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| Online and Phone Counselling Practice – OPCP-L5Recognition of Candidate Entry Requirements |

It is important that all applicants who are accepted on to the CPCAB Online and Phone Counselling Practice qualification have the appropriate prior learning. Therefore, all centres are required to carry out an effective pre-course assessment for applicants to ensure that applicants are suitable for entry to the qualification. This form is intended to help formalise this process. Please read CPCAB’s [RPL and Entry Requirements Policy](https://www.cpcab.co.uk/public_docs/recognition-of-prior-learning-rpl-policy) before completing and signing the declaration below.

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| Centre Name:Candidate name:  I have reviewed evidence (certificates of completion/achievement) and can confirm the candidate has completed the following mandatory pre-requisite training and qualifications:

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| Level 4 Diploma in Therapeutic Counselling (TC-L4)OrEquivalent Level 4 qualification in counselling. Please name: | Y / N |
| The Open University - Online counselling: getting started | Y / N |
| The Open University - Online counselling: advancing your knowledge | Y / N |

I have examined appropriate references for this prospective candidate (where applicable):The candidate has therefore been accepted onto the course leading to the following qualification: *Level 5 Award in Online and Phone Counselling Practice – OPCP-L5*Tutor signature: ………………………………. Date: ………………………………………… |

This form should be retained for evidence and can be reviewed by the CPCAB External Verifier for audit purposes.