



The Sherwood Psychotherapy Training Institute

SPTI Course Application Form

Application Guidance Notes

Further information regarding the application process is available from our SPTI website via this link <http://spti.net/training/application.shtml>

Applicants are welcome to hand write or type the enclosed application form and you should ensure that all sections are completed in full and that you sign and date the declarations in section 16. 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. Data Protection

You (the applicant) are advised that by submitting this application form, you are consenting to SPTI (The Sherwood Psychotherapy Training Institute) to use the information you have provided along with any subsequent information (including email/enrolment forms/ documentation from the student handbook) for purposes laid out within the Student Privacy Statement (attached for reference).

We will use the personal information you provide to us (including where necessary sensitive personal information relating to your race or ethnic origin, political opinions or religious beliefs, physical or mental health or condition, sexual history or orientation, commission or alleged commission of any offence and any related court proceedings (in order to access DBS checks necessary for counselling work with vulnerable adults (students on placement)):

- for enrolment and assessment purposes, equal opportunities and diversity monitoring-statistical analysis of student demographics, access to student finance, annual audit of finances required as part of course designation process, allocation of resources (e.g. disability information to make reasonable adjustments and for bursary applications);
- to supply the Programme to you;
- to process your payment for the Programme; and
- to give you information about similar training opportunities and workshops that we provide, but you may stop receiving this at any time by contacting us.

We may share your personal information, including sensitive personal information, with HESA (subject to the terms of the HESA student collection notice at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>) and Student Finance England (subject to the terms of the Student Finance data processing information at <http://www.slc.co.uk/students/student-finance-england/dataprotection.aspx>), with validating bodies such as Staffordshire University (subject to the terms of the Staffordshire University privacy statement notice at <http://www.staffs.ac.uk/legal/privacy/>) and with East Midland Shared Services (DBS Umbrella organisation) <http://emss.org.uk/privacy-notice/>

We will only give your personal information and sensitive personal information to other third parties where the law either requires or allows us to do so.



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2. Applying to a course at The Sherwood Institute

Selection is via application form, references and a personal interview. If you have chosen a training programme and wish to make an application, you will need:

- One **Application Form** which includes the SPTI Equal Opportunities Monitoring Form http://spti.net/Downloads/forms/A01_SPTI_AF.pdf
- Two **Reference Request Forms** <http://spti.net/Downloads/forms/SPTI-ReferenceForm.pdf>
- If you are applying for the **Foundation Access Course**, a course-specific reference is required http://spti.net/Downloads/forms/A02_FAC_SPTI_Ref_Form.pdf
- In the case of potential APL's (Accredited prior learning), please refer to the <http://spti.net/training/part-way.shtm> for further guidance. We also recommend that you book onto an information day to meet with the Programme Leader and to discuss your circumstances.

The information listed below detailing how the admissions process works, forms part of the formal SPTI Admissions Policy. A copy of the full policy can be downloaded via the following link http://spti.net/Downloads/documents/SPTI_Admissions_Policy_Feb2016%20Final.pdf

Full Legal Name

Your full legal name is required (including all middle names) as this is used to register you with SPTI and also the validating University for BSc & MSc students. This name must 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 Forms

Forms will need to be completed by each of your two referees, and returned to admissions. They should be submitted with the separate reference letter, produced where possible on company headed paper. Obtaining and ensuring references are received is the responsibility of the applicant.

DBS Checks

(Disclosure and Barring Service - formerly CRB checking) - All MSc and BSc students are required to undertake a DBS check at enrolment (£59) and also to register for the Annual Update Service (currently £13 annually).

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.

- SPTI DBS01 Declaration Proforma (to be returned with the completed Application Form) http://spti.net/Downloads/forms/DBS01_SPTI_Declaration_proforma_v2.pdf
- SPTI Statement on the Recruitment of students declaring a relevant criminal conviction http://spti.net/Downloads/documents/SPTI_DB_S_Policy_Statement_Recruitmentv02_FEB15_FINAL.pdf
- SPTI Policy and Procedure on the Monitoring of Criminal Records of Trainees http://spti.net/Downloads/documents/SPTI_DB_S_Policy_Applicant%20copy_Feb2015_FINAL.pdf



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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. For applicants selected for interview, the interviews usually last between 30-45 minutes and are usually with the programme leader. The nature of psychotherapy training is primarily relational and as such it is important for applicants to disclose any pre-existing relationships with SPTI staff and/or members (and other applicants where known) at the point of application and interview. This provides the opportunity to address any potential implications for this at the interview stage 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 or in some cases an alternative programme of study. During the interview, you will be asked to confirm if you have any criminal convictions.

Offers

Offers are made following successful interview. Applicants to SPTI clinical training programmes (BSc & MSc) are reminded that all offers are subject to a satisfactory criminal record check by obtaining an adult enhanced DBS Certificate. Acceptances of offers made are processed on a first come, first served basis. Places are secured on receipt of the required deposit and written acceptance of the offer.

Deposits

Deposits are required to secure student places. The deposit is non-refundable and is deducted from the tuition fee amount.

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 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

Please tick or highlight your chosen course:

- BSc (Hons) in Counselling & Psychotherapy (**BACP**)
- MSc in Integrative Psychotherapy (**UKCP**)
- MSc in Person-Centred & Experiential Psychotherapy (**UKCP**)
- SPTI Diploma in Clinical Supervision

Academic Year of Entry

- 2018/19**
- 2019/20**

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 – data protection)

Please enter your name below

How would you describe ethnicity/race?

The classifications below are provided from HESA (Higher Education Statistics Agency).

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 (10) <input type="checkbox"/> Gypsy or Traveller (15)		Mixed <input type="checkbox"/> White & Black Caribbean (41) <input type="checkbox"/> White & Black African (42) <input type="checkbox"/> White & Black Asian (43) <input type="checkbox"/> Other mixed background (49)	
Black or Black British <input type="checkbox"/> Caribbean (21) <input type="checkbox"/> African (22) <input type="checkbox"/> Other (29)			
Asian or Asian British <input type="checkbox"/> Indian (31) <input type="checkbox"/> Pakistani (32) <input type="checkbox"/> Bangladeshi (33) <input type="checkbox"/> Other Asian (39)		Chinese <input type="checkbox"/> Chinese (34) <input type="checkbox"/> Other Asian (39)	Arab <input type="checkbox"/> Arab (50)
Other <input type="checkbox"/> Other Ethnic background (80) <input type="checkbox"/> Not Known (90)		Ethnicity Information Refused <input type="checkbox"/> Information refused (98)	

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

How would you describe your sexual orientation?

- | | | |
|--|---|---|
| <input type="checkbox"/> Bisexual (01) | <input type="checkbox"/> Gay woman / Lesbian (03) | <input type="checkbox"/> Other (05) |
| <input type="checkbox"/> Gay Man (02) | <input type="checkbox"/> Heterosexual (04) | <input type="checkbox"/> Information refused (98) |

Gender Identity

- Is your gender identity the same as originally assigned to you at birth?
- Yes (01) No (02)
- Gender ID Information Refused (98)

Would you describe yourself as a practising member of any of the following religions?

- | | |
|---|---|
| <input type="checkbox"/> No Religion (01) | <input type="checkbox"/> Muslim (12) |
| <input type="checkbox"/> Buddhist (02) | <input type="checkbox"/> Sikh (13) |
| <input type="checkbox"/> Christian (03) | <input type="checkbox"/> Spiritual (14) |
| <input type="checkbox"/> Hindu (10) | <input type="checkbox"/> Any other Religion/Belief (80) |
| <input type="checkbox"/> Jewish (11) | <input type="checkbox"/> Info Refused (98) |

Do you feel discriminated against in the application procedures for this course?

Yes No If **Yes**, in what way?
 If necessary, please continue on a separate sheet



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Section 2: Course Application

Please tick or **highlight** your chosen course & Year of Entry:

- BSc (Hons) in Counselling & Psychotherapy (BACP accredited)
- MSc in Integrative Psychotherapy (UKCP)
- MSc in Person-Centred and Experiential Psychotherapy (UKCP)
- Diploma in Clinical Supervision (SPTI)

Academic Year of Entry

2018/19

2019/20

I have enclosed my completed APL (Accredited Prior Learning) form to apply for direct entry into Year 2 Year 3

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 must 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	Please confirm your Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	
Postcode			
Home Telephone	Mobile Telephone		
Email address			
Where did you hear about us?	Info Day Date Attended		

Section 4: Counselling Qualifications (include any courses you have yet to complete)

Organisation Name, Address & Postcode	Start	End	Subject	Level	Grade	MM/YY Passed

Section 5: Higher Education Qualifications (Level 4 / Undergraduate and above)

Organisation Name, Address & Postcode	Start	End	Subject	Level	Grade	MM/YY Passed



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Section 6: Other Qualifications (School / College / Adult)

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

Section 7: English Language Qualifications

Is English your First Language?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If English is not your first language please provide details of your English Language qualifications		
English Lang Qual.	IELTS	TOEFL	OTHER (Please specify)	
Grade/Level/Score				
Date Passed				

Section 8: Professional Experience

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



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Section 9: Other Experience

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

Section 10: Have you received counselling or psychotherapy

Yes No (If Yes, please provide details)

Section 11: Referees

We require two supporting references. Please take responsibility for forwarding the Reference Request Form to your chosen referees requesting them to return the completed forms together with letters of reference directly to Admissions as soon as possible.

The first reference should ideally be from your current/most recent employer and/or academic institution; Ideally the referee will have known you for at least two years. The second reference can be from another source. Please note that references from family members and friends are not usually acceptable. Both references should be provided on **headed paper**, be signed by the referee and returned to the Sherwood Institute together with a reference front sheet. References should clearly state the full legal name of the applicant.

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





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Section 12: Personal Statement

a) Please describe your reasons for wanting to embark on this course at this time in your life
(Please continue on a separate sheet if necessary)

b) Please describe personal strengths and attributes which you believe will assist you in relation to your selected programme of study, together with any personal limitations and/or characteristics you believe may impede you.
(Please continue on a separate sheet if necessary)



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c) Please outline ways in which you believe the psychotherapy/counselling approach you have decided to apply to study relates to your own personality and experience. Do not hesitate to comment on any areas of 'conflict' as well as those of 'fit'.

Please note; you are not expected to know a vast amount about the approach, and it is expected that your comments will reflect your current understanding. This question reflects our belief that the 'fit' between the person and the core theoretical approach is important in training.

(Please continue on a separate sheet if necessary)

Section 13: Disability

Do you consider yourself to have a disability and/or learning difficulty? Please tick all that apply (The classifications below are provided from HESA (Higher Education Statistics Agency)).

No	<input type="checkbox"/> If no known disability, proceed to section 14	00
Yes	<input type="checkbox"/> 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	51
<input type="checkbox"/>	A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	53
<input type="checkbox"/>	A long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	54
<input type="checkbox"/>	A mental health condition, such as depression, schizophrenia or anxiety disorder	55
<input type="checkbox"/>	A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches	56
<input type="checkbox"/>	Please tick if unable to use stairs	
<input type="checkbox"/>	You are Deaf or have a serious hearing impairment	57
<input type="checkbox"/>	You are Blind or have a serious visual impairment uncorrected by glasses	58
<input type="checkbox"/>	A disability, impairment or medical condition that is not listed above. Please provide more information below, or on a separate sheet	96

Further information:

Have you undertaken a formal assessment? Please tick.

Yes **No** (This may be requested if successful at interview to support reasonable adjustments)

SPTI applies annually to HEFCE for Specific Course Designation for MSc and BSc programmes. If awarded this means that DSA (Disabled Students Allowance) support is available to students with qualifying disabilities – See our FAQ's for more Information). More details can be found here: <https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim>



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Section 14: Nationality / Residency

Country of Birth		Country of permanent residence	
Legal Nationality			
Do you have a UK Passport? <input type="checkbox"/> Yes <input type="checkbox"/> No If no , which country issued your passport?			Please include copies of all non-UK passports (front as well as the photo ID page)
Do you have the right to reside (live) in the UK without restriction?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been ordinarily resident in the UK/EU/EEA for the past three years for the purpose other than study ? If no , please list the countries you have lived in.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
How do you intend to finance your tuition fees?			
<input type="checkbox"/> Self-Financing <input type="checkbox"/> Student Loan (subject to HEFCE course designation approval for 2018-19) <input type="checkbox"/> Professional Career Development Loan (PCDL) <input type="checkbox"/> Employer/Sponsor <input type="checkbox"/> Other (<i>provide details</i>)			

Section 15: Criminal Convictions (Including DBS - Disclosure & Barring Service - formerly CRB)

Have you ever been convicted, cautioned, bound over or do you have a conviction pending in any respect of any criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>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 “<i>Strictly confidential CRRP information - FAO Programme Leader only</i>”. Please remember to include the course title.</p>		
<p>Note:</p> <ol style="list-style-type: none"> Applicants are advised under the provision of the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975 and the Police Act 1997 that a person should declare ALL convictions where working with vulnerable adults or children. 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. The information provided will be treated as strictly confidential and will be considered only in relation to this application for training. Applicants to our MSc and BSc Psychotherapy and Counselling programmes are advised that they will be required to make a full disclosure during the application and interview process and that SPTI will require them to undertake DBS checks if offered a place. The responsibility to disclose a criminal record rests with the applicant. Applicants who fail to disclose a conviction and whose subsequent DBS check reveals undisclosed convictions, cautions, reprimands and/or warnings may have their offer withdrawn, or their registration terminated. 		

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 the Student Privacy Statement attached to this form and I consent to handling and processing of personal data about me in respect of my application, for admission, as a student if successful and after completion of my course	
Signed:	Date: