

## **Course Access Policy**

We are committed to ensuring equal access to our courses and therefore offer a hybrid attendance model for our September intakes and a fully online access course for our March intakes.

To ensure that both online and in person therapy skills are developed and observed, all Pathway 1 students who meet our Online Access Criteria will be required to attend 30% of the course in person and all Pathway 1 students who attend in person will be required to attend 30% of the course online.

Pathway 2 students who meet our Online Access Criteria will be able to attend fully online if their core counselling training was completed in person. All other students will be required to attend in person.

Hybrid access does not offer free movement between the online and in person learning spaces.

### **Online Access Criteria**

- The student lives overseas, including Ireland, or at a geographical distance that makes travel to the course venue prohibitive.
- The student has a disability or health condition that makes in person attendance difficult.
- The student has financial limitations that affect their ability to afford travel and accommodation.
- The student has learning access needs that make online learning more accessible.
- Any student attending online must have a private and confidential space in which to access the course. Children or any other person must not be in the same space as the student during online live teaching days and headphones must be worn.
- Online access must be applied for in writing during the application process and will be confirmed before an offer of a place is made.

### **Movement Between Spaces**

- Online access students on hybrid access courses may attend specific modules in person with prior, written agreement.
- In person students may request to attend online for specific modules
  - If they are Pathway 1 students and are required to attend 30% of the course online

- if their travel or accommodation arrangements have been disrupted in a way that is out of their control and could not have been avoided by prior or alternative planning
- they are self-isolating or shielding in preparation for surgery.
- Online access will not be authorised from holiday destinations.
- Applications to attend a module online or to change course access from room attendance to online, must be in writing, via email, with as much advance notice as possible.
- If a student's circumstances change and they meet the online access criteria, they can apply in writing to change their access agreement.

## **Feeling Unwell**

When feeling unwell, we ask our students to apply the same judgement to attending the course as they would to holding a session with a client or going to work. If a student is not well enough to take full part in the activities of a live training day they are asked not to attend, whether they are accessing the course online or in person. Students on a room attendance learning agreement are asked to join online in they are feeling unwell but able to take full part in the live days, to reduce the risk of transmitting their illness to others. A student may be asked to complete missed live days with another cohort, depending on their previous attendance levels. This may delay the award of their qualification.

## **Coronavirus Considerations**

- We prefer students who are accessing the training in person to be double vaccinated.
- In times of Covid 19 peaks, we ask students who are accessing the training in person to complete a lateral flow test 24 hours before attending the training venue.
- Students who have symptoms of Covid 19, have been in contact with a person who has Covid or has symptoms of Covid, are self-isolating, shielding or have had a positive lateral flow test result before the live training day are asked to not attend in person. If well enough, they will be given permission to attend online.
- If Covid levels reach a point of threat to the safety of our students and staff, or lockdowns are implemented, we will revert to full group online training.
- If a lead tutor has symptoms of Covid 19, but is well enough to teach, the course will go completely online for the affected module. It is likely that these decisions will be at short notice and may unavoidably affect students who have prepaid for accommodation or travel.