

Tutor Selection Policy

Introduction & Overview

1. Tutors are selected based on their relevant counselling qualifications, level of counselling experience, BACP personal accreditation status, professional practice work setting experience, training and teaching experience, CV and their theoretical orientation being in line with the core model of the training programme and being complementary to their co-tutor.
2. The vacancy for a position as Course Tutor is advertised in the form of a leaflet detailing the essential and desirable requirements of the role on the Life-Force School website and is emailed out electronically via LIFE-FORCE Centre's marketing mailing lists. Service Providers who are a sole trader or limited company, here after are referred to as applicants, are invited to apply in writing by e-mail or post enclosing a full C.V which includes their full teaching and clinical practice experience along with a covering letter which explains how they meet the essential role requirements.
3. The Organisation's policy is not to provide feedback to unsuccessful applicants who apply for a Tutor role and this is made explicit on all advertising material and emails inviting applicants to attend an interview.
4. The Course Director conducts a selection procedure as defined in Stage 1 below. This involves shortlisting applicants who are then invited to attend an interview with the Course Director and the Support Services Manager. Once all the interviews are completed the most appropriate tutor is selected for the position and informed by the Course Director
5. The successful tutor's CV is submitted to BACP as part of the Annual Monitoring Report.

Selection Procedure

Stage 1

The Course Director initially selects applicants who have addressed the tutor role requirements in their covering email/letter and CV and then reviews these in more detail by cross referencing the contents with the tutor essential criteria and records the findings on a Stage 1 Selection Procedure Cross Reference Table. The applicants' CVs are then placed in a sequential number order and the top 3 who meet the highest proportion of criteria in relation to what most suits the needs of the teaching team at the time are short-listed.

Stage 2

The 3 shortlisted applicants are then invited to attend an interview and present a short micro-teaching session. The interview is conducted by the selection panel, consisting of the Course Director and Support Service Manager, during which both parties complete a Counselling Tutor Vacancy Interview Questions form, and independently give each applicant an overall score according to a points system from 1- 10. This points system enables the panel to check and monitor each applicant's suitability to meet the criteria of the tutor position. Following completion of all the interviews and teaching presentations the Course Director completes a Stage 2 Selection Procedure Summary Table, which includes the overall interview scores and each panel member's comments. The top applicant is then offered the position. However, in the event of equal scores and comments a discussion takes place between the members of the selection panel in order to determine the most suitable applicant who most meets the needs of the tutor role and teaching team. The successful tutor's CV, covering letter and interview documents are securely stored by the School for a period of 6 years from the date of contract termination where upon their information will be destroyed by shredding.

Unsuccessful Applications

1. Regarding unsuccessful applications all information that has been provided during the selection process is treated as confidential and is therefore safely stored for a period of up to 1 year for reference purposes in a locked filing cabinet and then destroyed by shredding.
2. Unsuccessful applicants who are dissatisfied with the outcome can request a copy of the Tutor Selection Policy and related master copy documents, which will be provided in order to demonstrate that the School's ethos and selection procedure is fair, ethical and conducted in a professional manner. This Tutor Selection Policy can also be viewed on the Life-Force School website under Tutor Vacancies.