

Reference Format Guidelines

Applications for Level 2, Level 3 and Level 4 must be accompanied by one or both of the following references as detailed below.

Training Reference

All Level 2, Level 3 and Level 4 applicants are required to provide a completed Training Reference and this includes the following:

1. L-F Level 3 applicants who have taken 1-3 years out from training since completing Level 2
2. L-F Level 4 applicants progressing directly from Level 3/ have taken 1-3 years out from training
3. APL (Application of Prior Learning) applicants for Level 3 or Level 4

A Life-Force School Training Reference Form can be downloaded from the School website, and must be completed by the applicant's previous counselling trainer.

Current or previous Life-Force School Level 2 / Level 3 students can request that their personal tutor completes this form, which will then be submitted to the Course Director, for inclusion with their Level 3 / Level 4 application documentation accordingly. Applicants should be aware that they are entitled to a copy of the completed Training Reference upon request.

Professional Reference Requirements

All applications for Level 3 and Level 4 must be accompanied by a Professional Reference.

1. The referee should be a professional person who is **not a relative or close friend** of the applicant and has known the applicant for a minimum of 2 years in a professional capacity e.g. employer, work colleague, voluntary organisation manager, etc.
2. The referee should vouch for the applicant's personal character and suitability to participate in and deal with the demands of the Counselling Training Course and should do so by commenting on the applicant's strengths and weaknesses in the following areas:
 - Time keeping
 - Professional boundaries
 - Personal integrity
 - Honesty
 - Ethical standing
 - Ability to commit to a vocation
 - Anything else considered relevant.
3. The referee should provide a signed and dated letter which is either on letter headed paper or states their contact details including address and telephone number(s).
4. References sent by email will be accepted however as these may not be signed they must therefore detail the referee's contact information including all of the following:
 - Private or business postal address
 - Email address
 - Telephone number(s), both landline and mobile if available
5. The referee should confirm they are aware that the contents of the reference will be shared with the applicant upon request.
6. Applicants who are unable to provide a Professional Reference should contact the Course Director for further advice.

NB. All information provided by both referees and sent directly to the Course Director will be treated as strictly private and confidential but will be shared with the applicant upon request. Alternatively, the referee(s) can send their reference direct to the student for inclusion with their application documentation.