[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjM4pud1_TTAhWDsxQKHeXCB0YQjRwIBw&url=http://www.physics.open.ac.uk/quantum/&psig=AFQjCNF84g5mheNKx6iTbmpDXIQAd0T1-A&ust=1495033302314551)

**Application Form**

**Foundation Degree/Diploma of Higher Education in Counselling (X09/W09)**

Thank you for your interest in the Open University’s Foundation degree/Diploma of Higher Education in Counselling. This qualification has been developed in partnership with the Counselling and Psychotherapy Central Awarding Body (CPCAB) therefore it can only be achieved by completing the compulsory OU study and the compulsory CPCAB study –   
no other study can count towards this qualification.

**QUALIFICATION STRUCTURE**

This qualification comprises 240 credits:

Stage 1: 120 credits in the form of the CPCAB level 4 Diploma in Therapeutic Counselling

Stage 2: 120 credits – either 120 credits from compulsory OU modules, **or** 90 credits of OU modules plus 30 credits from one of the following CPCAB level 5 qualifications:

CPCAB level 5 Diploma in Psychotherapeutic Counselling

**or**

CPCAB level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory.

**HOW TO APPLY**

You can send us details of your CPCAB level 4 qualification, and then send us the evidence of your CPCAB level 5 qualification (should you opt to do the specified CPCAB level 5 qualification) or you can send us evidence of both the CPCAB level 4 and 5 at the same time.

Please complete this application form and email your application along with your certificate/s to   
[credit-transfer@open.ac.uk](mailto:credit-transfer@open.ac.uk).

**SUPPORTING DOCUMENTS**

With this application form you will need to provide:

* Your CPCAB certificate/s

**Changed your name?**

If your documents are in a different name to that provided on the application form, or if you have already registered with us and your name differs to that on your documents, you will need to provide official name change evidence such as your marriage/civil partnership certificate/change of name deed poll, or sworn declaration.

**NEXT STEPS**

If you submit an application for the CPCAB level 4 Diploma only, this qualification should appear on your record within 5 days of receipt of your application. If your application includes a CPCAB level 5 qualification, we will send you an automatic acknowledgement email when we receive your application.

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| **Your personal and contact details** | | | |
| **OU Personal Identification number:** | | | |
| **Title:** | | | |
| **Full Name:** | | | |
| **Address:** | | | |
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| **Postcode:** | | | |
| **Telephone number:** | | | |
| **Email:** | | | |
| **Date of birth:** | | | |
| **CPCAB level 4 Diploma in Therapeutic Counselling** | | | |
| **Start date:** |  | | |
| **Date of completion:** |  | | |
| **CPCAB level 5 Diploma (Psychotherapeutic Counselling or Cognitive Behavioural Therapeutic Skills)** | | | |
| **Start date:** |  | | |
| **Date of completion:** |  | | |
| **Declaration** | | | |
| **Please sign below to confirm the following:** | | | |
| **I have provided my certificate (s)** | |  | |
| **I have provided official evidence of my name change** | |  | **N/A** |
| **Signed:** | | **Date:** | |