

Relate



Finding a placement

A guide to finding a placement within a Relate Centre.

How to find a centre placement



Before you can apply for a Relate course, and once you have checked you meet the entry criteria, you will need to secure a placement within a Relate Centre.

This clinical placement consists of supervised hours of practice with Relate clients, which need to be completed by the end of the course.

The number of hours required varies between courses, please check the course information for this.

You need to be able to commit to a certain number of hours per week and/or month towards your clinical practice (in addition to all other commitments). Along with the practice hours, you are expected to attend 1.5 hours of supervision per month. Your Placement Centre may also expect attendance at Case Supervision Groups (CSG's) and encourage you to engage with the activities within the Centre.

This guide outlines the steps that you will need to take in order to secure a student placement. In this document we have provided a process map and detailed instructions on how to do this.

Process map for securing a placement



Instructions on how to secure a placement

Step 1

Go to the '[Find your nearest Relate](#)' webpage to search for Relate Centres local to you. The location of the Centre, which you apply to, should be easily accessible so that you can deliver face-to-face counselling and receive supervision. Each Centre has a list of contact details and some have their own website you can also visit.

Step 2

Contact your local Relate Centre to find out if they have any placement availability. You will need to provide them with the following information:

- An up-to-date copy of your CV
- A cover letter explaining why you want a placement, and why you would like to train with Relate and what your career aspirations are
- Which Relate course you would like to study and the start date
- Also include where you live within your application

Relate Centres really want to employ qualified counsellors and will look for a commitment from you post qualification.

Step 3

Await a response from the Centre regarding placement availability. Sometimes this can take a couple of weeks.

Sometimes the Centre will ask you to contact the Training Department to check whether you meet the entry criteria, if they do, email Training@relate.org.uk with:

- your CV
- which course you would like to apply for and the start date
- which Centre you are hoping to do your placement with

Placement available:

1. Provide any additional information the Centre may require.
2. Arrange a placement interview.
3. Prepare for the interview. This is likely to be conducted by the Centre Manager and a Clinical Supervisor.

You may want to consider:

- Why you are applying for the course

- Relevant previous experience
- How you will manage the academic demands of the course
- How you will manage the clinical requirements of the course
- Days/times you can offer to complete the required hours
- Future intentions on completion of the course

Placement not available:

1. If the Centre has given you feedback, follow this guidance. Please note not every Centre will give you feedback. You may be refused a place as you may need to obtain more experience, it's worth looking closely at the course entry criteria to see if you meet all of the requirements, before you apply.
2. Refer back to the '[Find your nearest Relate](#)' webpage to find an alternative location and contact a different centre to enquire about placement availability (Steps 1 and 2).

Step 4

Attend interview.

Placement offered:

1. Download and complete the application form for the course (see Step 5).
2. Follow the instructions on how to complete the application form. Once the application form is complete, follow the next steps at the end of the form.

Placement not offered:

1. Follow the information provided from the Centre.
2. Depending on the reason a placement is not offered you can refer back to the '[Find your nearest Relate](#)' webpage to find an alternate location and contact a different centre to enquire about placement availability (Steps 1 and 2).

Step 5

1. Complete and submit a training course application form.
2. Download the application form from course webpage (please note each course has its own application form).
3. Follow the instructions on page 1 on how to complete the form. There are sections for completion by yourself and the centre manager.
4. Follow the instructions in 'Next steps' at the end of the application form.

5. Once you have filled in the student sections and signed the form (digital signatures accepted), we recommend emailing the application form in MS Word format so your placement centre manager can easily complete their sections.

Step 6

Application Processing.

1. Email the completed application form and all supporting documents to training@relate.org.uk along with the completed application form. The supporting documents required are listed on the 'Next steps' page at the end of the form.
2. The Training team will acknowledge receipt of your application. They will process it and contact you for further information if the application is incomplete.
3. Once the application is complete the Training team will finish processing it and email you the booking confirmation, confirming you have a place on the course.
4. The booking confirmation email contains all the course fee payment information and you will need to pay the deposit as per the instructions in the email.

Step 7

1. Upon receipt of the deposit payment the Training team will send you a Welcome Information email containing the full course details and instructions on how to access the course materials. A copy will be sent to your placement Centre Manager.
2. You will need to create an account on our learning platform where you will access the full course materials and links to any virtual training days.
3. Before starting the course we recommend familiarising yourself with the course handbook and navigating our learning platform.

If you have any questions please contact us by email: training@relate.org.uk or by phone on 01302 890989.

we can Relate

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