



The Sherwood Psychotherapy Training Institute ABC Level 2 Award in Counselling Concepts - Application Form

Application Guidance Notes

Applicants are welcome to hand write or type the enclosed application form. You should ensure that all sections are completed in full and that you sign and date the declarations in section 12. Your form must be returned with your official signature. SPTI will accept an electronic paste of your signature, or you are welcome to hand sign the form. You should then submit a scanned copy of your application via email to admissions@spti.net and/or print and return your completed application directly to us at:

**Admissions, The Sherwood Psychotherapy Training Institute,
Thiskney House, 2 St James's Terrace, Nottingham, NG1 6FW**

1. Your Personal Information

We respect your privacy and are committed to protecting your personal data. Our privacy notice is available on our website at <http://spti.net/institute/privacynotice.shtml>. Our privacy notice informs you how we look after your personal data when you ask us to send you information, when you apply to join us, when you use our website, while you are a current student and after you leave us and become one of our graduate members. Our privacy notice also tells you about your privacy rights and how the law protects you. Please make sure you take the time to read and understand our privacy notice.

2. Applying to a course at The Sherwood Institute

Application to the ABC counselling Concepts course is via application accompanied by one reference. You should submit this form along with

- One course-specific Reference Request Form
<http://spti.net/Downloads/forms/A02%2018ABC%20Reference%20Form.pdf>
- Fee Payment

Full Legal Name

Your full legal name is required (including all middle names) as this is used to register you with SPTI and with ABC. This name should match your official identity documentation e.g. Passport / Birth certificate. Any subsequent changes to your legal name must be evidenced by official documentation such as a marriage certificate or deed poll change of name.

Reference Request Form

The form will need to be completed by your referee and returned to admissions. It should be submitted with the separate reference letter, produced where possible on company headed paper. Obtaining and ensuring the reference is received is the responsibility of the applicant.

Criminal Convictions

The SPTI application form requires students to declare if they have been convicted, cautioned, bound over or if applicants have a conviction pending in any respect of a criminal offence. If your answer is yes, then you are also required to complete the SPTI declaration proforma.



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- SPTI DBS01 Declaration Proforma (to be returned with the completed Application Form)
http://spti.net/Downloads/forms/DBS01_SPTI_Declaration_proforma_v2.pdf

This completed form should be submitted in a separate, named, sealed envelope marked "Strictly confidential CRRP information - FAO Programme Leader only". Please remember to include the course title.

Application Deadlines

Applications are processed on a first come, first served basis, therefore early applications are advised to avoid disappointment. Applicants should contact the Admissions Office in the first instance to confirm places are still available.

Application Processing Timescales

We aim to respond to all applications within one month of receipt, if not sooner. In cases where this is not possible, applicants will be informed accordingly.

Interviews

Interviews are offered for all programmes with the exception of the ABC Counselling Concepts course. The nature of counselling training is primarily relational and as such it is important for applicants to disclose any pre-existing relationships with SPTI staff and other applicants where known at the point of application. This provides the opportunity to address any potential implications for this and we aim to ensure that this does not provide an unnecessary barrier to recruitment. In cases of pre-existing relationships, adjustments may be suggested which could include an alternative entry point.

Offers

Acceptances of offers made are processed on a first come, first served basis. Places are secured on receipt of the required payment and written acceptance of the offer.

International Students

SPTI is not a UK Home Office registered Sponsor with approval to admit overseas students. We can only consider applications from applicants who satisfy HOME fee residential status criteria e.g. UK/EU/EEA including Switzerland.

Formatting

Our documents are available from our website in a PDF format, so you will need a suitable program to open them. If you already have a PDF reader installed, clicking on the links above will open the documents. You may prefer to right-click and choose *save target as* to download and save on your computer. You may already have a copy of Adobe® Reader®. To download a free copy try <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html> Alternatively try Foxit Reader®, also free <http://www.foxitsoftware.com/products/reader/>

If you need any more help in making your application, please do not hesitate to contact us.



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Section 1: EQUAL OPPORTUNITIES MONITORING

ABC Counselling Concepts Start Date:

The information in section 1 will be detached and stored on your records. It will not be considered as part of your application. It will be used for statistical analysis and information sharing only (see guidance note 1 – your personal information). Please note that ABC Awards require both ethnicity and date of birth as a monitor of Equal Opportunities. The Data collected will only be used for the purpose for which it was been collected and personal information will not be disclosed to any unauthorised person or body.

Please enter your name below

How would you describe your ethnicity?

Please tick the appropriate category

(If using a word version of this form, you can copy and paste the tick symbol above)

White <input type="checkbox"/> White <input type="checkbox"/> Gypsy or Traveller		Mixed <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Asian <input type="checkbox"/> Other mixed background	
Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other			
Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian		Chinese <input type="checkbox"/> Chinese <input type="checkbox"/> Other Asian	Arab <input type="checkbox"/> Arab
Other <input type="checkbox"/> Other Ethnic background <input type="checkbox"/> Not Known		Ethnicity Information Refused <input type="checkbox"/> Information refused	

If these categories seem inappropriate or inadequate to you, how would you wish to describe yourself?

Gender

Please confirm your gender:



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Section 2: Course Application

ABC Counselling Concepts Start Date:

Section 3: Personal Information

Full Legal Name <i>(Passport/Birth Cert. name)</i>	<i>(Please note: this name will be used for official certificates and should include all middle names)</i>		
Informal Name <i>(To be used for correspondence, Moodle & email account)</i>	Title <i>(e.g. Dr/Mr/Mrs/Miss/Ms)</i>		
Previous names <i>(Any name changes)</i>	Date of Birth		
Address			
Postcode			
Home Telephone	Mobile Telephone		
Email address			
Where did you hear about us?	Info Evening Date Attended		

Section 4: Please provide brief details of your qualifications (School / College / Adult / Counselling)

Organisation Name, Address & Postcode	Start MM/YY	End MM/YY	Subjects	Level e.g. GCSE, A level, BTech	Grade	MM/YY Passed

Section 5: Please provide brief details of your work/voluntary experience

Organisation Name & Address	Nature of work	Paid / Voluntary	Date From	Date to



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Section 6: What has motivated you to apply for this course?

Please either tick below or give brief written description of your reasons

- I am interested in the subject
- For work (continued professional development)
- To enhance my verbal and communication skills at work/voluntary work
- To enhance my verbal and communication skills (personal)
- I want to find out about counselling with a view to train as a counsellor/therapist
- To gain a level 2 qualification
- Other reason (*please specify*)

Section 7: Referee

We require one supporting reference provided from an impartial source (not friends or relations) Potential referees can include:

- Employer (current or former)
- Work colleague / peer
- Voluntary work peer (School/Charity/Organisation/Church)
- Previous educational establishment

Please take responsibility for forwarding the Reference Request Form to your chosen referee asking them to return the completed form together with letter of reference directly to Admissions as soon as possible.

Reference enclosed with application

Reference to follow (*See Referee Details*)

Referee Details

Name		Job Title	
Organisation			
Address			
Relationship to applicant		Length of time known	
Email		Telephone	

Section 8: Disability

Do you consider yourself to have a disability and/or learning difficulty? Please tick all that apply (this will enable us to make reasonable adjustments).

No If no known disability, proceed to section 14

Yes If yes please tick any of the following that apply and include further information below

<input type="checkbox"/> A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	
<input type="checkbox"/> A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	
<input type="checkbox"/> A long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	
<input type="checkbox"/> A mental health condition, such as depression, schizophrenia or anxiety disorder	
<input type="checkbox"/> A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches	
<input type="checkbox"/> Please tick if unable to use stairs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> You are Deaf or have a serious hearing impairment	
<input type="checkbox"/> You are Blind or have a serious visual impairment uncorrected by glasses	
<input type="checkbox"/> A disability, impairment or medical condition that is not listed above. Please provide more information below.	

Further information:

Have you undertaken a formal assessment? Please tick.

Yes **No** (This may be requested to support reasonable adjustments)



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Section 9: Criminal Convictions

Have you ever been convicted, cautioned, bound over or do you have a conviction pending in any respect of any criminal offence? **Yes** **No**

If **YES**: Applicants are required to obtain and complete a separate form "DBS01 Written Statement Regarding Declaration of Criminal Convictions". This document forms part of the SPTI CRRP pack and should be requested from the Admissions Office directly or can be downloaded from the Application page of the SPTI website <http://www.spti.net/training/application.shtml>. This completed form should be submitted in a separate, named, sealed envelope marked "Strictly confidential CRRP information - FAO Programme Leader only". Please remember to include the course title.

Note:

1. Disclosure of a criminal record does not automatically debar applicants from consideration. The offence will only be taken into account if it is considered to be one that would make the applicant unsuitable for the type of training for which they have applied.
2. The information provided will be treated as strictly confidential and will be considered only in relation to this application for training.
3. Applicants progressing to our MSc and BSc Psychotherapy and Counselling programmes will be required to make a full disclosure during the application and interview process and SPTI will require them to undertake DBS checks if offered a place.
4. The responsibility to disclose a criminal record rests with the applicant.

Section 10: Payment

Fees: Please note that in order to secure your place, the full fee payment of **£350** must be **(paid as soon as possible and prior to the course commencement)** as places are allocated on a first come, first served basis. **In case of withdrawal two weeks or more prior to the course commencement, a refund will be made, minus an administration fee of £20.**

If withdrawal is made subsequently, students are then liable for the full amount of £350.

Current fee valid until 1st September 2019

£350 via cash* / cheque*

Please make cheques payable to **SC&P** Please **do not send cash** in the post. Cash can only be accepted as the full correct amount in person at Thiskney House during office hours.
*Please delete as applicable

£350 via bank transfer

NATWEST, 134 Front St, Arnold,
Sort code: **54-21-51**
Account Number: **30516935**
(Please include Surname, Forename and ABC as the payment reference)

£350 via invoice

I have enclosed my authorised Fee Payment Invoice form (**available separately**) with full payment details of my employer / sponsor who will be responsible for the payment of my fees

Section 11: Communication and Marketing

We may send you marketing information about SPTI courses, programmes and events. These may be similar or related to those on to which you are enrolled pursuant to this application and will be sent via email. For example this may include dates for similar courses or information regarding other training and progression opportunities.

If you agree to be contacted in this way, please tick the box below:

I agree to be contacted by Email

Section 12: Declarations (Please sign your official signature – typed names are not accepted)

By signing below, you are declaring that the information included within this application is a true and accurate record

Signed:

Date:

I confirm that I have read and understood the SPTI privacy notice

<http://spti.net/institute/privacynotice.shtml>

Signed:

Date: