Guide for Applicants

Clearing House for Postgraduate Courses in Clinical Psychology

0113 343 2737  chpccp@leeds.ac.uk  www.leeds.ac.uk/chpccp
Getting started - what you need to know

The closing date for applying is **1.00pm (UK time) on 27 November 2019.**

This document guides you through your application screen by screen.

If you have any issues using our website eg in relation to a disability, please contact us (see below for our contact details) to discuss how you can make an application eg for our support in using the website, for an application in another format, etc.

When you use our website for the first time on your computer you will be asked to accept Cookies to continue. Cookies ensure you have a good browsing experience by allowing you to remain logged into the site as you move from screen to screen, and by preventing fraudulent access to the site. They also help us to improve the site by collecting information about how visitors use it eg information on the number of visitors, the pages they visited, the type of devices they used etc. For more information about Cookies please see our data protection and privacy webpage: [https://www.leeds.ac.uk/chpccp/dataprotection.html](https://www.leeds.ac.uk/chpccp/dataprotection.html)

If you want to get an overview of your application at any stage please click on Process in the menu across the top of any screen. You will also see this overview screen each time you login.

When you answer questions on any screen you need to save your answers by clicking the appropriate button. If you move away from a screen without saving your answers you will lose the information you have entered.

Questions with an * are mandatory questions.

For the longer text questions we suggest you type a brief draft answer the first time you use that section, which you can amend later. You can if you wish type an answer in eg Microsoft Word and then paste this into your application. This will only paste the text and not the formatting eg text will not appear as bold or italic etc.

Some questions have character limits (not word limits). The website counts all characters including spaces.

As you complete each section a tick will appear in the left-hand menu and in the overview of your application. This means that you have answered all the mandatory questions in that section. It does not mean that the answers have been checked for you.

You can download a pdf file of your application to check your answers at any stage. Please also check your application before submitting it. Once you have submitted your application you cannot make changes, except to update your contact details.

If you take an inappropriate action you will see a red error message explaining the problem eg if you format a date incorrectly (in this case 01/09/2013 should be 09/2013), or if you try to move on from a screen without entering some mandatory information (in this case some relevant experience), etc.
Date from: 01/09/2013 (mm/yyyy) Please enter valid date from

Date to: (mm/yyyy)

Added Jobs

No jobs added yet

Continue You must add at least one job
Registering - for people applying for the first time

If you are applying for the first time you need to register. Start by clicking Register in the left-hand menu.

The email address you use at this stage will usually be your contact and login for the whole application process so please use an email address you will check regularly.

Please type in your Forename, Surname and email address. Then type a password of your choice in the password box, and type it again to Confirm Password in the box below, then click Register.

When you have registered you will see this screen and be sent an email.
The email has a link for starting your application. The link is only valid for 24 hours for security reasons so please use it promptly. If you are unable to use it within the time limit you will need to re-register.

Your email software may treat our emails as junk or spam, so if you do not receive the email please check your Junk Email folder and/or Spam Email folder. You may need to move the email into your Inbox to be able to use the link, depending on the email software you are using.

Thank you for registering with the Clearing House website.

To complete the registration process, please follow the link below. The link is valid for a period of 24 hours, so please use it promptly, otherwise you will need to re-register with us.

**Link:** [https://staging.chpccp.leeds.ac.uk/Register](https://staging.chpccp.leeds.ac.uk/Register)

If you have any queries please contact us.

The Clearing House

When you follow the link from the email you will see the screen below. Please click Start an Application.
Please fill in your contact details then click Save Your Details and Continue.

Please provide your full postal address and ensure that your telephone number is correct.

You have started your application! Please see Completing your application below for details about the other sections.
Starting a new application - for people who have applied before

If you have started or submitted an application before please login rather than registering again.

This gives you access to your previous application(s) and also gives your referees access to any previous references they provided for you. If you register again neither you nor your referees will be able to re-use any information from previous applications.

Please use the email address and password from when you last logged in.

If you cannot remember your password please click "Forgotten your password" to get an email to reset your account (see Forgotten your password below for more information).
When you login you will see the following screen.

Clicking Start a New Application opens a new blank application and most screens have a button to copy information from your previous application. You can do this section by section as convenient and then edit the information as required.

The website will copy over information from the most recent submitted application, on the basis that this is likely to be the most complete. If you started applications in previous years but did not submit any of them, the website will copy over the most recent application you have.

You can also view your previous application(s) by clicking Archived Applications.

If you are uncertain at any stage whether you are in your current application or a previous application you can click on Process in the menu across the top of any screen. This takes you to the overview of your current application.
Clicking on Start a New Application takes you to the following screen.

The Your Details section will already have been copied over from your previous application and should therefore be complete. You can then open a section of your choice, such as Basics.
Copying information from a previous application

If you have applied before, a copy button is available in most sections to copy information from your previous application, as shown below. You can do this section by section as convenient and then edit the information as required.

The website will copy over information from the most recent submitted application, on the basis that this is likely to be the most complete. If you started applications in previous years but did not submit any of them, the website will copy over the most recent application you have.

When you click the button you are asked to confirm that you wish to copy the information from your previous application.

We recommend that after copying the information you click on the Save/Update/Submit/Continue button available on most screens to confirm what has been copied.
University *

University of Anytown

Title (eg BSc, MSc) *

BSc

Main Subjects (eg Psychology with Business Studies)

Psychology with Business Studies

Have you completed this qualification? *

Yes

Submit

You must submit with your application the academic transcript for this qualification. You will be asked to do this in the documents section.

You must also submit a document that confirms your GBC status. Please indicate which document you are providing.

Letter from the BPS stating that I have GBC

Submit
Forgotten your password

If you cannot remember your password please click on "Forgotten your password" on the Login screen.

If you are an applicant and do not have an account, please use our registration page.

If you are acting as a referee for an applicant and do not have an account, you will be sent an email containing a unique registration link once the applicant has nominated you.

Please enter your email address and click OK to get an email to reset your password.

If the email address you enter is registered, the website will confirm that an email will be sent to you.

If our website does not recognise any email address you provide, please contact us to check what email address you are registered with (see below for our contact details).
The email has a link for resetting your password. **The link is only valid for one hour** for security reasons so please use it promptly. If you are unable to use it within the time limit you will need to request another email.

Your email software may treat our emails as junk or spam, so if you do not receive the email please check your **Junk Email folder and/or Spam Email folder**. You may need to move the email into your Inbox to be able to use the link, depending on the email software you are using.

You have indicated that you have forgotten your password for the Clearing House website.

Please follow the link below to recover your account and set a new password. The link is only valid for a period of one hour, so please use it promptly, otherwise you will need to request a new link.

**Link:** [https://staging.chpccp.leeds.ac.uk/ForgottenPassword](https://staging.chpccp.leeds.ac.uk/ForgottenPassword)

If you have any queries please contact us.

The Clearing House  
Tel. 0113 343 2737

When you click the link in the email it will take you to the screen below.

Type in a password of your choice and Confirm it in the box below, then click Reset Password to login to our website.
Completing your application - Your details

You have already completed this section as part of the process of starting your application so you should see a “filled in” screen like the one below. Please ensure that you have provided an email address you will check regularly and your full postal address on your application, and check that your telephone number is correct.

If any of your contact details change please amend them and click the Update button. You can do this either before or after you submit your application. This updates our records and, if your application has been released to the course centres (see below for details), they will automatically be informed too. If you change your email address this will also change your login information. We would suggest only doing this if necessary eg if an email address is no longer valid. Please see changing your contact details below for more information.

Your Details

Please enter your most recent contact details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Ms.</td>
</tr>
<tr>
<td>First/Given Name</td>
<td>Anyname</td>
</tr>
<tr>
<td>Surname/Family Name</td>
<td>Anyone</td>
</tr>
<tr>
<td>Previous names</td>
<td>Someone</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>01/01/1990</td>
</tr>
<tr>
<td>Address 1</td>
<td>1 High Street</td>
</tr>
<tr>
<td>Address 2</td>
<td>Anyvillage</td>
</tr>
<tr>
<td>Town/City</td>
<td>Anycity</td>
</tr>
<tr>
<td>County</td>
<td>Anyshire</td>
</tr>
<tr>
<td>Postcode</td>
<td>AN1 1AN</td>
</tr>
<tr>
<td>Telephone</td>
<td>0112 345 6789</td>
</tr>
<tr>
<td>Mobile</td>
<td>07799 456789</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:anyemail@co.uk">anyemail@co.uk</a></td>
</tr>
</tbody>
</table>

Note: Changing your email address will also change your login name.

Update Your Details
Funding - UK working

Please select your nationality then click Submit.

If you have dual nationality please also tick the box before clicking Submit.

If you select British, no further information is required.

If you select British and tick the dual nationality box you will be asked for details of your other nationality as shown below. Please enter brief details eg Irish and click the Submit button.

Please give details of your other nationality. *

Irish

Submit
If you select Other European Union/European Economic Area/Switzerland you will be asked which country you are from. (If you select Other European Union/European Economic Area/Switzerland and tick the dual nationality box you will also be asked to provide details of your other nationality - see previous page for information).

Please select this from the list as shown above, and click Submit as shown below.
If you select Other Nationality (with or without dual nationality) you will be asked for details of your nationality. Please type this in and click the Submit button below the question.

www.leeds.ac.uk/chpccp/funding.html and www.leeds.ac.uk/chpccp/internationalfunding.html

Please give details (eg Indian) *

Australian

Submit

You must submit with your application a copy of the details page of your passport and any paperwork you have from the UK authorities such as a Residence Permit. You will be asked to do this in the documents section.
This will bring up a question about your right to work in the UK. Please select yes or no and click the Submit button.

If you answer yes, you will need to provide details of why this is the case, as shown below. Again, please click the Submit button underneath the question to save your answer.

Do you have the right to work in the UK without restriction *

Yes  

Submit

Please give details of why you have the right to work in the UK *

I have an Ancestry visa valid until December 2021 when I intend to apply for British citizenship.

Submit

If you do not have UK/EU/EEA/Swiss nationality you need to provide a copy of the details page of your passport in the Documents section (see below). Also, if you have the right to work in the UK you will need to provide a document that confirms your status, if you are applying for an NHS place. (People currently training as clinical psychologists are employed by the NHS. These arrangements may be amended for candidates entering training in 2020, but this is unclear at this stage. Please see the Funding page of our website for more information: https://www.leeds.ac.uk/chpccp/funding.html). Please provide a copy of the details page of your passport and a copy of any paperwork from the UK authorities that gives details about your right to work eg a copy of your Residence Permit.
Funding - Self-funded

Some course centres have self-funded places and some do not. For further details on which course centres are involved please see our website: https://www.leeds.ac.uk/chpccp/funding.html and https://www.leeds.ac.uk/chpccp/internationalfunding.html

Please indicate whether you are willing and able to provide your own funding and click Submit.

If you answer No then no further information is required.

If you answer Yes you will be asked for further details as shown below.
For the question about the role of the clinical psychologist, you can if you wish type a brief draft answer (as shown above) and amend it later. Or you can type an answer in eg Microsoft Word and then paste this in. This will only paste the text and not the formatting eg text will not appear as bold or italic etc. The character limit on this question, as in other sections of the application, counts **all** characters including spaces.

Once you have answered the additional questions please click the Submit button at the bottom of the screen.
Course centres

If you have not completed the Funding section and saved/submitted all your answers you will see the following screen in the Course Centres section.

The information on which type of course you are eligible to apply for is taken from the Funding section (see above) so you need to complete this first.

Once you have completed the Funding section you will see following screen in Course Centres.

If you have applied before there will be a button on this screen to copy any information over from previous applications (see above).

Please choose your course centres and click the appropriate Set Your Centres button. If you are applying for both NHS and self-funded places you will need to click both buttons to save your choices. (People currently training as clinical psychologists are employed by the NHS. These arrangements may be amended for candidates entering training in 2020, but this is unclear at this stage. Please see the Funding page of our website for more information: https://www.leeds.ac.uk/chpccp/funding.html). We do not need to know your order of preference because this plays no part in selection.
## Course Centres

### Clinical Psychology - Course Centres

List in numerical order the four clinical psychology course centres you want to apply to. Please do not list them in order of preference as this plays no part in selection.

Please see our website for details of the funding arrangements for these course centres: [www.leeds.ac.uk/chpccp/funding.html](http://www.leeds.ac.uk/chpccp/funding.html)

- 27 - Staffordshire University
- 28 - University of Surrey
- 29 - Teesside University
- 30 - Trent - Lincoln and Nottingham

### Clinical Psychology - Self-funded X Course Centres

Please select the self-funded clinical psychology course centres you want to apply to.

You must have indicated in the Funding section that you are willing and able to provide your own funding for these options to be available.

- 5 - X - University of East Anglia - self-funded
- 9 - X - University of Exeter - self-funded
- 11 - X - University of Hertfordshire - self-funded
- 15 - X - University of Leicester - self-funded
- 17 - X - University of Manchester - self-funded
- 18 - X - Newcastle University - self-funded
- 21 - X - Plymouth University - self-funded
- 22 - X - Royal Holloway - self-funded
- 24 - X - University of Sheffield - self-funded

[Set Your Centres]

[Set Your Centres]

[Continue]
If one of the sections is not active then you have indicated in the Funding section that you are not eligible to apply for that type of course (in the example below the self-funded section is inactive). You must have indicated that you have the right to work in the UK (eg by having UK/European nationality) to apply for an NHS* place. You must have confirmed that you can organise your own funding to apply for a self-funded place.

Some universities run more than one course (eg an NHS* course and a self-funded course, or a full-time course and a part-time course). At some universities (though not all) these courses may be mutually exclusive. If the courses are mutually exclusive and you try to enter both in your application a message will appear on screen to let you know this is not possible. If you need further details, please see the information provided by the individual university in the Course Centres section of our website: https://www.leeds.ac.uk/chpccp/courses.html.

* People currently training as clinical psychologists are employed by the NHS. These arrangements may be amended for candidates entering training in 2020, but this is unclear at this stage. Please see the Funding page of our website for more information: https://www.leeds.ac.uk/chpccp/funding.html
Basics - GBC of BPS

Please select your route to Graduate Basis for Chartered Membership (GBC), then click Submit.

If you have applied before there will be a button on this screen to copy any information over from previous applications (see above). This will copy the information for all the screens in the Basics section together.

For more information on GBC please see our website: https://www.leeds.ac.uk/chpccp/entryacademic.html

If you select Undergraduate UK/Irish accredited degree or Postgraduate UK/Irish accredited conversion course you will be asked for details about the qualification and whether you have completed it yet, as shown below.
If you have completed the qualification you need to provide an academic transcript (for that qualification only - see the Documents section below). You will also be asked which document you will provide to confirm your GBC status. Please select a document and click Submit.

If you will complete your qualification in autumn 2019 and get your results by the end of January 2020, you can apply this year. Please submit your application by the closing date: 1:00pm (UK time) on 27 November 2019. When you get your results in December 2019/January 2020 please send us copies of your academic transcript and the document confirming GBC as soon as possible. We can then add them to your application before it is released to the course centres by the end of January (see below for more information about releasing applications).

If you will complete your qualification in spring/summer 2020 you will not have GBC when you apply so you do not need to provide an academic transcript or a GBC document. Please see our website for more information: https://www.leeds.ac.uk/ehpccp/year.html.
If you select Other qualifications assessed individually by the BPS or BPS Qualifying Exam you need to provide a document from the BPS confirming you have GBC, and an academic transcript (see the Documents section below).

The academic transcript should be for the qualification you have which is at a similar level to a UK undergraduate psychology degree. If this transcript is not in English please provide an official translation and a copy of the transcript in the original language.
Basics - English language

Please click the appropriate Submit button after answering the questions required.

If you answer yes to the first question because English is your first language (or you are English/Welsh bilingual), no further information is required.

If English is not your first language but you have successfully completed university qualifications that were fully taught and examined in English you will be asked for details, as shown below. Please give brief details about the qualification(s) eg BSc at University of Anytown. (You will be asked for full details of all your university qualifications in the Qualifications section – see below for details.)

If English is not your first language, and you have not successfully completed university qualifications that were fully taught and examined in English, you need to provide evidence of your ability in English language with your application. This still applies if:
   • You are currently studying a university qualification taught in English but have not successfully completed it yet: you still need to provide an English language test.
   • Only part of your university qualification was taught and examined in English eg if you spent a semester of your studies as an exchange student at an English speaking institution: you still need to provide an English language test.

You need to provide an IELTS test. If you have not done a test yet you should do one as soon as possible. For further details eg about the type of test needed, how recent it should be and the scores required, see our website: https://www.leeds.ac.uk/chpccp/internationalenglish.html. You will be asked to submit your IELTS test results in the Documents section (see below). If you do not have your test results yet see “What if I do not have the documents” below.
Basics - Other languages

If you are fluent in any languages other than English please tick the relevant boxes (or for any languages not listed type them into the Other box) and click Submit.

If you are not fluent in any other languages, leave this screen blank and click Submit.

In either case you must click Submit to complete this screen.
Basics - Disability scheme

If you have a disability as defined by the Equality Act and you want to be considered under the Disability Scheme please select Yes then click Submit. Please note that not all course centres are involved in the scheme so this will only take effect if the courses you have applied to are participating. To check which course centres are involved, please see the information provided by individual course centres on our website: https://www.leeds.ac.uk/chpccp/courses.html

If you do not have a disability, or if you have a disability but you do not wish to be considered under the scheme, select No and click Submit.

In either case you must click Submit to complete this screen.

If you have a disability and wish to give further details about it you can do so in the final question in the Personal Statements section of your application (see below), but this is not a requirement. It is your decision whether or not to disclose a disability either in the Basics section or in the Personal Statements section.

Any information you provide about a disability in the Equal Opportunities section (see below) may not be available to the course centres, depending on the consent you have given and on how each course centre uses (or does not use) the data. Therefore, if you wish to be considered under the Disability Scheme please indicate this on this screen.

For more information on the Disability Scheme see our website: https://www.leeds.ac.uk/chpccp/disability.html
References

We do not wait for you to submit your application before contacting your referees. This is to ensure that referees have enough time to write their references before the reference deadline of 6 December 2019. So please check that your referees are willing to provide a reference before you give us their contact details. Also, your referee cannot start their reference and you cannot submit your application until you provide their contact details, so please do so in good time.

Please give a workplace email address for both of your referees. We cannot use personal email accounts (e.g., hotmail, gmail etc) to contact referees.

The experience reference should be from your current employer where possible. You may choose to use a previous employer if there is a good reason e.g., you are not currently working in a relevant role, or you have only worked in your current role for a few months, or your current employer can only provide a standard HR reference. However, you must explain why you are not using your current employer as your experience referee in the Personal Statements section (see below).

You should not normally ask your close relations, members of your immediate household or your business partner to be your referee. In other words, you should not use a referee with whom you have a personal connection. If, however, you cannot avoid using such a referee, you must explain why and state the nature of your relationship in the Personal Statements section (see below).

For more information on choosing your referees see the References section of our website: https://www.leeds.ac.uk/chpccp/referenceschoose.html. Also, some course centres have specific requirements about who can act as your referees. Please see the information provided by individual course centres on our website for further details: https://www.leeds.ac.uk/chpccp/courses.html.

If you have applied before there will be a button on this screen to copy any information over from previous applications (see above). If you need to re-use either of the same references please copy the information over as our website will recognise the referee by their email address. You can then change one of the referees if necessary. For more information on re-using previous references see our website: https://www.leeds.ac.uk/chpccp/referenceschoose.html.

Your References

Please give contact details for your referees.

You will need an Academic reference and an Experience reference each written by only one person. If your Experience reference is not from your current employer, or if you need to use a referee with whom you have a personal connection, you must explain this choice (in the Personal Statements section). For more guidance on choosing your referees please see: https://www.leeds.ac.uk/chpccp/referenceschoose.html.

Once you have confirmed that we can contact your referees, they will be emailed to request a reference. You must provide a workplace email address as we will not use personal email accounts (e.g., hotmail, gmail etc) to contact referees.

Academic Reference

Title

First/Given Name *

Surname/Family Name *
Once you have filled in details for both of your referees please click Save Your References and Continue.

You will also need to do this if you have copied any of your referees’ details from last year.

If your referee does not have an email address please tick the appropriate box. We will then contact you for further details.

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<thead>
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</thead>
<tbody>
<tr>
<td>(Enter Country if outside the UK)</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td>AN1 1AN</td>
</tr>
<tr>
<td>Telephone</td>
<td>0111 567 8900</td>
</tr>
<tr>
<td>Fax</td>
<td>0111 567 9872</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:a.somebody@anycity.nhs.uk">a.somebody@anycity.nhs.uk</a></td>
</tr>
</tbody>
</table>

(Tick if you don't know their email address)

Save Your References and Continue
This brings up a button for you to confirm that we can contact your referees.

When you click the **Contact My Referees** button this starts the process of emailing your referees. The email requesting the reference includes a link for the referee to access our website. For more information on how referees use our website see: [https://www.leeds.ac.uk/chpccp/referenceesubmit.html](https://www.leeds.ac.uk/chpccp/referenceesubmit.html)

If your referee does not receive this email you can re-send it. However, your referee's email software may treat our emails as junk or spam, so please ask your referee to first check their Junk Email folder and/or Spam Email folder. Also, please do not send the email repeatedly as **only the most recent one is valid**, so this can result in referees having several emails only one of which they can use.

You will still need to click the **Contact My Referees** button if you have copied any of your referees’ details from a previous application. This ensures that the referee gets the request to provide this year’s reference, and gives them access to the previous reference to edit it.
Qualifications - School qualifications

Please give details of your **A/AS levels, Highers** or equivalent school qualifications (university qualifications are on the next screen) then click Add Qualification.

Once you have added a qualification it will be listed at the bottom of the screen. You can then view and edit qualifications you have already entered, or delete them if necessary.

For Country You Studied In, if it was the UK please select an area from the list. If you studied outside the UK please select “Other” from the list and give the country eg Ireland.

Please use the mm/yyyy format for the date eg enter July 2012 as 07/2012.

Details of short courses are not required eg brief training courses provided by an employer etc. Only include qualifications that are equivalent in level and duration to A/AS levels and Highers.

A/AS levels and Highers are the qualifications people complete in the UK, at about age 18, before starting university. If your qualifications are from outside the UK please:

- List the equivalent pre-university level qualifications.
- Give the name of your qualification in the original language in Qualification Type (you can also add an English translation or transliteration if this would make it clearer).
- If your qualifications were not graded on a percentage system please give details of the grading system as well as the Grade eg Grade: “B (A-G scale)”. Please **do not** give your estimate of the equivalent UK grade: only give the grade (and scale) that your school used.
- If you have a single qualification with a **single grade** that covered multiple subjects (as is the case for some baccalaureates) please enter this as one qualification and list the main subjects eg “maths, english, biology, psychology, history”.

If you are using this screen for the first time, when you’ve finished click Continue.

If you have applied before there will be a button on this screen to **copy any information over from previous applications** (see above). This will copy the information for all the screens in the Qualifications section together.
Your Qualifications

List all A/AS Levels, Highers or equivalent school qualifications.

<table>
<thead>
<tr>
<th>Institution (eg Anytown School)</th>
<th>Anytown School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country you studied in</td>
<td>England</td>
</tr>
<tr>
<td>Date completed</td>
<td>07/2012</td>
</tr>
<tr>
<td>Qualification Type (eg A Level)</td>
<td>A Level</td>
</tr>
<tr>
<td>Subject(s) (eg Biology)</td>
<td>Psychology</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
</tr>
</tbody>
</table>

Added qualifications

<table>
<thead>
<tr>
<th>Institution</th>
<th>Type</th>
<th>Subject</th>
<th>View/Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytown School</td>
<td>AS Level</td>
<td>Biology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue
Qualifications - University qualifications

Please give details of your university qualifications then click Add Qualification. Please include full details of any qualifications you have mentioned in the Basics section.

Once you have added a qualification it will be listed at the bottom of the screen. You can then view and edit qualifications you have already entered, or delete them if necessary.

For Country You Studied In, if it was the UK please select an area from the list. If you studied outside the UK please select "Other" from the list and give the country eg Ireland.

Please use the mm/yyyy format for dates eg enter September 2012 as 09/2012.

If your undergraduate degree has a masters title eg MA (this is the case for some Scottish universities) please give the Qualification Type as Bachelor. This confirms that this is an undergraduate degree and equivalent to eg a BSc from the same university.

If your qualifications are from the UK or Ireland please give sufficient detail in Class & Division/Grade. For an undergraduate degree give the class and division eg 2:1, and if your university gave you an overall mark eg 65, give this too. However, please only give official university grades: do not calculate your overall mark yourself.

If you are in the final year of an undergraduate degree please give your expected classification but make it clear this has not been awarded yet eg “2:1 expected”.

For a qualification that does not have a grading scale (some postgraduate degrees can only be passed or failed) please indicate this eg Class & Division/Grade: “Pass (pass/fail only)”.

Details of short courses are not required eg brief training courses provided by an employer etc. Only include University level qualifications of significant duration eg one year diplomas.

If your qualifications are from outside the UK please:
• Give the name of your qualification in the original language in Qualification Title (you can also add an English translation or transliteration if this would make it clearer).
• If your qualifications were not graded on a percentage system please give details of the grading system as well as the Grade eg Class & Division/Grade: “8.1 (5-10 scale)”. Please do not give your estimate of the equivalent UK grade: only give the grade (and scale) that your university used.

If you are using this screen for the first time, when you’ve finished click Continue.
Your Qualifications

List all University level qualifications, including any current courses.
Please include full details of any qualifications you have already mentioned in the Basics section.

Institution (eg University of Anytown)

Country you studied in

Date from

Date to

Qualification Type

Qualification Title (eg BSc)

Main Subject(s) (eg Psychology and Business)

Class & Division/Grade

No qualifications added yet

Add Qualification

Continue
Experience - Occupational and/or research experience

Please give details of your relevant experience then click Add job.

Once you have added a job it will be listed at the bottom of the screen. You can then view and edit jobs you have already entered, or delete them if necessary.

Please use the dd/mm/yyyy format for dates eg enter 1st January 2016 as 01/01/2016.

If your current post is a fixed-term contract please give the expected end date in Date to. If your current post does not have an expected end date please leave Date to blank and click the Current position box.

If you have copied details from a previous application, please add an end date for any jobs that are no longer current.

If the number of hours you worked each week varied, please give the average number in Hours Per Week then include a note in the Brief description of Main Duties that these were your “average hours”.

When you have completed the dates and the hours per week your application will automatically calculate the Full-Time Equivalent in months. This cannot be edited. The calculation uses 37.5 hours per week as full-time. If you tick the Current position box, or give an end date beyond November, the calculation uses November as the end date because this is when applications close. For the calculation to be saved please click the Add Job button or the Update button as appropriate.

For Country, if you worked in the UK please select an area from the list. If you worked outside the UK please select “Other” from the list and give the country eg Ireland.

If you have worked for an individual or family you should only name them as your Employer if you have their permission, and you should confirm this in the final question in the Personal Statements section (see below).

The character limit on this screen, as in other sections of the application, counts all characters including spaces.

If you are using this screen for the first time, when you’ve finished click Continue.

If you have applied before there will be a button on this screen to copy any information over from previous applications (see above). This will copy the information for all the screens in the Experience section together.
Occupational and/or Research Experience

List all relevant experience.

Date from * 01/01/2016 (dd/mm/yyyy)

Date to * 31/08/2016 (dd/mm/yyyy)

Current position

Hours per week * 37.5

Job Title * Assistant Psychologist

Status * Paid

Sector * NHS

Country * Scotland

Employer (eg Mind, Anytown) * Anycity Psychology Service

Area of Work/Research (eg adult mental health) * Child and Adolescent Mental Health

Brief description of Main Duties *

Therapeutic work including CBT, co-facilitating a parenting group, neuropsychology assessments.

Characters left: 105

FTE months: 7.99

Added Jobs

<table>
<thead>
<tr>
<th>Employer</th>
<th>Job Title</th>
<th>Current Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytown Social Services</td>
<td>Care Assistant</td>
<td>View/Edit Delete</td>
</tr>
</tbody>
</table>

Add Job

Continue
Experience - Other experience

If there are any periods of your adult life (since you were aged 18) which are not accounted for in the Qualifications or Experience sections, please give a brief description of your activities together with the dates involved. This could be time spent travelling, work in other areas, periods of unemployment etc, for example “09/2012 to 03/2013 travelling in South America”.

Please leave this question blank if you do not have any gaps to account for, but you need to click the Continue/Update button to confirm that you have read the question.

The character limit on this screen, as in other sections of the application, counts all characters including spaces.
Personal statements - Reflection on your work/research experience

You can if you wish write brief draft answers (as shown below) and amend them later. Or you can type an answer in e.g. Microsoft Word and then paste this in. This will only paste the text and not the formatting e.g. text will not appear as bold or italic etc.

The character limit on this screen, as in other sections of the application, counts all characters including spaces.

There is no button in this section to copy information from a previous application (see above). This is because applicants would generally wish to reflect on experience gained and on how they have developed since they last applied.

The first question reflecting on your work experience is mandatory but the second question about publications is not, as not all applicants have published/disseminated their work.

In what way have your work and/or research experiences made you a better candidate for training in clinical psychology? (3,000 character limit for this question)

A draft answer

Please give details of any publications/dissemination resulting from your work. (1500 character limit for this question)

A draft answer
Personal statements - Background information

You can if you wish write brief draft answers (as shown below) and amend them later. Or you can type an answer in eg Microsoft Word and then paste this in. This will only paste the text and not the formatting eg text will not appear as bold or italic etc.

The character limit on this screen, as in other sections of the application, counts all characters including spaces.

The first two questions are mandatory.

Background Information

What would you hope to gain from training? (750 character limit for this question)

A draft answer.

Characters left: 735

Other information about yourself eg activities/interests apart from psychology. (750 character limit for this question)

A draft answer.

Characters left: 735
Background information - your referees

The third question asks for further details about your referees in certain circumstances.

Your experience reference should be from your **current employer where possible**. You may choose to use a previous employer as your experience referee if there is a good reason eg you are not currently working in a relevant role, or you have only worked in your current role for a few months, or your current employer can only provide a standard HR reference. However, you must explain why you are not using your current employer as your experience referee here.

You should not normally ask your close relations, members of your immediate household or your business partner to be your referee. In other words, you should not use a referee with whom you have a personal connection. If, however, you cannot avoid using such a referee, you must explain why and state the nature of your relationship here.

For more information on choosing your referees see the References section of our website: [https://www.leeds.ac.uk/chpccp/referenceschoose.html](https://www.leeds.ac.uk/chpccp/referenceschoose.html) Also, some course centres have specific requirements about who can act as your referees. Please see the information provided by individual course centres on our website for further details: [https://www.leeds.ac.uk/chpccp/courses.html](https://www.leeds.ac.uk/chpccp/courses.html)

If there is nothing to explain about your choice of referees please leave this question blank. Please **do not** use this space to expand on other questions, especially those with character limits.

If your experience reference is not from your current employer please give details of the reasons for this. Also, you should not normally ask your close relations, members of your immediate household or your business partner to be your referee. But if you cannot avoid using such a referee you must explain why and state the nature of the relationship here. (700 character limit for this question)
Background information – other factors relevant in assessing your application

The final question is for any other factors relevant to your application that have not been covered in the other questions. Please leave this blank if you have nothing further to cover. Please do not use this space to expand on other questions, especially those with character limits.

The following are examples of appropriate use of this question. Other similar items can be included:

• If you have indicated in the Basics section that you wish to have your application considered under the Disability Scheme, and you also want to give further details about your disability you can do this here. This is not a requirement (see Disability scheme section above).
• If you wish to explain the impact of social disadvantage on the opportunities available to you during your education and/or working life please do this here.
• If there are inconsistencies in your academic record and you wish to explain mitigating circumstances affecting your grades you can do this here.
• If you are making a change in career and wish to give details of the reasons please do this here.
• If you have worked for an individual or family and have their permission to name them in the Experience section you should confirm this here (see above).

Once you have answered the appropriate questions click the Save button.
Documents - How to submit documents

When you have completed the rest of your application, the Documents screen will show you which documents you need to provide. This information is taken from the Funding section and the Basics section (see above) so you need to complete these first.

If you do not need to provide any documents with your application (e.g., if your nationality is British, English is your first language and you are currently doing your undergraduate degree) then there will be nothing listed on this screen.

Please scan any documents as a pdf file or a jpg image. Please provide a good quality scan. We often have to contact applicants to get better quality copies e.g., because of photos taken in poor light or at odd angles etc.

If the document is more than one page you need to scan it as one file with the appropriate number of pages. This may be easier to do as a pdf than as a jpg.

Once you have scanned your document(s) you can add them to your application by browsing for them on your computer and clicking Upload File.

If you cannot provide a good quality scan, or if you do not have one of the documents yet, please tick the Posting box for that document to complete this section and send a copy to us as soon as possible (see the next page for details).

We only accept the documents requested: we do **not** accept any additional documents. For more information on who needs to provide which documents see the next page. However, some course centres may have further requirements for documents. Please see the information provided by individual course centres on our website: [https://www.leeds.ac.uk/chpccp/courses.html](https://www.leeds.ac.uk/chpccp/courses.html) Any additional information required by a particular course should be sent direct to that course centre.

If you have applied before there will be a button on this screen to **copy any documents over from previous applications** (see above). When you do this, the website occasionally remembers the names of old documents that have been deleted. This is not a problem. Simply wait 30 minutes after copying the documents then click Download Application to view the documents collated into your application form.

If you are using this screen for the first time, when you’ve finished click Continue.
Documents - What documents to provide

We only accept the documents requested: we do not accept any additional documents. However, some course centres may have further requirements for documents. Please see the information provided by individual course centres on our website: https://www.leeds.ac.uk/chpccp/courses.html. Any additional information required by a particular course should be sent direct to that course centre.

How do I give you a copy of my documents?

If you have applied before and provided the appropriate documents, please copy these into your current application using the Copy button on screen. If we already have good quality copies of the appropriate documents on file you do not need to provide updated versions.

If you have not applied before (or did not provide the appropriate items) you can scan your documents and attach them to your application as a pdf file or a jpg image. Please provide a good quality scan. We often have to contact applicants to get better quality copies eg because of photos taken in poor light or at odd angles etc.

If you are unable to provide a good quality scan of a document you can post a photocopy of it to us instead and we will scan it for you. Please include a note of your name, address, date of birth, and if possible your application ID number, to help us match the document to your application (see below for our contact details). Please do not post original documents to us.

What if I do not have the document(s) I need yet?

You must submit your application by 1.00pm UK time on 27 November 2019.

If you do not have a required document yet but you will have it by late October please wait and submit your application before the closing date with the document attached.

If you will get the document in December or January, please tick the Posting box for that document so that you can “complete” the Document section and submit your application before the closing date. When you receive the document please email us a good quality scan of it as soon as possible (if you are unable to scan the document please see item “How do I give you a copy of my documents” above). We can then add this to your application before it is released to the course centres by the end of January (see below for more information about releasing applications).

If you will not get the document until February or later you should consider whether you should apply this year or not. The last batch of applications is released to the course centres by the end of January so documents received after this time are unlikely to be available to the course centres for their short-listing process. See our website for more information: https://www.leeds.ac.uk/chpccp/year.html

Documents for UK/Irish Qualifications

If you have completed either of the following qualifications you need to provide an academic transcript for that qualification only and a document confirming your status for Graduate Basis for Chartered Membership (please see our website if you need further information about GBC: https://www.leeds.ac.uk/chpccp/entryacademic.html):

- Undergraduate degree accredited for GBC, from a UK or Irish university or
- Postgraduate conversion course accredited for GBC, from a UK or Irish university

If you have UK or Irish qualifications but none of them are accredited for GBC, or you have completed the BPS Qualifying Exam, you will need to provide the same documents as applicants with international qualifications (see below).

If you do not have these documents, please see the What if I do not have the documents section above.
**Academic Transcript**

You need to provide an academic transcript for your GBC-accredited qualification only. This will have been issued to you by your university and it should cover all the years of your course if possible, and at least the last two years of marks for an undergraduate degree.

The transcript should include:
- A list of the modules you took and the marks you got.
- The overall result of your qualification eg 2:1, pass with merit etc.
- The qualification title eg BSc in Psychology with Sociology.
- Information to identify who took the course eg your name, date of birth etc.
- Information to identify the university where you studied.

We do not need the following:
- Please do not attach transcripts for any other qualifications to your application.
- Please do not attach a copy of your qualification certificate to your application.

If your university cannot provide you with a transcript you will need a letter from them confirming this. If possible, this letter should come from the Central Student Records Department of your university. We suggest that you contact your university as soon as possible to give them time to check their records.

**Confirmation of GBC**

You need to provide a document that confirms your status for GBC. A document that only mentions the British Psychological Society (BPS) without confirming GBC is not sufficient.

Please provide one of the following:
- **Letter from the BPS**
  If you are or have been a Graduate member of the BPS, they usually confirm that you have GBC in the email or letter they send you when you first become a Graduate member. Please provide a copy of this email/letter. If you have lost it and you are currently a Graduate member you can ask the BPS for another email/letter confirming you have GBC. Please allow at least six weeks for the BPS to process your request.
- **Academic transcript**
  Some universities state in the academic transcript that your qualification was accredited for GBC, but many do not. If your transcript includes this then you do not need to provide another document to confirm GBC. However, if the transcript only mentions the BPS and does not confirm GBC this is not sufficient.
- **Letter from your university**
  This should come from the university where you studied your GBC-accredited qualification and must:
   1. identify you as the person that successfully completed the qualification
   2. confirm that the qualification was accredited for GBC
   3. confirm that you successfully completed all the necessary modules for GBC.
  We suggest that you contact your university as soon as possible to give them time to send this to you.

**Example of suitable text for a letter from a University:**

"I confirm that [Student Name] successfully completed the following course at [University Name]:
Course Title: [eg BSc in Psychology]
Period of Study: [eg 09/2015 to 07/2018]
This course was accredited at this time by the British Psychological Society, and the student successfully completed all the necessary modules for Graduate Basis for Chartered Membership."

**Irish Qualifications**

The Psychological Society of Ireland (PSI) and the British Psychological Society recognise each other’s undergraduate accreditation procedures so if your qualification makes you eligible for graduate membership of the PSI it will also have covered enough psychology for GBC.
Documents for International Qualifications

If your university qualifications are not from a UK or Irish university you need to provide a document confirming you have Graduate Basis for Chartered Membership (GBC) and an academic transcript.

If you do not have either of these documents yet and/or you are still studying for a qualification that is at a similar level to a UK undergraduate psychology degree, please see the What if I do not have the documents section above.

Confirmation of GBC

You need to provide a document from the British Psychological Society (BPS) stating that you have Graduate Basis for Chartered Membership (please see our website if you need further information about GBC: https://www.leeds.ac.uk/chpccp/internationalquals.html). The BPS usually include this statement in the email or letter they send you when you first become a Graduate member. Please provide a copy of this email/letter. If you have lost it and you are currently a Graduate member you can ask the BPS for another email/letter confirming you have GBC. Please allow at least six weeks for the BPS to process membership applications or requests for further documents.

Academic Transcript

You need to provide an academic transcript for the qualification you have which is at a similar level to a UK undergraduate psychology degree (please see our website for further guidance if you are unsure about how your qualifications compare: https://www.leeds.ac.uk/chpccp/internationalquals.html). If this transcript is not in English please provide an official translation and a copy of the transcript in the original language.

The transcript should include:
- A list of the modules you took and the marks you got.
- The overall result of your qualification.
- The qualification title.
- Information to identify who took the course eg your name, date of birth etc.
- Information to identify the university where you studied.

We do not need the following:
- Please do not attach transcripts for any other qualifications to your application.
- Please do not attach a copy of your qualification certificate to your application.

English Language Ability

If English is not your first language, and you have not successfully completed university qualifications that were fully taught and examined in English, you need to provide evidence of your ability in English language with your application. This still applies if:
- You are currently studying a university qualification taught in English but have not successfully completed it yet: you still need to provide an English language test.
- Only part of your university qualification was taught and examined in English eg if you spent a semester of your studies as an exchange student at an English speaking institution: you still need to provide an English language test.

You need to provide an IELTS test. If you have not done a test yet you should do one as soon as possible. For further details eg about the type of test needed, how recent it should be and the scores required, see our website: https://www.leeds.ac.uk/chpccp/internationalenglish.html.

If you do not have your test results yet, please see the What if I do not have the documents section above.

Passport and other visa/residence documents

If you have UK/EU/EEA/Swiss nationality you do not need to provide your passport or other documents about your status when you apply, but you may need to take these to any interviews, short-listing tests etc that you are invited to.
If you do not have UK/EU/EEA/Swiss nationality you need to provide a copy of the details page of your passport with your application. Also, if you have the right to work in the UK you will need to provide a document that confirms your status, if you are applying for an NHS place. *(People currently training as clinical psychologists are employed by the NHS. These arrangements may be amended for candidates entering training in 2020, but this is unclear at this stage. Please see the Funding page of our website for more information: [https://www.leeds.ac.uk/chpccp/funding.html](https://www.leeds.ac.uk/chpccp/funding.html)).* Please provide a copy of the details page of your passport and a copy of any paperwork from the UK authorities that gives details about your right to work eg a copy of your Residence Permit.

If you do not have these documents yet, please see the [What if I do not have the documents](#) above.
Equal opportunities

Any information you provide about a disability on this screen may not be available to the course centres, depending on the consent you have given and on how each course centre uses (or does not use) the data (see Purpose 3 below). Therefore, if you wish to be considered under the Disability Scheme please indicate this in the Basics section (see above).

If you have any comments on the suitability of the categories used in collecting equal opportunities data please feel free to contact us (see below for our contact details).

To monitor the socio-economic background of applicants we ask you for your home UK postcode when you were age 17. We compare this with the POLAR data produced by the Office for Students about the participation of young people in higher education. Please see their website for more information: https://www.officeforstudents.org.uk/data-and-analysis/polar-participation-of-local-areas/

How we use the information you give

We use the information you give to produce national data for all applicants and successful applicants, and for all applications and short-listed applications. We also produce data for each course centre for their applicants, their short-listed applicants and their successful applicants. We send each course centre their set of data and the national set of data after selection is complete. All this data is anonymised so no applicant is identified.

Purpose 1 - Making the anonymised data public

We make the national data public on our website for all applicants and successful applicants. Making this data public reflects the wish of the clinical psychology training community to be open about the data and to make it available to applicants and to others who may find it useful eg for research. You can view this on our website: https://www.leeds.ac.uk/chpccp/equalopps.html

We will only include your data if you authorise this. Again, this data is anonymised so no applicant is identified, and we also group together some categories with small numbers to maintain anonymity.

Purpose 2 - Course Centres using the information you give for research only

Course centres are keen to ensure that their selection process does not involve any form of discrimination and that the successful group of applicants is representative of the general population. However, certain groups are currently under-represented in the profession and it is not clear why.

The anonymised data mentioned above allows course centres to check if there is any discrepancy between the backgrounds of people applying and those they take into training. However, this is of limited use if they wish to check that their selection procedures are free from discrimination. Once selection is complete it is helpful for course centres to have the opportunity to do some research or an audit, re-checking their procedures using batches of applications where the equal opportunities information is known to those working on the project but not to the people assessing the applications.

We are therefore asking you to allow us to release the information you give about yourself to the course centres you have applied to, if they are running such a project. The data may be used in the year of entry, or in future years, to allow course centres to conduct projects across more than one cohort.

You may be worried that if you are unsuccessful and re-apply, course centres will have information about you that they could use. Any research or audit will be subject to the usual approval process of the appropriate University and will be separate from selection, not only ensuring that selectors and those working on the project are different people but also removing identifying information from the data.
If you decide to withhold your information your application will not be affected, after all it is your right not to have your data passed to a third party. However, we hope you will release this information, which will help course centres identify anything they are doing which reduces equitable access to the profession.

**Purpose 3 - Course centres having full access to the information you give**

You are asked for your consent for the course centres you have applied to to have full access to the information you give on this screen. The information would not be anonymous and, if you give your consent, the course centres would have access to it during their selection process and afterwards. The data would be available to the course centres during this application cycle and in future years.

We expect that all course centres will adhere to the requirements of both the Equality Act and Data Protection law in any use they make of the data. Please see the information provided by individual course centres on our website about how they may expect to use the data provided by those applicants who give consent: [https://www.leeds.ac.uk/chpccp/courses.html](https://www.leeds.ac.uk/chpccp/courses.html)

Please answer each question on the screen, including the questions about consent. It would be helpful if you could provide information for all questions, but there is a Prefer Not to Say option for any question you do not wish to give details for.

---

**Equal Opportunities**

The Clearing House collects this information to produce anonymised data, both nationally and for each course centre. It could also be used for the purposes below, so we need to know if you consent to these (see [www.leeds.ac.uk/chpccp/equalopps.html](https://www.leeds.ac.uk/chpccp/equalopps.html) for details).

I give my consent for the information I give to be used as described above, in accordance with the Data Protection Act 1998. Also:

**Purpose 1 - Do you give your consent for the information you give in this section to be included in the national anonymised data we make public on our website?**

- I give my consent
- I do not give my consent

**Purpose 2 - Do you give your consent for the course centres you have applied to to have access to the information you give in this section for research to be conducted only after selection is complete? For this purpose the data would not be anonymous.**

- I give my consent
- I do not give my consent

**Purpose 3 - Do you give your consent for the course centres you have applied to to have full access to the information you give in this section? For this purpose the data would not be anonymous and the course centres would have access to it during their selection process.**

- I give my consent
- I do not give my consent
Once you have completed the screen click Submit and Continue.

- What is your gender?  
  -- Select gender --  
  
- What is your marital status?  
  -- Select marital status --  
  
- Do you have dependants?  
  -- Select --  
  
- What is your sexual orientation?  
  -- Select Sexual Orientation --  
  
- What is your ethnic group?  
  -- Select ethnic group --  
  
- Do you have a disability?  
  -- Select --  
  
- Do you have a religion or similar belief?  
  -- Select --  
  
When you were age 17, what was your home UK postcode? Please give the full postcode e.g. AN1 1AN (if this question is not appropriate for you, e.g. you did not grow up in the UK, please enter "N/A"). This is used for monitoring the socio-economic background of applicants - see www.leeds.ac.uk/chp/ccp/equalopps.html

Submit and Continue
Checking and submitting your application - downloading it to check

The first screen you see when you login gives you an overview of your application at any stage. You can also get to this screen by clicking Process in the menu across the top of any screen. This gives you the current status of your application, including a list of which sections are classed as complete, as shown below. A tick means that you have answered all the mandatory questions in that section. It does not mean that the answers have been checked for you.

Please check your application before submitting it. **Once you have submitted your application you cannot make changes**, except to update your contact details.

You can download a pdf file of your application to check your answers at any stage by clicking Download Application in the left-hand menu, or once your application is complete you can use the Download Your Application button shown below.

The Submit button is only available once all sections of the application are complete. Clicking it will take you to the screen for submitting your application (see below). If you do not have a Submit button on this screen before the closing date then part of your application is incomplete. Please check the list to see which ticks are missing then complete the relevant sections.
Submitting your application

If it is before the closing date and you do not have a Submit button on the first screen you see when you login, then part of your application is incomplete. Please check the list to see which ticks are missing then complete the relevant sections (see above about checking your application for an example of a completed tick list).

Clicking the Submit button takes you to the screen shown below. This gives you a final opportunity to check the course centres you are applying to and to download your application to check it. **Once you have submitted your application you cannot make changes**, except to update your contact details.

The closing date for submitting your application is **1.00pm (UK time) on 27 November 2019**. Please **do not** wait until the deadline to submit your application. **We do not accept late applications**, eg if you attempt to submit at the last moment and fail due to computer problems your application will **not** be accepted.

**See the next page** for information about **how to submit your application** after you have checked it.

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**Application Submission**

The closing date is 1:00 PM (UK time) on 27 November 2019. Your application must be submitted by this time. We do not accept late applications.

Once you have submitted your application you cannot amend your answers, except to change your contact details, so please check your application before submitting it.

You have selected the following course centres:

<table>
<thead>
<tr>
<th>#</th>
<th>Course Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>South Wales</td>
</tr>
<tr>
<td>27</td>
<td>Staffordshire University</td>
</tr>
<tr>
<td>28</td>
<td>University of Surrey</td>
</tr>
<tr>
<td>29</td>
<td>Teesside University</td>
</tr>
<tr>
<td>11</td>
<td>X - University of Hertfordshire - self-funded</td>
</tr>
</tbody>
</table>

**Download Your Application (PDF)**

We charge a fee for processing applications. Please see [www.leeds.ac.uk/chpccp/submit.html](http://www.leeds.ac.uk/chpccp/submit.html) for details of the amount and how to pay. We cannot process your application until we receive this payment.

When you have checked your application, please tick the relevant options for the 3 items below, then click the submit button to send us your application and any attached documents.

In accordance with the General Data Protection Regulation (GDPR), I give my consent for:

- The Clearing House to share basic information about me with my referees in order to collect my references.
- The information provided by myself and by my referees to be used by the Clearing House to process my application and manage my user account, including contacting me where necessary.
- The information provided by myself and by my referees to be used by Course Centres in their selection process and for general student/staff administration purposes, including contacting me where necessary.
When you are happy with your application please tick the relevant option for the following three questions then click the Submit button:

• consent for your data to be used for your application
• consent for your data to be used for research/audit by third parties
• declaration about the honesty of your application

Only when you answer all three questions and click this final Submit button will your application be submitted.

When you have submitted your application you will see a screen confirming this and requesting payment of the Processing fee (see below). We will also email you to confirm that your application has been submitted. Your email software may treat our emails as junk or spam, so please check your Junk Email folder and/or Spam Email folder regularly.
Paying your fee

Once you have submitted your application you will need to pay the processing fee. We need to charge this because we cover all our costs through the fees we charge to applicants and to course centres.

Apply early and save £10.00!

• If you submit your application and pay by 31 October 2019 the fee is £14.00.
• If you submit your application in November the fee is £24.00.

The amount is not affected by how many course centres you apply to, eg it is the same if you apply to one or if you apply to four.

All applications must be submitted by 1.00pm on 27 November 2019. If you choose the full £24.00 fee you can pay this after 27 November if necessary eg if the payment website is very busy at that time. However, we will not process your application until we receive the processing fee so please make your payment within a few days of submitting your application.

You can pay your processing fee by credit or debit card. Once you have submitted your application you will be directed to a separate payment website (the Online Store) where you can "buy" your processing fee.
Clicking Online Store takes you to the screen below. Examples of some of the screens you need to work through in the University of Leeds Online Store are also given below.

Please click Add to Basket, then click Shopping Basket to view your basket, and click Proceed to Checkout to start the payment process.

If you are using the University of Leeds Online Store for the first time please register as a New Customer.

If you already have an account on the Online Store eg if you have applied and paid in previous years, you need to login to that account. You can get a password reminder from the Online Store if necessary. Your email software may treat emails from the Online Store as junk or spam, so if you do not receive the password reminder email please check your Junk Email folder and/or Spam Email folder.

Please use the same contact details for your payment as you used for your application. This allows us to match your payment to your application. If you already have an account on the Online Store you may need to update the contact details for that account.
Registering as a new customer will take you to the screen below. Again, please use the same contact details for your payment as you used for your application. This allows us to match your payment to your application.

Once you have registered/logged in you need to provide Delivery and Payment details. Please select a Delivery address, a Payment Method and a Billing address. Again, please use the same contact details for your payment as you used for your application. This allows us to match your payment to your application.
Then at the bottom of the same screen please fill in your card details.

Then Continue through the final screens to review and confirm your payment. The University of Leeds Online Store will send you an email to confirm once the transaction is complete. Your email software may treat emails from the Online Store as junk or spam, so if you do not receive the confirmation email please check your Junk Email folder and/or Spam Email folder.
Your payment is then automatically matched with your application OVERNIGHT. If the payment cannot be matched automatically eg if you have used different contact details to those on your application, it will need to be matched manually which can take 2-3 weeks to complete.

Please note that all fees are non-refundable and that the Clearing House is not responsible for the processing of card payments.
What happens next

Changing your contact details

If any of your contact details change you can login and update the Your Details section. This can be done either before or after you have submitted your application.

This will update our records and, if your application has already been released to the course centres (see below), they will automatically be informed as well.

If you need to change your email address this will also change your login information. We would suggest only doing this when necessary eg if an email address is no longer valid.

Please enter your new contact details and click the Update button. If you have changed your email address you will see the following message on screen and an email will be sent to your new email address to verify it.

Your email address has been updated on your application form.

For security purposes, your new email address needs to be verified before you can use it as your new login name.

We have sent you an email with instructions on how to complete the verification process. You must follow the instructions within the next 24 hours, otherwise your login name will not be changed.

Your details have been updated and, if your application has been released to the course centres, they have been informed.
The email has a link back to our website to verify your new email address. The link is only valid for 24 hours for security reasons so please use it promptly.

Your email software may treat our emails as junk or spam, so if you do not receive the email please check your Junk Email folder and/or Spam Email folder. You may need to move the email into your Inbox to be able to use the link, depending on the email software you are using.

Please click the link as shown below.

chpccp@leeds.ac.uk

Clearing House Postgraduate Psychology Update Email Address

Thank you for using the Clearing House website to update your email address.

For security purposes we need to verify this email address. To complete the verification process, please follow the link below. The link is valid for a period of 24 hours, so please use it promptly, otherwise you will need to update your email address again via the website.

Your email address will be changed from s.somebody@anycity.ac.uk to s.someone@anycity.ac.uk

Link: https://staging.chpccp.leeds.ac.uk/email/changemail/

If you have any queries please contact us.

The Clearing House
Tel: 0113 343 2737

The link takes you to the following screen.

Please fill in your new email address and your password and click on Log In.

Log In
Your email address has been successfully changed. Please login with your updated email address.

Email: one@anycity.ac.uk
Password: **********

Forgotten your password?

Please use your new email address to login from now on.
Checking applications at the Clearing House

Once you have submitted your application we will check it e.g. to ensure that you have provided the correct documents; to ensure that you have paid the processing fee; etc. During this process if you login to your application, on the first screen you will see one of the following:

- a request to pay the processing fee:
  you will see this if you have not paid the fee yet OR if it has not been matched with your application yet.
- your application is pending release to the course centres:
  this means that your processing fee has been matched with your application, but your references have not been submitted yet and/or other checks are still to be completed.

Please see our website for more information: https://www.leeds.ac.uk/chpccp/afterapp.html

Releasing applications to course centres

Once we have checked your application, and we have received both of your references, we will release your application and references to the courses as soon as practical. The status of your application will change from "Pending release to course centre" to:

- Application released to course centre:
  this gives the courses access to your application to begin their short-listing process.

Please see our website for more information: https://www.leeds.ac.uk/chpccp/afterapp.html

Short-listing

Some course centres use computerised or written tests as part of their short-listing process. Please see our website for details of the tests we are aware of. The courses will let you know whether you have been short-listed or not for NHS places¹ by 13 March 2020 (the same date applies both to courses that use tests and those that do not). The status of your application will change from "Application released to course centre" to one of the following:

- Selected for interview
- Reserve for interview
- Application unsuccessful

Please see our website for more information: https://www.leeds.ac.uk/chpccp/aftershortlist.html

Interviews

Interviews for NHS places¹ will be held between 16 March and 22 May 2020. The courses will let you know the results of any interviews for NHS places¹ as soon as they are able and by 29 May 2020 at the latest. The status of your application will change to one of the following:

- Place offered to applicant
- Reserve for offer
- Application unsuccessful

Please see our website for more information: https://www.leeds.ac.uk/chpccp/afterinterview.html

¹ People currently training as clinical psychologists are employed by the NHS. These arrangements may be amended for candidates entering training in 2020, but this is unclear at this stage. Please see the Funding page of our website for more information: https://www.leeds.ac.uk/chpccp/funding.html
**Offers of places and reserve lists**

If you are offered an NHS place on or before 29 May 2020 you must respond through our website by 2.00pm on 5 JUNE 2020. If you are offered an NHS place after 29 May 2020 you have seven days to respond.

If the status of your application is "Reserve for Offer" this means that you have been put on a reserve list by the course concerned. Reserve lists allow courses to fill places when an offer is declined. If a place becomes available for you the course will contact you and give you further details.

Please see our website for more information: [https://www.leeds.ac.uk/chpccp/afteroffer.html](https://www.leeds.ac.uk/chpccp/afteroffer.html)

**Withdrawing your application**

Once your application has been released to the courses you can withdraw it if you need to. Please login to your application and use the Action available on the first screen to withdraw from the appropriate course(s). This will automatically email the course(s) concerned to inform them.

You cannot use this to replace one course with another eg if you originally applied to four courses and you withdraw from one, your application will only be considered by the remaining three courses.

**Our contact details**

Clearing House for Postgraduate Courses in Clinical Psychology

Worsley Building, Room 10.47

University of Leeds

LEEDS

LS2 9NL

0113 343 2737

chpccp@leeds.ac.uk

[https://www.leeds.ac.uk/chpccp](https://www.leeds.ac.uk/chpccp)

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*People currently training as clinical psychologists are employed by the NHS. These arrangements may be amended for candidates entering training in 2020, but this is unclear at this stage. Please see the Funding page of our website for more information: [https://www.leeds.ac.uk/chpccp/funding.html](https://www.leeds.ac.uk/chpccp/funding.html)*