

KCL Application Guidance – January 2024

Postgraduate Diploma in Child and Young Person Mental Health (CYP-MH) Child Wellbeing Practice

All applicants to the Children's Wellbeing Practice Programme will be required to undertake Postgraduate Diploma level training at Kings College London alongside a work placement.

Please note that you will need to submit an application form to Kings College London for a place on the Postgraduate Diploma in Child and Young Person Mental Health (CYP-MH) Child Wellbeing Practice, **in addition to the job application** that you make to the relevant Service.

University applications close **on Monday 20th November 2023 at 23.59 pm**. However, it is strongly advised to submit an early application to prevent the delay of a decision. Applications take approximately 4-6 weeks to assess.

On successful entry to the programme, all trainees will be required to attend teaching for up to three days per week for one year. Teaching and lectures will be mostly based at King's College London Campus in [Denmark Hill](#). Students will be taught using a combination of lecture style workshops and small group seminars. Assessment on the programme will comprise of a combination of written, oral and video assessments. On successful completion of the course, students will graduate with a Postgraduate Diploma in Child Wellbeing Practice.

Entrance Criteria

Applications to the programme will be reviewed against the following criteria:

- A minimum of a second-class Bachelor's degree from a UK university or an overseas qualification of an equivalent standard in a relevant academic subject (e.g. Psychology, Education, Childhood development, Social Work etc), OR any subject with further training or experience in a relevant field (e.g. Teaching/TA; Learning Support; HCA; Youth Work; Counselling etc)*
**Applicants who do not fulfil the academic criteria are encouraged to apply and may be considered on a case-by-case basis. Please contact cyp-mh@kcl.ac.uk with queries*
- Motivation to undertake and complete the course
- If your education has not been conducted in the English language, you will be expected to demonstrate evidence of an adequate level of English proficiency. Further information can be found on our English language requirements page at <https://www.kcl.ac.uk/study/postgraduate/apply/entry-requirements/english-language.aspx>
The English language requirement for this programme is Band D.

Notes

- ***Please ensure that you upload a copy of your degree certificate at the time of submitting your application, we will not be able to process your application without this.***
- ***If your name on any of your certificates/documents is different than your current name (due to marriage etc), then you will need to submit proof of name change (e.g., marriage certificate) as evidence of name-change.***
- ***Please note that applications will not be considered from applicants who are formally registered (or re-sitting examinations) for another programme of study at KCL or any other Higher Education Institution.***

Making an application at KCL

It is essential that you read the information below carefully prior to completing the application. It contains important information and instructions for successful completion of the application.

Please be sure to complete all the 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).

Please click on the following link to apply to KCL online: <https://apply.kcl.ac.uk/> (Please use either Google Chrome or Firefox as your browser. The application portal is not optimised for Internet Explorer).

You will need to register an account and login to create a new application or log in to an existing account.

The screenshot shows the top navigation bar with the King's College London logo and links for 'About Us', 'Help', and 'FAQ'. Below the navigation bar, there are two announcement boxes. The first announcement is about the UCAS Embargo, stating that King's Apply will be unavailable from Friday 12 August 12pm to Thursday 18 August 8:00am. The second announcement is about essential maintenance on Tuesday 9 August 2022, from 03:00 to 07:00. Below the announcements, there are two main sections: 'Applying to King's?' and 'Login to King's Apply'. The 'Applying to King's?' section includes instructions on how to register an account, apply via UCAS or DIE Apply, and what to do if you cannot login. The 'Login to King's Apply' section contains a login form with fields for 'Username (email address)*' and 'Password*', a 'Login' button, a 'Register an account' button, and a 'Forgotten password?' button. A red error message 'This field is required' is visible below the username field.

Click on 'New Application' in the menu bar at the top of the screen. You should then search for **CYP MH Child Wellbeing Practice PGDip (Full-time)**. As you type, a drop-down menu will appear - click on the relevant option.

The screenshot shows the search results page for the application portal. The main search bar contains the text 'CYP MH Child Wellbeing Practice PGDip (Full-time)'. Below the search bar, there are several filters: 'Programme Type' (set to 'All'), 'Keyword' (selected), and 'Criteria' (with dropdown menus for 'Faculty Name', 'Award Type', and 'Study Mode'). A 'Search' button is located at the bottom right of the search results area. On the right side of the page, there is a 'Help' section with a 'Search for a Programme' heading, providing instructions on how to use the search function and a link to the online prospectus. Below the help section, there is a note about 'King's Approved Agent, King's Partner or Study Abroad Coordinator'.

This will take you to a screen asking you to select a start date - you will need to click on the checkbox selecting **January start** month and click Save. (This window also asks whether you are applying via a King's Approved Agent, King's Partner or Study Abroad coordinator - the default answer *No* ought to be selected.)

The application form requires that you identify the source of funding for your study. Please select **6. Other; Organisation Name** should be 'Health Education England' and **Organisation Type** should be 'Public body'.

Additional guidance

Answers to Frequently Asked Questions can be found at:

<https://www.kcl.ac.uk/study/postgraduate-taught/how-to-apply/important-information-for-applying>

Personal information

Including personal details, contact information, equal opportunities and fee status

Education

Please provide details and **a scan of your degree certificate** that confirms the classification awarded, if your certificate does not include the classification, please provide an official final transcript.

Employment history

Please enter your employment history; a CV is not required for the programme application, as it will have already been provided for your job application. Similarly, **references are not required for your university application.**

Supporting Statement

Please ensure you complete this section outlining your suitability for the programme including relevant skills, knowledge, and experience, and how you would cope with the academic requirements of the course.

The textbox for the personal statement is limited to 4,000 characters but you can upload the statement as a document if you wish to use more characters.

Final check

Carefully check your application before clicking '*Submit.*'

Interviews

Upon submission of your two applications, your job application will be considered, and you will be informed by the service of whether you have secured an interview. The interview will consist of questions from the service and from the University and the final decision on your application will be made by the employer and the university in collaboration.

Queries

If you have any queries **before** submitting your university online application at KCL, please contact the KCL admissions office: <https://www.kcl.ac.uk/study/contact-us>

Once submitted, please direct queries about your application to the messaging system on King's Apply. This will allow your query to go direct to the team managing your application.

If you have **any queries relating to the academic course at KCL**, please contact the CYP MH office: cyp-mh@kcl.ac.uk

We are unable to answer any queries relating to your job application. Please contact the service/organisation you applied to directly.

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.