g., Clinical and Counselling Psychologists. Those applicants without a recognised and accredited core mental health professional training (such as Psychological Wellbeing Practitioner\* or Psychotherapists and Counsellors without UKCP or BACP accreditation) can apply but will need to complete the KSA process (Knowledge, Skills and Attitude) if they are shortlisted for an interview. This is an assessment process devised by the BABCP for individuals without a recognised core professional qualification in mental health.

**\*Please note that PWP's need to have a minimum of 3 years PWP experience, 2 of which are as a qualified practitioner.**

Each training place involves being employed by a service for the length of the training contract. Contracts vary according to the service but will be fixed term for one year whilst training. Please note that we reserve the right to adjust the location of positions based on the needs of the programme. Please note that terms and conditions of employment will vary depending on which organisation the employer is.

**Those without a valid permit to work in the UK are not eligible to apply for this training.**

From 1st April 2022, the '2-year psychological professions funding rule' came into play by HEE. It is based on the principle that once an individual has commenced an NHS-funded psychological professions training programme, a 2-year period will be required to pass from the expected completion date of that training before the funded individual would be eligible for further NHS funding to train in another psychological profession training (where this leads to a change of occupation).

[Please click to see the HEE Webpages for further information, including a list of courses](#)

**\*\*\* It is essential that applicants read the information on the Application Procedure below carefully prior to completing the application. It contains important information and instructions for successful completion of the application:**

### **Disclaimer**

*In order to process your application to this programme King's College London (the College) will collect, hold and process the personal data that you supply on the application form via the admissions portal "King's Apply". It is essential for us to do so in order to manage our operations effectively and provide you with teaching, research and administrative support. Applications will be shared with the other organisations that provide the training and recruitment initiative, including the Institute of Psychiatry, Psychology & Neuroscience at King's College London (KCL), Royal Holloway, MIND, Addaction and the NHS Trust or Trusts that you have chosen in your application. By completing and submitting your application form you are agreeing that the College can process and share your data in this way. Applicants should note that the College will retain information on unsuccessful applications for statistical and audit purposes and in the event of a complaint or appeal.*

*All personal data will be processed in compliance with the General Data Protection Regulation and college policy.*

# Application Procedure

Please ensure to read the information carefully before completing your application. This includes important information with regards to choosing your site preference (see point 9 below).

## How to apply

The King's Apply homepage shows a list of optimal browsers and operating systems supported by King's Apply. Please refer to this list before starting your application.

Firstly, you will have to register an account on our 'King's Apply' system or log in to an existing account.

Once you have done this, you will be taken to the login page. After logging in, you will be able to search for your programme. **To find the programme, in the 'Programme Name' box type in Cognitive and click 'Search.'**

You are here: [Home page](#) > [Choose a Programme](#) > Choose a Programme

[Choose a Programme](#) ⓘ

Choose a Programme ⓘ

Programme Name:

Search

Advanced Search

Programme Type:\*

-Select-

☒ Keyword:

☐

Faculty Name:

-Select-

Award Type:

-Select-

Study Mode:

-Select-

Search

Getting Started ⓘ

## Ensure to select the programme titled 'Cognitive Behavioural Therapies PGDip (Full-time)'

- Select the start date (Monday 7<sup>th</sup> October) and read the on-screen information about how to progress through the application.
- Please be sure to complete the following sections of the form with all relevant information (all questions with a red asterisk next to them are mandatory and you will not be able to submit without answering these):

### 1. Personal details

### 2. Contact details

### 3. Equal opportunities

### 4. Fee status

- The fee status section is mandatory for all applicants to the College and will not impact on the outcome of your application to the IAPT training. The page contains four mandatory fields (Country of birth, Country of permanent residence, Nationality, In which country do you currently live), but due to the nature of the programme, your

answers are collected for statistical purposes and will not result in you being charged fees if you are successful in gaining a place on the programme.

## 5. Education

## 6. Professional Qualifications

- You will be able to enter up to 5 qualifications. Please include any relevant therapy trainings, e.g. PGCert in CBT. You must ensure to upload your certificates. Applications cannot be assessed unless your certificates are included.

## 7. English language

- The English language section is mandatory to all applicants of the College. Please refer to the College's Postgraduate English language entry requirements page.

## 8. Employment history

- You will be able to enter up to 5 sets of employment information. The 'Nature of work' field allows only 50 characters, but you can include further employment information within the personal statement section.

## 9. Personal statement and supporting information

- Please complete your personal statement on this [template](#), and then upload it to your application.
- Please ensure you complete this section outlining your suitability for the post, including relevant skills, knowledge, and clinical experience.
- Please specify your first and second choice of IAPT service (site) you would like to be placed in at the top of this template. This will help us to process your application more efficiently. We will endeavor to match people with their specified preferences wherever possible; we reserve the right to adjust the location of positions based on the needs of the programme. If no site preference is stated, your application will be allocated randomly across sites. A full list of London IAPT services recruiting this initiative is available on the Site Descriptions document on the webpage, link at end of this document.
- If you have undertaken another HEE funded programme, please confirm at the start of your personal statement that there will be a two-year gap between the end of the other course and the start of this programme.
- The textbox for the personal statement is limited to 4,000 characters – please use the template instead of typing in this textbox on your application. Your personal statement should not exceed three pages.

## 10. References

- Within the Supporting Statement section, there are two file-upload buttons – the first one is for your personal statement, and the second is for your referees. You need to upload a document here that contains the details of your three referees:
  - Their name
  - Work address
  - Phone number
  - Official work email address
  - Company name
  - Job title
  - Relation to you
- **Please only include details from three referees – two employment and one academic.**
- **Please note you do not need to upload references – just contact details for your referees.**

## 11. Funding

- Funding for the course is provided by NHSE.

## 12. Final check

- Carefully check your application before clicking 'Submit.'

To start an application, please go to our [King's Apply](#) system.

Please find the job description and person specification [here](#) and site descriptions [here](#).

The link to the Personal Statement template is [here](#).

**After your application is received:**

Applicants will be notified via email if they have been shortlisted for interview. Interviews unfortunately cannot be re-arranged if candidates are unavailable. Interviews will take place from mid-May to early June. Candidates must be able to take up their post in October 2024 when the training starts.

Please note that this is a joint training initiative with a large number of NHS services, so it may take some time for applications to be processed.

Due to the high volume of interest and applicants, we are unable to respond to individual enquiries. All relevant information is contained on this website, in the job descriptions, and person specifications.

Due to the high volume of applications received for the IAPT PG Diploma in CBT, we will not be able to provide specific feedback for unsuccessful candidates.