



University of Edinburgh / NHS (Scotland) Clinical Psychology Training Programme

Applicant Guidance

As one of the larger programmes in the UK, the University of Edinburgh/NHS (Scotland) Clinical Psychology Training Programme receives a high number of applications. This is very welcome, but managing these is a significant demand on our Administrative staff who also have many other important duties and responsibilities. We work hard to ensure that all the necessary information is provided routinely to all applicants at all stages of the process, either on the Clearing House webpages, on our website or by email.

Applicants to the Programme are therefore expected to demonstrate the following in all interactions with members of the Programme:

1. Communication:

- To be polite and professional in style and attitude in all communications with all members of the Programme team, including Administrative staff
- To respond to communication, including requests for information, in a timely and appropriate manner and without further prompting
- To raise appropriate queries at any stage, but to check carefully that any queries raised are not included in documentation that has already been sent out or is available on our website
- Not to contact Programme staff with queries that are unrelated to the selection process or Programme and which would be best addressed elsewhere (for example, information about personal travel plans and such like)

2. Organisation:

- To have all required documents ready when requested and to present/submit any documents in an organised fashion
 - If there are genuine reasons that documentation cannot be submitted on time, to advise staff of this at the earliest opportunity
- To respond to deadlines, for example to ensure relevant paperwork/documentation is submitted by deadline date
- To be well-organised in presenting documentation at interviews, and including having the necessary paperwork
- To keep a record of the preferences/information submitted as part of Stage 2

3. Interview Day

- Arrive at least 15 minutes before scheduled interview time
- To be sensitive to and respectful of other candidates during the interview day
- To respect the personal space of staff and other candidates during the interview day
- To be timely in 'preferences' discussion at interview day, recognising that other applicants may be waiting

- To respect that our feedback processes are described on our website and that managing any requests for further information creates additional work