

UKCP Bursary 2021 Guidelines

Welcome from the UKCP Chair

I am pleased to launch the UKCP Bursary 2021 – the fifth time we have been able to run a bursary scheme.

Training to be a psychotherapist or psychotherapeutic counsellor is very expensive. In addition to the tuition fee, there are other associated expenses including supervision, personal therapy, CPD events and work experience.

In 2016, we established the Bursary Scheme for UKCP trainees. This year we are opening the scheme to UKCP student members, too. Our students and trainees are the psychotherapists and psychotherapeutic counsellors of the future. One of UKCP's objectives is to make therapy available to everyone. Every qualified UKCP therapist helps hundreds, perhaps thousands, of people in their lifetime. The more people we can encourage into the profession, the more the potential to help those in need.

The UKCP Bursary fund is £20,000; to that we will add £16,000 saved from not printing membership certificates. In addition, we have created a way for people to donate to the fund that will hopefully increase the pot even more. The donation feature is live and running on our website.

We look forward to receiving your application.

Kind Regards

*Martin Pollecoff
Chair, UKCP*

Introduction

UKCP has offered a bursary scheme for the past four years, and we are delighted to be able to offer it again in 2021. We would like to invite UKCP student and trainee members to apply.

Bursaries will be awarded in amounts of £750 per successful applicant and will be paid directly to their training organisation. Awards will be based on an assessment of the financial needs and personal circumstances of eligible UKCP students and trainees who will, in the opinion of the Bursary Panel, contribute to the psychotherapy or psychotherapeutic counselling profession.

Eligibility and requirements

To be eligible, applicants must:

- be a registered UKCP student or trainee member
- ensure that their training organisation provides a [Statement of Support](#)
- ensure that a [professional reference](#) is provided (this could be from a supervisor, academic, tutor, clinical professional, mentor, previous employer, etc)
- demonstrate a genuine commitment to the psychotherapy or psychotherapeutic counselling profession
- not be in a receipt of a different bursary for this course in the same academic year.

As part of our aim of improving equality and diversity practice within the profession, we especially welcome applications from UKCP students and trainees who meet the criteria above and who:

- are in a need of financial support due to their personal circumstances (for example, being a single parent, low-income household, carer or similar)
- come from under-represented groups including people who have Black, Asian and minority ethnic backgrounds, a disability or those who identify as lesbian, gay, bisexual and/or transgender.

Because the award is a contribution towards training fees and is paid directly to the training organisation, those who have completed all parts of their training are not eligible to apply.

Timeline

- Friday, 11 June 2021, 10am - applications open
- Monday, 12 July 2021, 12pm - applications close
- Friday, 30 July 2021 - Bursary Panel to make final decisions
- Friday, 6 August 2021 - applicants notified whether they have been successful or unsuccessful

Application Process

The application process for the UKCP Bursary 2021 is managed by UKCP. By entering a bursary submission, applicants agree to the terms of conditions of the UKCP Bursary 2021 as set out in this document.

Unfortunately, not all bursary applications are successful. The decisions of the Bursary Panel are final and not subject to appeal. The Panel is unable to provide feedback.

Newly-registered UKCP trainee members will not be able to claim a refund of their membership fee if they cancel their membership following an unsuccessful bursary application.

If successful, the award will be paid to the applicant's training organisation via bank transfer. No payments will be made directly to applicants.

Application form

The application process is online and can be found in the members' area of the [UKCP website](#). UKCP student and trainee members can access it by clicking the 'UKCP members' link at the top right-hand corner of every page. This leads to the UKCP member's section of the website which has the login link.

We aim to allocate bursaries with a minimum of unnecessary intrusion into private matters. The application form seeks to find out only those necessary personal details to establish eligibility, financial circumstances, course information (title, duration, dates etc), and aspirations.

For the bursary submission to be valid, applicants must ensure that we receive a [Training Organisation Statement of Support](#) and [Professional Reference](#).

We will send an email acknowledging the applicant's submission. It will include details that their referees will need: the applicant's membership number, full name in our system and links to the online submission forms. **Applicants must ensure that their referees include the candidate's name and membership number on their references so that we can match the correct references to their application.**

Applicants will receive an email confirmation within 24 hours of their training organisation and professional referee completing their submissions. We would advise applicants to keep an eye out for these two confirmation emails, particularly as the deadline approaches. If they are not received, applicants should check that their referees have been able to complete the online forms.

The deadline for submission of references is the same as the deadline for the applicant's form: 12 noon on Monday, 12 July 2021.

For any further questions about the application process, please email bursary@ukcp.org.uk.

The selection process and UKCP Bursary Panel assessment

After the deadline for submissions, the UKCP Bursary co-ordinator will anonymise all completed applications. These will then be sent to the UKCP Bursary Panel.

The UKCP Board of Trustees has delegated decision-making powers to the UKCP Bursary Panel. The Panel comprises:

- a nominated UKCP Trustee (Panel Chair)
- a nominated representative from the UKCP Professional Regulatory Committee of the Colleges and Faculties (PRCCF)
- a nominated representative of the UKCP Education, Training and Practice Committee (ETPC)
- a UKCP Honorary Fellow (nominated by the UKCP Chair)
- a lay person who is not a UKCP member, not a practitioner and not already on any UKCP committee or board (nominated by the UKCP Board of Trustees).

The UKCP Bursary Panel will meet online or in person to assess bursary applications. On occasion, it may be necessary for a UKCP Bursary Panel member to contact an applicant or referee to ensure the information is being correctly interpreted and the assessment is fair.

The UKCP Bursary Panel will decide which applicants should receive a bursary. The awards will endeavour to reflect UKCP's commitment to diversity and equality, and reflect UKCP's cross-modality culture. Please be aware that not all UKCP Bursary applications are successful and the decisions of the UKCP Bursary Panel are final and not subject to appeal or to feedback.

Award and follow-up

Once the Bursary Panel has made its decisions, applicants will be informed of the outcome of their application by email.

We may ask successful applicants to provide an anonymised testimonial once they qualify that we can use to promote the UKCP Bursary in the future. This could include, for example, an interview for our *New Psychotherapist* magazine, press releases or written information for our website, perhaps with a photograph. Withholding consent will not affect the applicant's chance of success.

Changes in circumstances

Withdrawal from training or inability to complete the course

Where a recipient of a bursary withdraws from or ceases to be able to complete their training course, they must notify UKCP (by email to bursary@ukcp.org.uk) as soon as possible and no later than one month after they have withdrawn from the course. The bursary must be repaid in full if the applicant does not complete the course. Bursaries are not transferable to other individuals or within a training organisation.

Training organisation not delivering the course

Where UKCP becomes aware that a student or trainee is not able to complete the course because it has been cancelled by their training organisation, the UKCP bursary award will be terminated from a date which UKCP considers appropriate in the circumstances. The UKCP bursary award is not transferable. The recipient must notify UKCP (by email to bursary@ukcp.org.uk) as soon as possible and no later than one month after their training was cancelled by their training organisation. The UKCP Bursary Panel will determine the impact on the bursary award on a case-by-case basis.

Other changes

All other changes of circumstance (for example, illness, injury, maternity etc.) should be reported to UKCP (by email to bursary@ukcp.org.uk) as soon as possible. The UKCP Bursary Panel will determine the impact on the bursary award on a case-by-case basis.

Frequently Asked Questions

Q: Am I eligible for a bursary if I am currently on a UKCP-accredited training course but not registered as a UKCP student or trainee member?

A: To apply, you must have an active UKCP student or trainee membership. This will allow you to access the application form which is in the members' area of our website.

Q: Can I apply for UKCP student or trainee membership at the same time as applying for the UKCP Bursary?

A: Unfortunately, this is unlikely to be possible. New membership applications must be processed by UKCP and approved by the training organisation. We cannot guarantee that a new membership application would be completed before the bursary deadline.

Q: Can my UKCP student/trainee membership application be fast-tracked to meet the deadline for the UKCP Bursary?

A: We are not able to prioritise any application over others. If you do not have an active UKCP student or trainee membership by the deadline of the UKCP Bursary you will not be able to access the application form in the UKCP members' area of our website.

Q: Am I eligible for a bursary if I am a Full-clinical member?

A: This bursary is designed to support students and trainees. To be eligible you must be a current UKCP student or trainee member.

Q: Can the bursary be paid directly to the trainee applicant?

A: Payments can only be made to training organisations providing the applicant's UKCP-accredited course.

Q: Am I still eligible for a bursary if I am in receipt of another source of funding that is not a bursary, such as a grant?

A: This will be at the Panel's discretion; all sources of income must be declared on the application form.

Q: Am I eligible for a bursary if I have finished my training course but I am still registered as a UKCP student or trainee?

A: This is not possible as the bursary is paid directly to your training organisation towards the fees for your course.

Q: Can my bursary application be fast-tracked if there is a deadline for my training course?

A: We are not able to prioritise any bursary applications over others.

Q: Can I apply for a bursary award for multiple trainings?

A: You can only apply for one UKCP-accredited training at one training organisation.

Q: Is there an approved list of trainings that for the UKCP Bursary?

A: Applicants on any UKCP-accredited training are eligible to apply for the UKCP Bursary.