

## SG.36 COUNSELLING REFERRAL AND SUPPORT FOR STUDENTS

|                        |   |               |                |
|------------------------|---|---------------|----------------|
| APPROVED BY            | <b>STRATEGIC LEADERSHIP TEAM</b>  | VERSION       | <b>2016-v1</b> |
| REVIEW<br>STAKEHOLDERS | • DEAN  | Last reviewed | 2016           |
|                        | ▪ STUDENT ADMINISTRATION MANAGER  | Published     | December 2016  |
|                        | ▪ FINANCE OFFICER   | Review period | 3 YEARS        |
|                        |   | Next review   | 2019           |
| PURPOSE                | To set out the parameters for the provision of external professional counselling for students who encounter course content that raises personal issues. |               |                |

### 1 PURPOSE

To set out the parameters for the provision of external professional counselling for students who encounter course content that raises personal issues.

### 2 POLICY

1. A student who encounters personal issues as a direct result of participation in his or her programme, may apply to his or her Programme Coordinator or Year Group Coordinator for a referral form for external counselling.
2. Payment for counselling provided under the provision of this policy applies only to external counsellors who hold a professional membership in a counselling association.
3. A student may be funded for a maximum of three (3) subsidised counselling sessions in any calendar year.
4. The cost of these sessions is met by BTI up to the value of \$100 per session. The counsellor invoices BTI directly.
5. The sessions may not be claimed by the student as part of the 15 hours of experience as a client required for the counselling programme.
6. A copy of this policy is included with **Counselling Referral Forms**, for the information of the counsellor.
7. Following completion of the **Counselling Referral Form**, a student arranges their own appointment with their chosen counsellor.
8. Where a student and counsellor choose to continue counselling after the three sessions funded by BTI, the cost will be met by the student.