



**association of educational psychologists**

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# **Educational Psychology Funded Training (EPFT) Scheme**

**Applicant Handbook – 2017 entry**

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# 1. Introduction

The 2017 Educational Psychology Funded Training (EPFT) scheme provides government funding in partnership with employers for 150 trainee educational psychologists. It is a five year commitment, made up of a three year doctorate degree course, followed, upon qualification, by a period of employment as an educational psychologist in England for at least two years.

The *National College of Teaching and Leadership (NCTL)* manages the government funded element of the scheme on behalf of the Department of Education. The *Association of Educational Psychologists (AEP)* hosts and administers the online application process. The participating universities in partnership with employers are responsible for selection of the successful applicants. Employers also offer practice placements in years two and three.

This handbook provides a guide to the EPFT scheme application process, completion of the online application form and key dates that applicants should be aware of for entry in 2017.

*Please note: self-funding applicants should apply directly to their chosen university.*

The information in the handbook concerning availability of funding and eligibility requirements has been supplied by the NCTL. The AEP is not in a position to offer definitive advice on funding matters. If the information in this handbook (or the associated [FAQ document](#)) does not address your specific circumstances adequately, then you should seek further advice and guidance directly from the NCTL.

## What you need to know before you start

The EPFT application process for places starting September 2017 opens on the **7<sup>th</sup> October 2016**.

The closing date for submitting applications is on the **5<sup>th</sup> December 2016 at 5.00pm**. However, completed references must be received by the **30<sup>th</sup> November 2016 at 5.00pm**.

**We will not accept late applications/references.**

Successful applicants, after a thorough shortlisting and interviewing process, will be notified on the **29<sup>th</sup> March 2017 at 12.00pm**.

## Top tips for making a successful application

- Read this handbook and the accompanying [EPFT Scheme Referee guidance notes](#) carefully before you start.
- Leave yourself plenty of time to complete your application.
- Ensure you meet all the entry requirements listed in [Section 3](#).
- Read the guidance on the university websites that you are interested in applying to. Their websites will list any preferences (in addition to those preferences provided by the NCTL)

on the type and length of work experience plus the details of university course open days.

- Choose your two referees (an academic and a professional referee) carefully and inform them in advance.
- If you are a non-UK resident or a UK resident working/travelling abroad please read [Section 3](#) carefully.
- If you gained your qualifications overseas or are unsure if they meet the entry criteria concerning Graduate Basis for Chartered Membership (GBC) of the British Psychological Society (BPS), please contact the BPS for advice: [www.bps.org.uk](http://www.bps.org.uk).
- Submit only one EPFT application online with a maximum selection of three participating universities.

***When completing the online application please remember:***

- To click 'Save' regularly (at least every 15-20 minutes).
- Temporary passwords are valid for up to two hours only for security reasons.
- Questions marked with an \* are mandatory.
- For longer text questions we recommend that you type your answer in a word processor (i.e. Microsoft Word) and then paste this into the relevant field. Please note this will only paste plain text without formatting (i.e. text will not appear as bold or italic etc.).
- Some sections have character limits. These limits always include spaces and other formatting marks such as paragraph marks. Please note that the following are common issues the watch out for:
  - Microsoft Word does not count characters in the same way as the application system (e.g. it does not count spaces). Please go by the character count on the application system.
  - When pasting text you should paste the text only and not the formatting to provide an accurate character count. Any text entered over the specified character limit will not be saved. Click on 'Save' regularly will update your character count.
- It is your responsibility to ensure your references are completed and submitted on the online system by the 30<sup>th</sup> November deadline. Applications cannot be submitted without two completed references.
- If your referees are unable to complete your reference online please let us know as early as possible by emailing [EPFT@aep.org.uk](mailto:EPFT@aep.org.uk) and we will make alternative arrangements with your referee.
- To check your application before submitting it. Once you have submitted your application you cannot make any changes.

## 2. Number of training places available

There are 150 places under the EPFT scheme available starting in September 2017. A breakdown of the total number of places per university can be found in the table below:

University	Number of places
Bristol University	10
Exeter University	10
Newcastle University	10
Sheffield University	12
University of Nottingham	12
University of Birmingham	13
University of Manchester	13
Institute of Education	14
Tavistock & Portman NHS Trust	14
University of College London	14
University of East London	14
University of Southampton	14

## 3. Guide for Applicants

### Entry requirements

In order to be eligible to apply for an EPFT scheme place you must:

- Have a psychology degree (2.1 or above) **or** have completed an approved conversion course **or** a Master's degree, **AND** be eligible for the British Psychological Society (BPS) Graduate Basis for Chartered Membership (GBC). **You must have the qualification that grants you eligibility for GBC before the 5<sup>th</sup> December deadline.** If the qualification that grants you eligibility for GBC is not from the UK or Ireland you will also be required to enter your BPS membership number at application stage.
- Be able to demonstrate that you have gained a minimum of one year's full-time (i.e. 37 hours a week for 52 weeks or part-time equivalent) experience working with children and young people within an educational, health, social care, youth justice, childcare or community setting by the 5<sup>th</sup> December application deadline. This can be made up of all paid employment or at least nine months full-time equivalent paid employment and the equivalent of three months sustained relevant voluntary experience. Any additional paid/voluntary experience over the one year minimum requirement should also be included.
- Be eligible to work in England for the duration of the course and for at least two years after completing the course. If you are uncertain of your status you can find further information and guidance on the following government website:  
[www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration).
- Be an 'ordinarily resident' in the UK. All non-UK applicants must be living in the UK at the time of application and be able to provide proof of residency. You must also have been an 'ordinarily resident' of the UK for three years preceding the first day of the first academic year. Applicants who *intend* to come to the UK to train **do not** meet the criteria of 'ordinarily resident in the UK'.

### Graduate Basis for Chartered Membership (GBC)

To be eligible for the GBC with the British Psychological Society applicants must either have:

- Undertaken a qualification in psychology (usually a Bachelor (Honours) degree) which has been approved by the British Psychological Society as conferring eligibility for GBC, **or**
- Undertaken an appropriate British Psychological Society accredited conversion course, **or**
- Passed the British Psychological Society Qualifying Examination

*Please note:* Applicants who hold qualifications accredited by the British Psychological Society (BPS) and which grants them eligibility for the GBC in the UK, or by the Psychological Society of Ireland (in the Republic of Ireland), **do not** need to be members of the BPS to apply for the EPFT scheme.

If you were awarded your psychology degree by a university in the UK or the Republic of Ireland but you are unsure whether you are eligible for GBC, please contact the BPS for advice on 0116 254 9568 or emailing [enquiries@bps.org.uk](mailto:enquiries@bps.org.uk). Alternatively, a full list of the accredited undergraduate courses can be found on the BPS website: [www.bps.org.uk/bpslegacy/ac](http://www.bps.org.uk/bpslegacy/ac).

## Overseas Qualifications

If you obtained some or all of your required qualifications overseas you will need to obtain confirmation that you are eligible for GBC, usually through the process of applying successfully to the BPS for Graduate Membership. Further details can be found on the BPS website: [www.bps.org.uk](http://www.bps.org.uk). When applying for an EPFT place you will be required to enter your BPS membership number and provide evidence that you are eligible for GBC membership of the BPS. Further details can be found either on their website: [www.bps.org.uk](http://www.bps.org.uk), or by contacting their Partnerships and Accreditations Team (PACT) on 0116 252 9563 or emailing [pact@bps.org.uk](mailto:pact@bps.org.uk).

## Proof of Graduate Basis for Chartered Membership (GBC)

If you are shortlisted by a university for interview you will be required to bring written confirmation of your eligibility of GBC to your interview. A letter confirming your eligibility from the director of the relevant degree course or from the BPS is acceptable evidence. Therefore, applicants must be able to guarantee at the time of application that they will be able to bring proof of eligibility for GBC to interview.

## Applicants with a 2:2 class degree

Some universities will accept applications from candidates with a 2:2 ('lower second') with the proviso that they have completed extensive experience and professional development. However, there are some universities who only accepted applications with a 2:1 or above. Therefore, we recommend consulting with your chosen university before applying.

## If English is not your first language

A good command of written and spoken English is essential. Applicants whose first language is not English must be able to provide recent evidence in their application form that their spoken and written command of English is of the required standard. The only acceptable English qualification for the course is the International English Language Testing System (IELTS), Academic. An overall grade of at least 7.0, with a minimum of 7.0 in each of the sub tests, is required.

The application form and references must be completed in English.

## Relevant work experience

Universities will expect applicants to have the equivalent of a minimum of one year's full-time experience of working with children and young people within an educational, health, social care,

youth justice, childcare or community setting by the 5<sup>th</sup> December 2016 application deadline. This can consist solely of paid employment or a combination of at least nine months full-time (or equivalent) paid employment and the equivalent of three months full-time sustained relevant voluntary experience. For these purposes, 'one year full-time' would usually be taken to mean at least 37 hours per week of 52 weeks. Thus someone working part-time for 18.5 hours a week would usually require two years employment to meet the 'one year fulltime of equivalent' requirement should also be included.

Please note that university course requirement may vary slightly. Therefore we advise that you read the guidance on the website of the institutions you are interested in applying, to before completing your application.

Universities are looking for knowledge and understanding of:

- The UK education system
- Application of psychological theories

## Overseas experience

Relevant work experience overseas will be considered as part of your application.

## UK residency

The EPFT scheme is open to applicants who are ordinarily resident in the UK at the time of applications. You must also have been an ordinarily resident of the UK for three years preceding the first day of the first academic year. Please note that the EPFT scheme is a five year commitment and successful applicants will be expected to find employment in England on graduation for two years. **Failure to do so may result in having to repay some or all of the funding associated with the training price.**

## Non-UK residents

The EPFT scheme is open to applicants who ordinarily reside in the UK at the time of applications and can commit to employment for at least two years as an educational psychologist, in England, on successful complete of the training programme. **Failure to do so may result in having to repay some or all of the funding associated with the training place.** If you are unsure about your right to study or work in the UK further information can be found at: [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration).

## UK Applicants who are temporarily overseas

If you are a UK resident temporarily travelling or working abroad you can apply for an EPFT funded place as long as you are able to attend an interview in person if invited.

## Deferred entry

The high demand for EPFT places means that it is not possible to offer deferred entry.

## Conditional offers

The high demand for EPFT places means that it is not possible to make any conditional offers. You must have completed the qualification that grants you eligibility for GBC before the 5<sup>th</sup> December 2016 application deadline.

## Part-time and fast track routes

As present, educational psychology and EPFT funding is only available as a full-time three year course.

## Criminal convictions

All courses involve work with children, so successful applicants will be subject to a Disclosure and Barring Service (DBS) criminal record check organised by the university. More information on the DBS check can be found at: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

## Applicants with disabilities

If you have a disability it is suggested that you contact the university before you apply to ascertain how they can best meet your needs. This should be done at the earliest opportunity in order to allow universities sufficient time to make any necessary arrangements.

## Cancellation of applications

Should you wish to cancel your submitted application before you have accepted an offer then you can do so via the online system. If you choose to do so then you will not be able to submit a second application in the same year. The AEP will hold your information until the close of the application year

## Deferral of employment at the end of training

Acceptance of an EPFT scheme place is a five year commitment in total. On accepting an offer you will be under obligation to complete the course and seek employment as an educational psychologist, in England, for at least two years after qualifying. Waiving of this obligation is only possible under exceptional circumstances. This does not include extended travel or gap years.

## Long-term absence from the course (over three months including sickness and maternity leave)

Should a long-term absence make it necessary for a trainee to fall behind and repeat an academic year there is no guarantee that the course will still be running at the establishment when they return from their absence.

## 4. Funding

The National College for Teaching and Leadership (NCTL) is responsible for funding the EPFT scheme and the AEP administers the online application process.

Under the EPFT scheme, funding allocated to successful candidates will cover tuition fees (to a maximum of £29,000) for all three years of the course, and a bursary for the trainee in the first year. Course fees will be paid by NCTL directly to the university.

### First Year bursary

The tax free bursary for first year trainees is paid directly to the trainee by the university and is as follows:

- £15,950 per annum for non-London trainees
- £16,390 per annum for London trainees

### Second and Third year bursary/salary arrangements

Arrangements for the second and third years of training vary. The majority of employers offer practice placements during which the trainee is paid a bursary, while a small number offer employed posts where the trainee is paid a salary. For more information please see participating university website.

Participating universities and employers are developing a 'single interview' process which is aimed at simplifying the allocation of practice placements in years two and three.

### Self-funded training places

Individual universities determine whether there will be self-funded training places available and, if so, how many. If you are interested in a self-funded place, please contact the relevant university directly. Applications for self-funded places are made directly to the university offering the places.

The NCTL does not cover any of the costs for self-funded trainees. Applicants are able to apply for both types of places but are expected to inform the AEP of there is any change to the status of their EPFT scheme application.

## Alternative sources of funding

The EPFT scheme is currently the only funded Educational Psychology training scheme in England

## EPFT scheme contract

Successful applicants will be required to sign an NCTL Educational Psychology Funded Training (EPFT) scheme contract prior to starting. Failure to do so will result in applicants being unable to start the course on an EPFT scheme place. The 2016 EPFT contract can be found on the NCTL website: [www.gov.uk/educational-psychology-funded-training-scheme](http://www.gov.uk/educational-psychology-funded-training-scheme).

## 5. The application process

### Application timetable

Online application system live	7 <sup>th</sup> October 2016s
Deadline for reference to be submitted	30 <sup>th</sup> November 2016 (5pm)
Application deadline	5 <sup>th</sup> December 2016 (5pm)
Interviews and Shortlisting	Completed by 22 <sup>nd</sup> March 2017 (5pm)
Offers for places made	29 <sup>th</sup> March 2017 (12pm)
Deadline for accepting offers	5 <sup>th</sup> April 2017 (12pm)

All interviews will be held by the 22<sup>nd</sup> April 2017 at the latest. For more information on exact shortlisting and interviewing dates please contact the universities you are applying to directly as the dates do vary between universities.

### How to apply

The application process for the EPFT scheme takes place online. A direct link can be found here: [www.aep.org.uk/training/](http://www.aep.org.uk/training/)

A step-by-step guide to the system can be found in [Section 6](#).

**All applicants are advised to keep a record of their applications.** A \*.pdf file of the application can be downloaded by the applicant once the application has been successfully submitted.

*Please note: A delay of up to five minutes may take place before you are able to download the \*.pdf file following submission of the application.*

## References

All applicants need to ensure that they submit **two** references: an academic and a relevant work experience reference. More details can be found below:

### **An academic reference:**

This should be completed by a person who is familiar with your academic record. A paragraph confirming your academic qualifications is acceptable as an academic reference, however, an academic referee should be someone who holds, or held, a position as a lecturer / course leader / tutor in a higher education establishment where the applicant has undertaken a degree or postgraduate programme. If you completed your degree some years ago and the university is unable to provide an academic reference you could use a referee from a recent training course. Alternatively, you could ask your current employer **or** a colleague who is a member of the senior management team to provide a reference, giving details of your professional development or other learning that you have undertaken. *Please note: only one academic reference will be accepted.*

### **A relevant experience reference:**

This must be completed by the current employer or equivalent. A relevant experience referee needs to be someone who knows you professionally.

Please see the [Appendix](#) section for a copy of the reference form. There is also a separate Referee Guidance document which can be downloaded from the AEP website.

## Choosing referees

Please choose your referees carefully. You should check that they are willing to write a reference for you and that they are able to do so by the reference deadline of the 30<sup>th</sup> November 2016. Do not nominate referees who are in a position to only provide a character reference (e.g. family, friends, local GP or clergy etc.) as this will not provide appropriate support for your application.

It is **your** responsibility to ensure that your references are submitted by the 30<sup>th</sup> November 2016 reference submission deadline. An EPFT application cannot be submitted without completed references. Applicants are advised to enter the details of their referees into the online application system as soon as possible. Once the details are entered online, login details are sent to the referees to enable them to log into the online system and provide a reference for you. You can use the online system to check if your references have been received. It is **your** responsibility to contact your referees directly if necessary to ensure they submit a reference in time. **The AEP will not follow up reference requests on your behalf.**

## Referees unable to complete reference online

Where possible, referees should complete an online reference. If this is not possible the AEP will make alternative arrangements with them to submit their information via email, fax or post. The AEP will be able to upload this information directly onto the application system. Referees are asked to contact us about this at [EPFT@aep.org.uk](mailto:EPFT@aep.org.uk) as soon as possible.

*Please note: AEP support is available Monday to Friday, 9.00am – 5.00pm. We aim to respond within two working days.*

## Data protection and references

The AEP operates in compliance with data protection legislation. The Data Protection Act 1998 give you a right to access the data we hold about you. However, the ACT also gives us a duty of confidentiality to third parties, which includes references. We are not able to disclose references without the permission of the referee. The AEP will not process requests to view reference until the application deadline has passed. If you would like to view your reference before this time, please contact your referee directly.

## Procedure for processing applications

Your completed application can be accessed by your chosen universities as soon as you have submitted it. However, universities are unable to see which other institutions you have selected.

## Short listing and interviews

Shortlisting and interviews will take place after the **5<sup>th</sup> December 2016** deadline and be completed by the **22<sup>nd</sup> March 2017**. If you are shortlisted you will be called for an interview directly by the university or universities concerned.

If you are unsuccessful in your application to a university the university will update the status of your application on the online system to let you know their decision.

## Offers under the EPFT scheme

The participating universities will make all offer for EPFT scheme place by the **29<sup>th</sup> March 2017 by 12pm**. If one or more universities offer you a place your status on the online application system will be updated to show that you have been made an offer and you will also receive a notification email / letter from the university.

Applicants are only permitted to accept one EPFT scheme place, all others must be rejected. To do this you must respond to each offer through the online system. Please note, you are **not** required to explain the reason for you decisions. Participating universities will not automatically be made aware that applicants have accepted an offer elsewhere and, therefore, rejected their offer.

**You will have until the 5<sup>th</sup> April 2017 at 12pm to accept or decline any offer of an EPFT scheme place. For details on how to do so please see [page 36](#).**

**If you do not respond to any offer by the 5<sup>th</sup> April 2017 deadline you will be considered as having withdrawn from the application process.** The scheme will be offered to another applicant. Once you have accepted an offer of an EPFT scheme place this decision is final and cannot be changed.

### **Applicants should note:**

- The AEP will not accept any requests to alter university choices after the closing date.
- Successful submission of an application online does **not** constitute confirmation of eligibility for entry.
- Once an EPFT application is submitted no further changes can be made. A submitted application can be cancelled. However, applicants who choose to cancel their applications will not be able to re-apply within the same year.

## 6. The Online Application Process: a step-by-step guide

The following information is a step-by-step guide explaining how to complete the online EPFT scheme application form. Please read through this information carefully before attempting to complete your application and refer back to it if you encounter any problems.

### Paying the Application Administration Fee

A non-refundable administration fee of £25 (inc. VAT) is payable to the Association of Educational Psychologists (AEP) in order to register with and use the EPFT online application system.

**Payment must be made via the AEP website before proceeding to register on the EPFT online system.**

You can access the payment page from this link: [www.aep.org.uk/trainee-application](http://www.aep.org.uk/trainee-application).

The screenshot shows the AEP website's 'EPFT Scheme - Application Fee' page. The header includes the AEP logo and navigation links. The main content area explains the £25 administration fee and provides instructions for returning and new applicants. The 'Returning Applicants' section has input fields for EPFT Username, Surname, and Date of Birth, followed by a green button labeled 'I am a returning applicant'. The 'New Applicant' section has a green button labeled 'I am a new applicant'. The footer contains contact information for the Association of Educational Psychologists, a map, and social media links.

If you applied for the scheme last year, then please complete the form under “Returning Applicants”. You will need your username from last year, your surname and your date of birth. If you no longer have your previous EPFT username on hand, please contact the AEP for assistance. Once the form has been completed, please click “I am a returning applicant” in order to continue with your application.

If you are a new applicant, please click on “I am a new applicant” in order to continue your application.

The screenshot shows the 'EPFT Scheme - Application Fee' form on the Association of Educational Psychologists website. The page has a green header with the AEP logo and navigation links. The form is divided into two main sections: 'Personal Details' and 'Your Address'. Each section contains several input fields, some of which are dropdown menus. At the bottom of the form, there are 'Back' and 'Next' buttons. The footer of the page includes the Association of Educational Psychologists logo, address, and contact information.

**EPFT Scheme - Application Fee**

**Personal Details**

Title: \*

Forename(s): \*

Surname: \*

Date of Birth: \*

**Your Address**

Address: \*

Town/City: \*

County:

Postcode: \*

Country: \*

Telephone: \*

Mobile:

Email: \*

Confirm Email: \*

[Back](#) [Next](#)

Association of Educational Psychologists

4 The Riverside Centre  
Frankland Lane  
Durham  
DH1 5TA

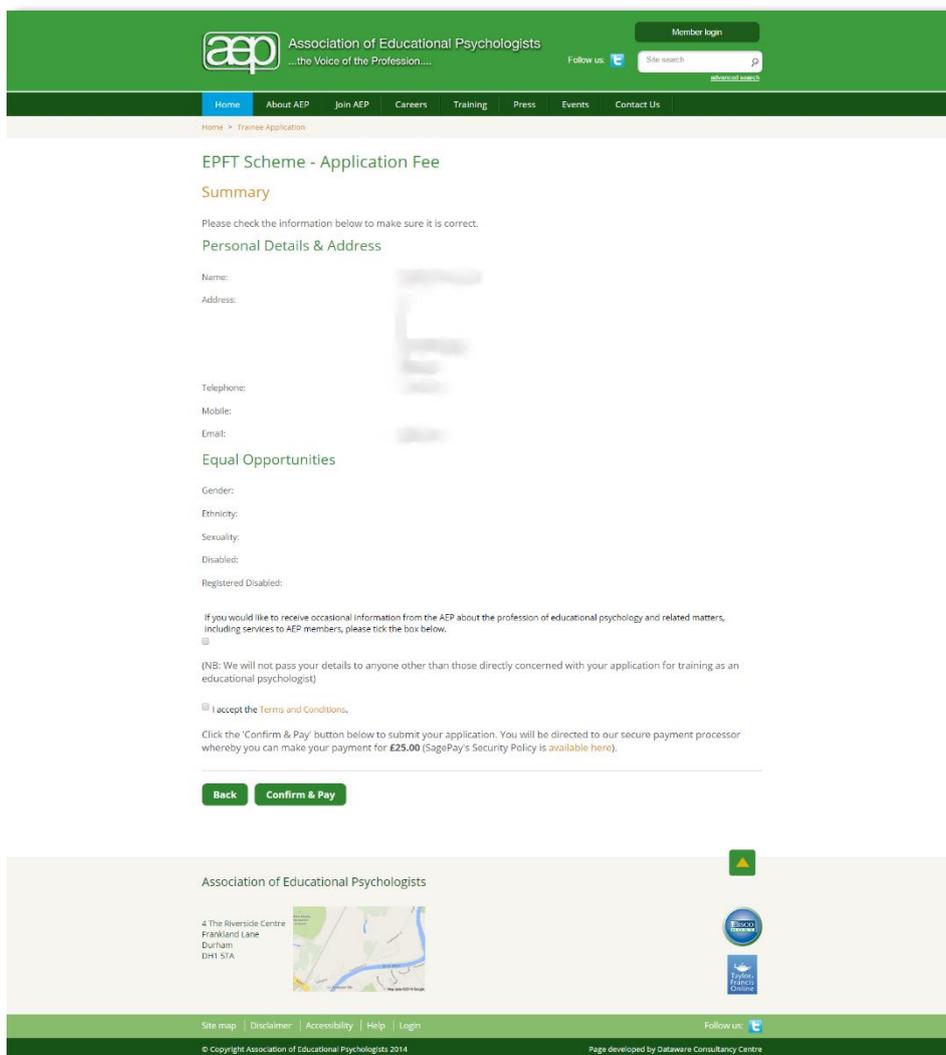
Site map | Disclaimer | Accessibility | Help | Login

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If you are a new applicant you will now be required to enter your contact details. Please complete all fields otherwise the system will not allow you to complete your application. If you are a returning applicant these fields will already be completed. Please ensure that these details are still correct and amend any changes. Once complete please click “next”.

The screenshot shows the website for the Association of Educational Psychologists (AEP). The header includes the AEP logo, the text "Association of Educational Psychologists ...the Voice of the Profession...", a "Member login" button, and a search bar. A navigation menu contains links for Home, About AEP, Join AEP, Careers, Training, Press, Events, and Contact Us. The main content area is titled "EPFT Scheme - Application Fee" and "Equal Opportunities". It contains a paragraph explaining the purpose of the form: "The Association monitors applications to help ensure our procedures provide equal opportunities and to encourage into the profession those groups currently under-represented in educational psychology. The questions on this form are designed to assist in the monitoring. The form is separate from the main body of the trainee application form and relates only to monitoring, not the application. It will be held separately and confidentially and will not be made available to the membership sub-committee. We would be grateful therefore if you could complete and return it when you return your application form or separately if you prefer." Below this text are five dropdown menus for: Gender, Ethnicity, Sexuality, "Would you describe yourself as having a disability?", and "If so, are you registered disabled?". At the bottom of the form are "Back" and "Next" buttons. The footer of the page includes the AEP address (4 The Riverside Centre, Frankland Lane, Durham, DL1 5TA), a map, and various logos including "EQUUS 100" and "EQUUS 1000".

Next you will be asked to complete an Equal Opportunities form. The data collected from this form will be kept separate from the main body of your application. It will be held separately, confidentially and not be made available to the membership sub-committee. We would be grateful if you could complete this to help ensure our procedures provide equal opportunities and to encourage into the profession those groups currently under-represented in educational psychology. Once complete, please click “next”.



Finally you will have the opportunity to review your information. If any information is incorrect, please click “Back”. Once you have ensured your information is correct you have the option to receive occasional news from the AEP. In addition, you will need to accept the Terms and Conditions before you continue. You can read the terms and conditions [here](#).

Once you have accepted the terms and conditions and clicked “Confirm & Pay” you will be forwarded to the Sage payment system.

Payment can be made using a credit or debit card. Please note that for the purposes of making this payment you will be required to supply details of your name, address and email address. If for any reason you are unable to make a payment by this method, please write to the AEP at [EPFT@aep.org.uk](mailto:EPFT@aep.org.uk) for advice.

Once this transaction has been completed successfully you will be directed to the EPFT online system: <https://training.aep.org.uk>, where you can register and begin your application. **Please be aware that if for any reason this payment is not received you will not be permitted to progress your application or log onto the online system.** Any previously issued User ID and password will be suspended until such time as the administration fee has been paid.

## Initial Registration: the EPFT welcome page

Before you start please add [EPFT@aep.org.uk](mailto:EPFT@aep.org.uk) to your contacts/address list in your email program and ask your referees to do the same. This should prevent the notification emails containing login details from being sent to your junk mail folders.

The screenshot shows the EPFT welcome page. At the top left is the AEP logo (association of educational psychologists). Below it is the title 'Educational psychology training'. There is a 'Sign in' link and a 'Forgotten your password?' link. Below these are two input fields: 'Username' and 'Password', followed by a 'Sign in' button. A horizontal line separates the login section from the main content. The main content starts with a 'Welcome' heading. Below this is a paragraph: 'Welcome to the online application system for the Educational Psychology Funded Training (EPFT) Scheme, for the **September 2016 intake**.' This is followed by an 'APPLICATION DEADLINE' section: 'applications must be submitted by **3 December 2015** (mid-day UK local time). Late submissions will not be permitted under any circumstances.' Next is a paragraph about the 'applicant handbook'. Then an 'Administration fee' section: 'please note that a non-refundable administration fee of **£25** is payable by all applicants wishing to create an application for the 2016 intake. This applies to both new and returning applicants.' This is followed by a 'BEFORE YOU REGISTER OR LOG IN' section: 'please ensure you have paid the fee for this year (visit the **EPFT information page** for further details). You will not be able to create, amend or submit an application until this fee has been paid. Once you have paid the fee:'. Then a 'Returning applicants' section: 'if you registered on this site last year then log in using your existing username and password. If you have forgotten your password use the link above to obtain a new one (it will be sent to the email address you originally registered here). Be sure to check your personal details when you log in and amend them if necessary.' Next is a 'New applicants' section: 'if you have not previously registered on the system please click on the New Candidate Registration button below. If you have already registered and received a username and temporary password, use these to log in above. If your temporary password has expired use the Forgotten Password link above to get a new one. If you registered but have not received your login credentials please contact the AEP office for assistance – DO NOT ATTEMPT TO REPEAT THE NEW REGISTRATION PROCESS.' Below this is a 'New Candidate Registration' button. Then a 'NOTES:' section: 'Recruitment to the EPFT scheme is operated by the Association of Educational Psychologists as a service for applicants for DfE funded places on approved training programmes in educational psychology (in England only) and for the training providers. The National College for Teaching and Leadership (NCTL) is responsible for the administration of funding for the scheme on behalf of the DfE.' This is followed by an 'Enquiries' section: 'Enquiries regarding the application system should be sent to [EPFT@aep.org.uk](mailto:EPFT@aep.org.uk). Enquiries about funding should be directed to the NCTL at [edpsychs.nctl@education.gsi.gov.uk](mailto:edpsychs.nctl@education.gsi.gov.uk).' At the bottom of the page is the text 'Association of Educational Psychologists'.

Applicants who are using the system for the first time should click on the **'New Candidate Registration'** button to begin the application process. Please note, if you have registered but have not received your login credentials, do not attempt to repeat the registration process. Please contact the AEP for assistance

Previous users please see [page 23](#).

## New Candidate Registration

You will arrive at this page when you **'New Candidate Registration'**. All fields marked with \* are mandatory. Failure to complete these section will result in your being unable to register.

The screenshot shows the AEP (Association of Educational Psychologists) website interface. At the top left is the AEP logo and the text 'association of educational psychologists'. Below this is a section for 'Educational psychology training' with a 'Sign in' link and a 'Forgotten your password?' link. There are input fields for 'Username' and 'Password' with a 'Sign in' button. A horizontal line separates this from the 'New Candidate Registration' section. Below the line, there is a note: 'In order to ensure that you receive your login details please add this email address to your web-contacts: • EPFT@aep.org.uk' and a sub-note: 'Doing this will prevent your login details being filtered by your junk mail filter.' The main registration form is divided into two sections: 'Name' and 'Home address'. The 'Name' section includes fields for 'Surname: \*', 'Forename: \*', 'Preferred name: \*', 'Maiden name:', 'Title: \*' (with a dropdown menu and instructions 'Please select a title from the list of titles'), and 'Date of birth: \*' (with a note 'Must be a valid date in the format dd/mm/yyyy'). The 'Home address' section includes an 'Address: \*' field.

Once you have entered the required details and opted to **'Register'** your details a unique User ID and temporary password will be generated and sent to the e-mail address you have provided. These details can then be used to log on and begin your application. Please check your junk mail folders if you do not receive your log in credentials.

If you receive an **Error Message!** after selecting '**Registering**' then it will be displayed like this:

The screenshot shows the AEP (Association of Educational Psychologists) website. At the top, there is a logo and the text 'association of educational psychologists'. Below this is a section for 'Educational psychology training' with a 'Sign in' link and a 'Forgotten your password?' link. There are input fields for 'Username' and 'Password' with a 'Sign in' button. The main content area is titled 'New Candidate Registration'. It contains instructions to add an email address to web-contacts and a list of 9 error messages in red text: 1. Email must be provided, 2. Surname must be provided, 3. Forename must be provided, 4. Preferred name must be provided, 5. Title must be provided, 6. Date of birth is not a valid date, 7. Address must be provided, 8. Postcode must be provided, 9. Primary telephone must be provided. Below the list is a form section for 'Name' with input fields for 'Surname', 'Forename', 'Preferred name', and 'Maiden name', each with a red asterisk indicating a required field.

Missing data will prompt an error message stating that the missing information must be provided. Please enter the required information in the appropriate field.

You may also see an error message if the information you have entered has not been input correctly. Please check that the format you have input the information is valid. For example, the required format for entering your date of birth is DD/MM/YYYY.

Once you have successfully registered **you will be sent an email containing a unique user ID and temporary password.** Your email software may treat our email as junk or spam, so if you do not receive the email please check you junk email folder. **Please note for security reasons temporary passwords are only valid for up to two hours.**

## Temporary Password

Once you have successfully logged into the system, you will be prompted to enter your temporary password again and to enter and confirm a new password. Your new password should include the following characters:

- At least one lower case letter
- At least one upper case letter
- At least one number
- At least one of the following characters :!@#%&^\*+={}/\_

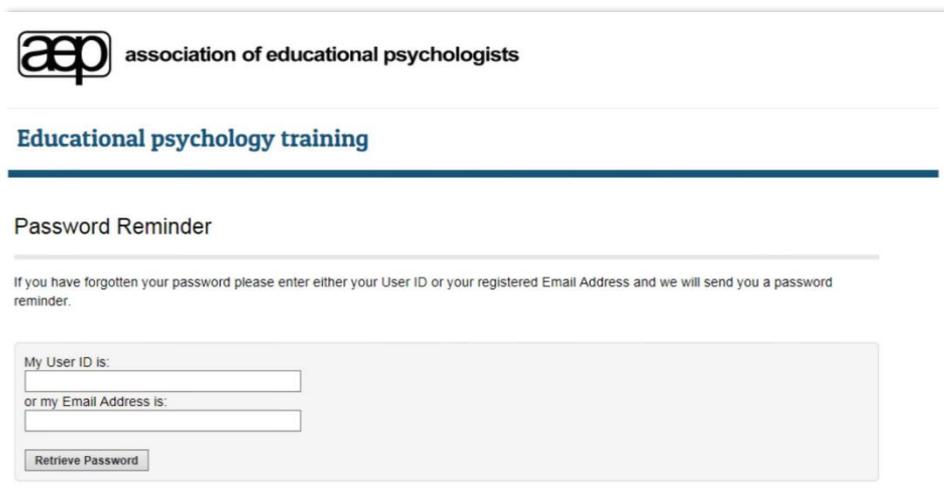
## Previous Users

If you registered on this site last year then log in using your existing username and password. If you have forgotten your password use the “Forgotten your password?” link to obtain a new one (it will be sent to the email address you originally registered here). Be sure to check your personal details when you log in and amend them if necessary.

## Forgotten your User ID or password?

If you have forgotten your user ID, please contact [EPFT@aep.org.uk](mailto:EPFT@aep.org.uk) stating your full name and the email address you used to register on the system. *Please note: support is available Monday to Friday, 9am to 5pm. We aim to respond within two working days.*

If you have forgotten your password you will need to click **‘Password reset’** on the login screen and enter either your User ID or the email address you registered with.



The screenshot shows the AEP (Association of Educational Psychologists) website interface. At the top left is the AEP logo and the text "association of educational psychologists". Below this is a blue header bar with the text "Educational psychology training". The main content area is titled "Password Reminder". Below the title is a horizontal line, followed by the text: "If you have forgotten your password please enter either your User ID or your registered Email Address and we will send you a password reminder." There are two input fields: "My User ID is:" and "or my Email Address is:". Below these fields is a button labeled "Retrieve Password".

You will be emailed a new temporary password which **will be valid for only 24 hours** for security reasons. If you are unable to use it within the time limit then you will need to request another password using the Password Reminder.

Once you have successfully logged on with your temporary password you will immediately be prompted to enter and confirm a new password.

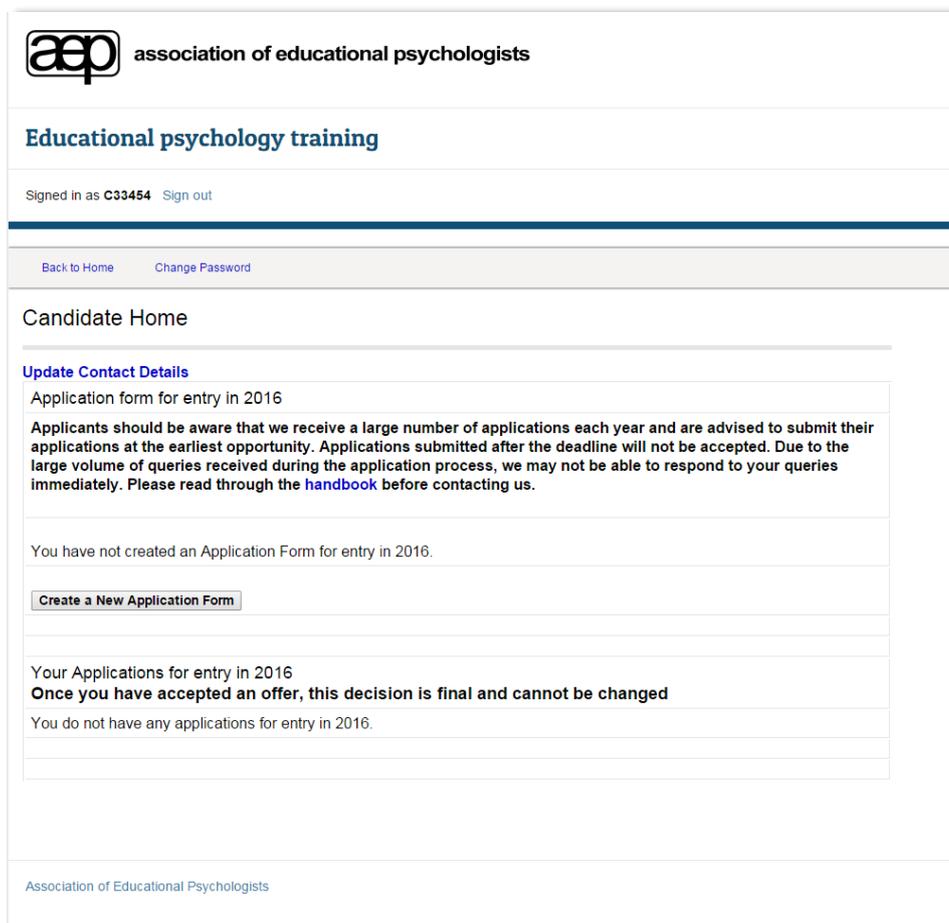
## Completing the Application Form

The online application process is split into the following sections:

- [Creating your application](#)
- [Candidate Application Summary](#)
- [Application and Eligibility](#)
- [Your details](#)
- [Qualifications](#)
- [Relevant Experience](#)
- [Personal Statement](#)
- [Additional Information](#)
- [References](#)
- [Equal Opportunities Section](#)

## Creating your application

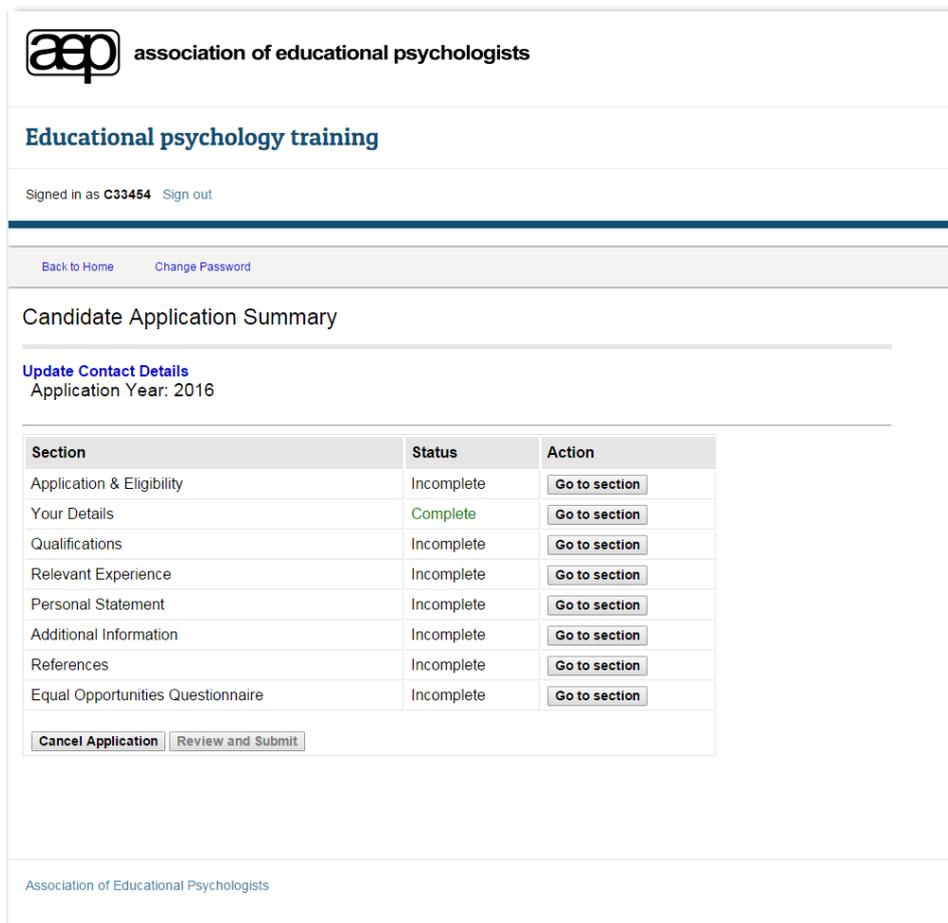
Once you have registered and logged on with the details sent to you via email you will be presented with the 'Candidate Home' page:



In order to create your application form please click the '**Create a New Application Form**' button. Once you have begun to fill in the application form, this button will then be shown as '**View / Edit Application Form**'.

## Candidate Application Summary

This page summarises the status of each stage of your application:



**aep** association of educational psychologists

### Educational psychology training

Signed in as **C33454** [Sign out](#)

[Back to Home](#) [Change Password](#)

#### Candidate Application Summary

[Update Contact Details](#)  
Application Year: 2016

Section	Status	Action
Application & Eligibility	Incomplete	<a href="#">Go to section</a>
Your Details	Complete	<a href="#">Go to section</a>
Qualifications	Incomplete	<a href="#">Go to section</a>
Relevant Experience	Incomplete	<a href="#">Go to section</a>
Personal Statement	Incomplete	<a href="#">Go to section</a>
Additional Information	Incomplete	<a href="#">Go to section</a>
References	Incomplete	<a href="#">Go to section</a>
Equal Opportunities Questionnaire	Incomplete	<a href="#">Go to section</a>

[Cancel Application](#) [Review and Submit](#)

Association of Educational Psychologists

Section that contain information in all of the required fields will be shown as 'Complete' on this page.

*Please note: It is your responsibility to ensure that the section are complete to your satisfaction before submitting the application. The references section will not show as complete until completed references have been submitted by your referees.*

# Application and Eligibility

Please fill in all fields marked with \* and click through to the: **Next Section**

 **association of educational psychologists**

---

**Educational psychology training**

---

Signed in as **C27889** [Sign out](#)

---

[Back to Home](#)   [Change Password](#)

---

### Eligibility for Funding

---

**Update Contact Details**

I am ordinarily resident in the UK (please refer to the applicant handbook for definition of ordinarily resident) \*

Yes                       No

---

I am able and permitted to work in the UK for the duration of the three year training course, and for a minimum of two years after qualifying \*

Yes                       No

---

National Insurance Number

---

**Graduate Basis for Chartered Membership \***

I currently have GBC Status

---

If the qualification that grants you eligibility for GBC is from another country please provide BPS number:

(Must be 6 digits and numerical)

Please note that you can only select a maximum of three and a minimum of one institution(s).

### Application

Previous Applicant \*

Yes  No

Please indicate your chosen course centres (upto a maximum of 3) to which your application will be sent. \*

- University of Birmingham (West Midlands)
- Universities of Exeter (South West)
- University of East London (SEEL)
- Institute of Education (SEEL)
- University of Manchester (North West)
- Newcastle University (North East)
- University of Nottingham (East Midlands)
- University of Sheffield (Yorkshire and Humber)
- University of Southampton (SEEL)
- Tavistock and Portman NHS Foundation Trust (SEEL)
- University College, London (SEEL)
- University of Bristol (South West)

Association of Educational Psychologists

## Your details

Most of the fields from this section will have been completed when you registered and it will be marked as 'Complete' in the application summary page. If any of your contact details change, please amend them and click 'Save'.

 **association of educational psychologists**

---

### Educational psychology training

---

Signed in as **C270** [Sign out](#)

---

[Back to Home](#)   [Change Password](#)

---

#### Your Details

---

**Update Contact Details**

For information on this section please refer to the [applicant handbook](#).

Personal information that you provide on this form will only be used by the Association of Educational Psychologists (AEP) to facilitate your application for a funded place on an Educational Psychology doctorate degree programme.

For the purposes of the Data Protection Act 1998, the AEP is the data controller for personal information you supply as part of your application. The AEP will need to share this personal information with your chosen training providers for the purposes of considering your application and contacting you if necessary in connection with your application.

By completing and submitting this form, you acknowledge and agree to this information being shared for the purposes described above.

The AEP will not share your personal data with any other third parties unless it is required to do so by law.

For information about the AEP please go to: [www.aep.org.uk](http://www.aep.org.uk).

Name

Surname:

## Qualifications

Here you can use the drop down box to select the qualification that makes you eligible for Graduate Basis for Chartered Membership (GBC) of the British Psychological Society. For further details about GBC, please refer to [Section 3](#) of this handbook (see page 9).

Please list your relevant qualifications starting with the most recent first. Please only enter details of post-18 academic and professional qualifications.

### Qualifications

[Update Contact Details](#)  
For information on this section please refer to the applicant handbook.

**Graduate Basis for Chartered Membership:**

My Graduate Basis for Chartered Membership was gained via the following qualification:

Type: *	Subject:	Institution:	Grade: *	Year: *	Full / Part time : *
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT				

**Additional Qualifications (Please only provide details of post 18 academic and professional qualifications):**

Type:	Subject:	Institution:	Grade:	Year:	Full / Part time	
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				
<input type="text"/>	<input type="radio"/> FT <input type="radio"/> PT	<input type="button" value="Remove"/>				

## Relevant Experience

Starting with the most recent first, please provide details of relevant work experience in support of your application.

When entering details of work experience, please note, that applicants should type 'to date' in the 'End Date' box for work experience that is still being undertaken. Also please note, that there are separate sections on this page for **'Paid Employment'** and **'Voluntary Work'**.

Experience History

Please enter your paid employment history, starting with your most recent job and working backwards in date order. Please do not include voluntary work in this section. You will be asked to enter voluntary work lower down on this page.

**Paid Employment**

Experience Type:  Start Date:   End Date:

Full/Part time:  Full time  Part time

Average/Actual monthly hours:

Job Title:

Employer Organisation:

Description of duties, responsibilities and training received:

Characters remaining: 850

Please do not include voluntary work in the **'Paid Employment'** section. You will be asked to enter voluntary work lower down on this page under the heading **'Voluntary Work'**:

**Voluntary Work**

Please enter any voluntary work / research experience, starting with your most recent role and working backwards in date order. Please do not include paid work in this section.

Voluntary Type:  Start Date:   End Date:

Full/Part time:  Full time  Part time

Total Hours Added-Up:

Job Title:

Employer Organisation:

Description of duties, responsibilities and training received:

Characters remaining: 850

**Please ensure that all breaks in employment are accounted for at the bottom of the *'Relevant Experience'* page:**

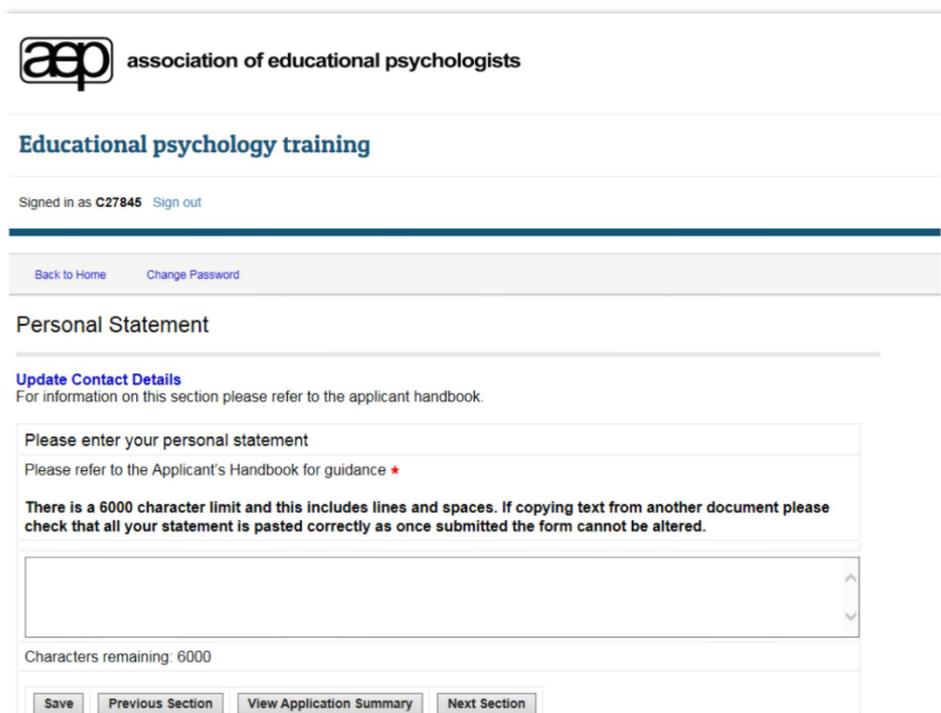
Explanation of any breaks in employment

**All breaks in employment need to be accounted for. Please use this space to explain any breaks in employment if applicable.**

Characters remaining: 3000

## Personal Statement

Your personal statement should provide additional information to support your application, including your applications of psychological theory and knowledge of the UK education system. You should write one personal statement regardless of how many universities you are applying to. Your statement can be up to 6,000 characters in length. **Any text entered over this limit will not be included in your application.** Please note that spaces and lines count as characters. Please ensure this section is saved at regular intervals (at least every 15-20 minutes) using the **'Save'** button.



The screenshot shows the AEP (Association of Educational Psychologists) website interface. At the top, the AEP logo and name are displayed. Below this, the page title is "Educational psychology training". The user is signed in as "C27845" and has a "Sign out" link. A navigation bar contains "Back to Home" and "Change Password" links. The main heading is "Personal Statement". There is a link for "Update Contact Details" with a note to refer to the applicant handbook. The form area contains instructions: "Please enter your personal statement" and "Please refer to the Applicant's Handbook for guidance". A warning states: "There is a 6000 character limit and this includes lines and spaces. If copying text from another document please check that all your statement is pasted correctly as once submitted the form cannot be altered." Below this is a large text input field. At the bottom of the form, it says "Characters remaining: 6000". Navigation buttons include "Save", "Previous Section", "View Application Summary", and "Next Section".

This section does not have to be completed in one session. We recommend you copy and paste your personal statement into this section from Microsoft Word. However, formatting such as bold, italics and underline will not show up on the application. Similarly, indents will not transfer when text is copied and pasted from Microsoft Word.

*Please note: as the AEP does not participate in the shortlisting of applicants we cannot offer guidance on how to write a personal statement. Please see the websites of the universities you wish to apply to for more information.*

## Additional Information

Information that may be inserted into this section includes the following:

- Additional information relating to overseas qualifications
- Additional information required by individual universities

**aep** association of educational psychologists

### Educational psychology training

Signed in as **C27845** [Sign out](#)

[Back to Home](#) [Change Password](#)

#### Additional Information

**Update Contact Details**  
For information on this section please refer to the applicant handbook.

Enter any additional information  
If you do not have any additional information to add, please type N/A in the text box below.

**Please note that this section is not for an extension of your personal statement. It is only to be used as specified in the Applicant Handbook.**

Characters remaining: 3000

[Save](#) [Previous Section](#) [View Application Summary](#) [Next Section](#)

## References

Here you are required to give the details of your academic and work experience referees:

**aep** association of educational psychologists

### Educational psychology training

Signed in as C27845 [Sign out](#)

[Back to Home](#) [Change Password](#)

#### References

**Update Contact Details**  
For information on this section please refer to the applicant handbook.

Before requesting your references online, please ensure that you have sought consent from your referees in advance and asked them to add the following e-mail address to their contacts: EPFT@aep.org.uk. This will prevent their log in details from being sent to junk mail folders.

**Academic Reference**

Status:	Not Yet Requested
Referee's name:	<input type="text"/> *
Job title:	<input type="text"/> *
Address:	<input type="text"/> *
	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/> *
OU Reference Number:	<input type="text"/>
Email:	<input type="text"/> *
Confirm Email:	<input type="text"/> *
	<input type="checkbox"/> This referee doesn't have an email address
Telephone:	<input type="text"/> *

Once you have contacted your referees and confirmed that they are willing to provide you with a reference, you should input their details on the reference screen.

Please ensure that you enter your referees in the correct order before clicking '**Request Reference**' i.e. academic referee under the heading '**Academic Reference**' and work experience referee under the heading '**Relevant Experience Reference**'.

Once you have clicked the '**Request Reference**' button, your referees will then be e-mailed their own login details which will allow them to submit a reference as part of your application online.

Once you have requested the reference the status on this section will change to '[Awaiting Response from Referee](#)'.

The online application system will show '**Reference received**' when a reference has been received. It is advisable to request your reference as early as possible in the process to avoid missing the reference submissions deadline (30<sup>th</sup> November 2016).

Your application cannot be submitted until the references have been added by your referees. If you do not think that your referee has received their log in details then you can them by clicking the **'Resend login details'** button.

*Please note: If your referee does not have an e-mail address we will post a hard copy of the reference form to them. Please ensure you allow extra for this as your referee will still need to return a completed copy of the form by the reference deadline.*

## Equal Opportunities Section

This section is not part of your application form and is not passed on to universities with your application. We use the information to produce national data for all course applicants and successful applicants. We also produce data for each university for their applicants and successful applicants. We send each university their set of data and national set of data after the selection process is complete. All data is anonymous so no applicant is identified. All fields are compulsory, but you can select the option 'Prefer not to answer' if you do not wish to supply us with the requested information.

The screenshot shows the AEP website interface. At the top left is the AEP logo and the text 'association of educational psychologists'. Below this is the page title 'Educational psychology training'. A user is signed in as 'C27845' with a 'Sign out' link. A navigation bar contains 'Back to Home' and 'Change Password' links. The main heading is 'Equal Opportunities Questionnaire'. Below this is a section titled 'Update Contact Details' with a note to refer to the applicant handbook. A text box explains that the questionnaire is for equal opportunities monitoring and that the information is anonymous and used for research. The form contains two sections: 'Gender' and 'Age', each with radio button options for 'Male', 'Female', '20-24', '25-29', '30-34', '35-39', '40-45', '45-49', '50-55', '55+', and 'Prefer not to answer'.

**aep** association of educational psychologists

### Educational psychology training

Signed in as **C27845** [Sign out](#)

[Back to Home](#) [Change Password](#)

#### Equal Opportunities Questionnaire

**Update Contact Details**  
For information on this section please refer to the applicant handbook.

We request that you complete this questionnaire for the purposes of equal opportunities monitoring.

The information you provide here will not be used to identify you or form any part of your application; it will only be used for research purposes and statistical analysis. Once the selection process has been completed, this statistical information will be published and provided to training providers for their own equal opportunities monitoring.

**Gender \***

<input type="radio"/> Male	<input type="radio"/> Female
<input type="radio"/> Prefer not to answer	

**Age \***

<input type="radio"/> 20-24	<input type="radio"/> 25-29
<input type="radio"/> 30-34	<input type="radio"/> 35-39
<input type="radio"/> 40-45	<input type="radio"/> 45-49
<input type="radio"/> 50-55	<input type="radio"/> 55+
<input type="radio"/> Prefer not to answer	

## Submitting your application

Once you have completed all sections of the application and your references have been submitted by your referees, the Candidate Application Summary page will show all sections as 'Complete'. Only at this stage will you be able to submit your application. When you are ready to submit your application, click on 'Review and Submit' at the foot of this page. You will then be directed the **Review Application** page.

Review Application

**Update Contact Details**

Please review your application before final submission. **Once you have submitted the application you will not be able to change it.**

I certify that all of the information given is true and accurate and I understand that any misrepresentation including false or enhanced information could lead to a training provider disqualifying my application.

I understand that once submitted I will be unable to change the details of my application. My application form and references will be forwarded to the following course centres:

- University of Birmingham (West Midlands)
- Universities of Exeter (South West)
- University of East London (SEEL)

On the **Review Application** page you will be asked to accept both statements and ensure that your application is being sent to the correct training providers.

From this page you will be able to either '**Return to Summary**' where you will be able to check through each section of your application, or '**Submit Application**'.

*Please note: Once you have submitted your application you will not be able to make any changes to it. If you choose to withdraw the application after it has been submitted you will not be able to resubmit another one in the same year.*

The **closing date** for submitting your application is on the **5<sup>th</sup> December 2016 at 5pm**. However, we advise you not to wait until the last moment to submit your application. We do not accept late applications. This includes failed attempts to submit at the last minute due to delays caused by technical problems.

## Shortlisting and interviews

You will be able to view your status online as each university is responsible to updating the outcome of all applicants on the application system. If you are invited to interview you will also be contacted directly by the university.

## Notification of Offers

Once you have submitted your application, the appearance of your home page will change. Here you will be able to view a \*.pdf file of your application and also view the status of your application at each of the universities you have selected.

It is on this page that you will be notified whether or not you have been made any offers. All offers will be made on the 29<sup>th</sup> March 2016 by 12pm. If you have not received an offer by this day then please assume that your application was unsuccessful on this occasion. If you are put onto a reserve list by a university notifying you of this is at their discretion. The AEP will be unable to comment on an applicant's position on a reserve list.

Candidate Home

[Update Contact Details](#)

Application form for entry in 2015

Applicants should be aware that we receive a large number of applications each year and are advised to submit their applications at the earliest opportunity. Applications submitted after the deadline will not be accepted. Due to the large volume of queries received during the application process, we may not be able to respond to your queries immediately. Please read through the [handbook](#) before contacting us.

You have successfully submitted an Application Form for entry in 2015.

[Download PDF](#)

Your Applications for entry in 2015

**Once you have accepted an offer, this decision is final and cannot be changed**

Course Centre:	University of Birmingham
Application Status:	<b>Application Received</b>
<a href="#">Withdraw Application</a>	<a href="#">Accept Offer</a> <a href="#">Decline Offer</a>
Course Centre:	University of Exeter
Application Status:	<b>Application Received</b>
<a href="#">Withdraw Application</a>	<a href="#">Accept Offer</a> <a href="#">Decline Offer</a>
Course Centre:	University of East London
Application Status:	<b>Application Received</b>
<a href="#">Withdraw Application</a>	<a href="#">Accept Offer</a> <a href="#">Decline Offer</a>

To accept an offer please click '**Accept Offer**'. To reject an offer please click '**Decline Offer**'.

From this page you may also cancel your application to a university by clicking '**Withdraw Application**'.

For further information on cancelling your application, please refer to '[Offers Under the EPFT Scheme](#)' in Section 5 above.

## 7. Useful Organisations

Organisation	Website
British Psychological Society	<a href="http://www.bps.org.uk">www.bps.org.uk</a>
Health & Care Professions Council	<a href="http://www.hpc-uk.org">www.hpc-uk.org</a>
National Association of Principal Educational Psychologists	<a href="http://www.napep.org">www.napep.org</a>
Association of Educational Psychologists	<a href="http://www.aep.org.uk">www.aep.org.uk</a>
Association of Child Psychologists in Private Practice	<a href="http://www.achipp.org.uk">www.achipp.org.uk</a>

## 8. (AEP) Association of Educational Psychologists

**Email:** [EPFT@aep.org.uk](mailto:EPFT@aep.org.uk)

**Telephone:** 0191 384 9512

*Support is available Monday to Friday, 9am to 5pm.*

## 9. Appendix: Reference form

### Confidential Relevant Experience Reference - RF2

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For information on completing the reference please click [here](#).

**NOTE: This reference has not yet been submitted.**

For details on how to complete this section, please refer to the Referees handbook.

**NOTE:** There is a 20 minute timeout on this form. You should save your work at regular intervals using the 'Save for Later' button at the bottom of the page. If you do not communicate with the website for 20 minutes, your information will be lost. Please note: reading and typing do not count as communication, only the use of the Save and Submit buttons do. We recommend that you type your answer to section 3 on Microsoft word and paste it into the application, so your work is retrievable in instances of system time out.

Applicant Details	
Applicant's Family Name:	Greenleaf
Applicant's First Name:	Yen
Referee Details (please amend if necessary)	
Referee's Name (100 characters):	<input type="text" value="John Smith"/>
Job title (100 characters):	<input type="text" value="Lecturer"/>
Address (50 characters): *	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode (15 characters): *	<input type="text"/>

For details on how to complete this section, please refer to the Referees handbook	
1:	
I have known the applicant for: *	<input type="radio"/> Less than 1 year <input type="radio"/> 1 to 2 years <input type="radio"/> Over 2 years
I know the applicant: *	<input type="radio"/> Casually <input type="radio"/> Fairly well <input type="radio"/> Very well
from his/her time as a: *	<input type="radio"/> Undergraduate Student <input type="radio"/> Postgraduate <input type="radio"/> Dept Staff
2:	
I rate the applicant's work performance in comparison with other psychology graduates who have worked with me as (if you are unable to compare with other psychology graduates, please consider the individual's work performance in comparison with other graduates): *	
<input type="radio"/> Upper 5% <input type="radio"/> Upper 10% <input type="radio"/> Upper 25% <input type="radio"/> Mid 50% <input type="radio"/> Lower 25%	
I estimate that the applicant would:	
Get on well with clients *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Is capable of effective team work *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be energetic and efficient *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be capable of independent work *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Be able to express him/her self in writing *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
Shows strong interpersonal skills *	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No <input type="radio"/> Unable to comment
3:	
General opinion of suitability for course and comments: *	
<b>NOTE:</b> We recommend you draft your response off-line (e.g. in Microsoft Word) and then paste it into this form.	
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	
Characters remaining: 5000	
<input type="checkbox"/> I agree that the information provided by me for the purpose of this reference is accurate to the best of my knowledge at the time of submission. I understand that the applicant will not have access to this reference without my express consent which will be sought by the Association of Educational Psychologists as and when the need arises.	
<b>NOTE:</b> You will not be able to submit your reference until you have completed all of the compulsory questions (marked with a *). Please also note that if you have not saved your work at regular intervals, the system may time out (this happens after 20 minutes if work has not been saved or submitted). If this happens, you may still be able to click on 'submit reference' <u>but your answers will not be saved</u> . If your reference has been successfully submitted, you will be taken to a screen which will confirm this. If you do not see this screen after you have submitted, please log back in to the system and complete any fields that are missing, saving your work regularly to avoid any further system time outs.	
<input type="button" value="Save for Later"/>	<input type="button" value="Submit Reference"/>



**association of educational psychologists**

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Any enquiries regarding this publication should be sent to us at [EPFT@aep.org.uk](mailto:EPFT@aep.org.uk)

This document is also available from the AEP website.

[www.aep.org.uk](http://www.aep.org.uk)