

# Karuna Institute

## Application Pack 2010

### MA Programme

**Two-year Post Qualification MA in Mindfulness Based Psychotherapeutic Practice :  
Continuing Professional Development (CPD) Course**

**Venue: Karuna Institute, Devon**

## Index

**The Application Pack comprises the following documents:**

Application Information, including Details of Course, Eligibility, Dates and Costs

Application Form

Equal Opportunities Monitoring Form

Sample copy Training Contract (*for information purposes only*)

**Please ensure that everything is returned, complete in all respects.**

*You will be required to sign an original Training Contract as and when an offer is made.*

**Please ensure that everything is returned, complete in all respects.**

**NB You must complete the MA Registration Form (with equal opportunities questions), which is sent to Middlesex University AND the separate Equal Opportunities Form which is sent to UKCP.**

**Karuna Institute**  
**MA Programme**  
**Two-year Post Qualification MA in Mindfulness Based Psychotherapeutic Practice**  
**Application Information and Procedure**  
**2010 Intake**

**Post-Qualification MA in Mindfulness Based Psychotherapeutic Practice at Karuna**

Two-year Training leading to an MA with the Middlesex University.

If the Trainee wishes to progress to Register with UKCP as a Core Process Psychotherapist, a further Clinical Year is required and fulfilment of all Core Process Psychotherapy accreditation requirements.

**Eligibility:** This course is intended for already qualified practitioners who have at least three years post qualification experience working one to one with clients. Please refer to the entry requirements below.

1. **Course fee:** £14,400 (to include all residential costs) Deposit: £2,000  
**Clinical year:** The amount applicable when joining (currently £3,000 for 2010/2011)

**Dates for Course starting 2010 (Module 1):**

- 2010** Sunday 24 October – Friday 29 October 2010  
Sunday 5 December – Friday 10 December 2010  
**2011** Sunday 30 January – Friday 4 February 2011  
Sunday 17 April – Friday 22 April 2011  
Sunday 19 June – Friday 24 June 2011

**(Module 2):**

- 2011** Sunday 18 September – Friday 23 October 2011  
Sunday 20 November – Friday 25 November 2011  
**2012** Sunday 15 January – Friday 20 January 2012  
Sunday 18 March – Friday 23 March 2012  
Sunday 13 May – Friday 18 May 2012

1. **Entry Requirements for Post-Qualification**

- i) To have done a Training, in length and depth equivalent to Years 1-3 of Karuna Institute Four Year Professional Training, in working with people individually, physically, psychologically or spiritually
- ii) To have had three years' experience working as a practitioner with clients in a physical, psychological or spiritual discipline
- iii) To be able to demonstrate capacity to have mental, physical and spiritual stamina to complete this Training
- iv) To have completed one year of one-to-one personal psychotherapy
- v) Places on the training are subject to a CRB check

3. **Assessment Criteria**

- Commitment to a contemplative approach to psychotherapy
- Commitment to your own personal growth and development and sense of enquiry
- Developmental maturity and stability

- An understanding of the concept of personal process
- An ability to be present for arising personal process
- Potential for respect, warmth and compassion in interpersonal interaction and relationship
- Ability to learn from life experience
- Good communication skills
- Ability to maintain focused attention
- Ability to function co-operatively in a group setting with awareness and sensitivity

### 3. **Application Procedure for all Professional Trainings**

Completion and submission of the following:

- Application form
- CV
- References as detailed in Application form  
(NB: references to be included with application)
- Completed Equal Opportunities form
- Completed MA Application Form
- £80 administration fee (cheques to be made out to Karuna Teachings Limited)

### 4. **Additional submissions**

- Copy of Accreditation Certificate or Membership of Professional Organisation
- Copy of Professional Insurance if appropriate
- Portfolio evidencing entry requirements

NB: Your application should be sent to Jacqui Aplin, The Administrator, Karuna Institute, Natsworthy Manor, Widecombe, Newton Abbot, Devon TQ13 7TR.

#### 1. **What happens next:**

Following receipt of a complete application you will receive:

- Acknowledgement of receipt of your application
- Interview date with Karuna Institute senior staff member(s) in Devon

#### 2. **A place offer**

A successful outcome results in a place being offered in writing, when you will be sent a Training contract and invoice for Training fees

#### 3. **Acceptance of the offer**

The offer is to be accepted in writing and sent together with the signed and dated Training Contract and deposit for Year 1 of the Training, and the white copy of the training fees invoice signed and dated. Progression through the Training is ratified at the Assessment Boards at the end of each year. The final decision to progress is held by the Year Tutors, Director and External Academic Assessor.

#### 4. **Confirmation of your place**

Upon receipt of these, your place will be confirmed in writing. During July or August you will receive a course pack.

**Karuna Institute Policy Statement on Equal Opportunities**

The Karuna Institute, in keeping with its Buddhist roots and cross cultural perspective, values diversity and is continually striving to address both direct and indirect discrimination, whether by reason of race, gender, class, age, spiritual or faith orientation, disability or sexual orientation. The Institute is continually aiming to improve its procedure and systems in this area. To help us implement this commitment, please complete the questionnaire and return this form the Institute.

# Karuna Institute

## Application Form

### MA Programme

### Two-year Post Qualification MA in Mindfulness Based Psychotherapeutic Practice

If any answers need more space please attach on plain paper as necessary.

**Name:** .....

**Address:** .....

.....

.....

..... **Post code:** .....

**Home Tel:** .....

**Work Tel:** .....

**Fax No:** .....

**Mobile No:** .....

**Email:** .....

**Photo (please attach a passport sized photo to the area above)**

**Occupation:** .....

**Age:** ..... **Date of birth:** ..... **Gender:** M / F (*please circle*)

**Family/Relationships:** (single/married/partnered, children)

.....

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.....

.....

**Person(s) to be contacted in the event of an emergency** (NB: If you are applying from overseas, you may like to give two contacts – one in the UK and one in your country of origin):

.....

.....

.....

**Formal Education: Education, Degrees and Trainings:**

Degrees/Certificates

Completion date

Length of Training  
(hours/months/years)

.....

.....

.....

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.....

**Professional Qualifications:**

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**Please enclose comprehensive CV detailing further education and relevant work and life experience.**

**Health:** Please indicate here if you have any health conditions or disabilities which may impact on your participation in the Training.

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**Criminal Convictions:** Please give details of any criminal convictions you have.

.....  
.....  
.....

**Sex Offenders' Register:** Are you on any List or Register of Sex Offenders? If so please give details:

.....  
.....

**Criminal Record Bureau:** A current Criminal Record Bureau report is required to be conducted on you. Whilst disclosure of any result may not prevent you from being accepted onto the training, this report is required prior to you commencing the training. If you have any current reports please submit copies with this application. Irrespective of provision of such reports, we will conduct a check and the cost of such will be your responsibility. It is a condition of your application that you will be responsible for the cost of such a check. In completing this application form you are agreeing that you will be responsible for the cost of this report.

The Training Contract contains an agreement by you to be responsible for the costs involved.

**References:** Please **ENCLOSE** two references, one of which is from someone who knows you well (but not a partner or relative), one who knows you in a work capacity. Please also LIST the names of your referees below:

Referee A

Name:.....

Relationship to Applicant: (friend/boss etc.).....

Address: .....

..... Postcode: .....

Telephone No: ..... Email: .....

Referee B

Name:.....

Relationship to Applicant: (friend/boss etc.).....

Address: .....

..... Postcode: .....

Telephone No: ..... Email: .....

## Equal Opportunities Form

Please complete the Equal Opportunities form sent to you with the application pack and return to the Institute.

Please tick the method you are using.

- I have enclosed my completed Equal Opportunities Form with my application.
- I am sending my Equal Opportunities form separately

## How did you hear about the Karuna Institute?

Please tick as applicable:

- Web search engine (please specify) .....
- Link on another website (please specify) .....
- Recommendation
- From Karuna email
- Press article (please specify) .....
- TV programme (please specify) .....
- Advertisement in:
  - Healthcare Counselling and Psychotherapy Journal
  - BACP Therapy Today
  - BACP Training Directory
  - Fulcrum
  - Other (please specify) .....

**Please return this form, together with payment to :**  
**Jacqui Aplin, The Administrator,**  
**Karuna Institute, Natsworthy Manor, Widecombe-in-the-Moor, Nr. Newton Abbot,**  
**Devon TQ13 7TR**

## Course Booking Conditions

1. I understand and accept that once I have been accepted for the Training, my place will not be confirmed until I have paid the required deposit and sent in the completed documents as detailed.
2. The full annual fee is due to be paid before the commencement of each year's training.
3. If I withdraw before the start of the Course, my deposit is non refundable if my place cannot be filled. If a deposit is refunded, a £100 administration fee will be deducted.
4. If I withdraw from the Training after the start of the Training year I am required to complete all the payments required for that year.
5. All instalment payments made during the Training period are non-refundable.
6. I am committing to the entire Training and the fees as published. I am able to fulfil any existing financial commitments and to commit to the total cost of the Training.
7. I have read the Karuna Institute's Equal Opportunities Policy Statement.
8. I have completed the Equal Opportunities form and enclose it with my application/**or** confirm that I will send separately to Karuna\*
9. I enclose with this application form all documentation as requested in the Application Information and Application Questions sheets, along with the application fee of £80.
10. I acknowledge that if any items are missing my application will be returned to me for completion.

I wish to enrol on the Professional Training in Core Process Psychotherapy and I enclose my non-refundable application fee of £80. I understand that the full fee for the Professional Training is £..... *(please complete)*.

**I understand that a standard or enhanced disclosure check will be sought in the event of my application being successful and that the cost for this will be my responsibility and become payable immediately.**

Upon the offer of a place on the course, a non-refundable deposit of £..... *(please complete)* will become due. Confirmation of a place cannot be made until the deposit has been received. I accept the Course Booking Conditions received with this form.

Signed:.....

Date:.....

### Data protection:

Please note that if you are accepted onto a Karuna Institute Course, your contact details will be distributed on a participant list prior to the start date, but only to students and Training Staff. We NEVER release details of our students to outside organisations or individuals without their permission to do so.

### **Race and Ethnicity Monitoring**

This Race and Ethnicity Monitoring information is required by Middlesex University for its records. Please tick one of the following to describe your race and ethnicity:

#### **White**

- English
- Scottish
- Irish
- Welsh
- Any other White background, please state \_\_\_\_\_

#### **Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please state \_\_\_\_\_

#### **Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please state \_\_\_\_\_

#### **Black or Black British**

- Caribbean
- African
- Any other Black background, please state \_\_\_\_\_

#### **Chinese or other ethnic group**

- Chinese
- Other, please state \_\_\_\_\_

I wish to enrol on the MA Programme. I understand the total fee is £..... (*please insert*) and the deposit of £.....(*please insert*) is payable on acceptance of my offer of a place on the course. I accept that my place will only be confirmed when this has been paid. Payment must be received in accordance with letter of offer and before the course commences. I accept the Registration Conditions enclosed with this pack.

Signed: ..... Date: .....

**Please return to: Karuna Institute, Natsworthy Manor, Widecombe-in-the-Moor, Nr. Newton Abbot, Devon TQ13 7TR**

**Karuna Institute**  
**Application Form for MA Programme**  
**Two-year Post Qualification MA in Mindfulness Based Psychotherapeutic Practice**

***This completed form MUST accompany your application***

Name: .....

Address: .....

..... Post code: .....

Telephone No: ..... Work No: .....

Mobile No: ..... E-mail address: .....

Date of Birth: ..... Gender: Male / Female (*please circle*)

4 Year Training Interview date (if known): .....

Academic qualifications:

First degree held (name): .....

Awarding Institution: ..... Date: .....

Other qualifications:

..... Date: .....

..... Date: .....

..... Date: .....

Vocational experience:

..... Date: .....

..... Date: .....

..... Date: .....

Start Date for MA: ..... Anticipated completion date (usually 6 years): .....

Highest Qualification upon entry: .....

(continued...)

## Race and Ethnicity Monitoring

This Race and Ethnicity Monitoring information is required by Middlesex University for its records. Please tick one of the following to describe your race and ethnicity:

### White

- English
- Scottish
- Irish
- Welsh
- Any other White background, please state \_\_\_\_\_

### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please state \_\_\_\_\_

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please state \_\_\_\_\_

### Black or Black British

- Caribbean
- African
- Any other Black background, please state \_\_\_\_\_

### Chinese or other ethnic group

- Chinese
- Other, please state \_\_\_\_\_

Signed: ..... Date: .....

**Please return to: Jacqui Aplin, The Administrator, Karuna Institute, Natsworthy Manor, Widecombe-in-the-Moor, Devon TQ13 7TR**

# Karuna Institute

## Equal Opportunities Monitoring Form (PQMA)

The Karuna Institute, in keeping with its Buddhist roots and cross cultural perspective, values diversity and is continually striving to address both direct and indirect discrimination, whether by reason of race, gender, class, age, spiritual or faith orientation, disability or sexual orientation. The Institute is continually aiming to improve its procedure and systems in this area. To help us implement this commitment, please complete the following questionnaire and return this form to the Institute.

### Personal Details of Applicant

- 1) **Age:**        26-30             31-40             41-50             51+
- 2) **Gender:**    Female             Male
- 3) **Race and Ethnicity:**

Please tick one of the following:

#### White

- English  
 Scottish  
 Irish  
 Welsh  
 Any other White background, please state \_\_\_\_\_

#### Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background, please state \_\_\_\_\_

#### Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background, please state \_\_\_\_\_

#### Black or Black British

- Caribbean  
 African  
 Any other Black background, please state \_\_\_\_\_

**Chinese or other ethnic group**

- Chinese
- Other, please state \_\_\_\_\_

4) **Disability:**

- a) Do you consider yourself to have a disability?  
 Yes       No
- b) If yes, how would you describe your disability?  
  
\_\_\_\_\_
- c) Are you on any any disability register?  
 Yes       No
- d) If you have a disability, have you disclosed this to Karuna?  
 Yes       No

5) **Sexual Orientation:**

Would you describe yourself as:

- Bisexual
- Gay
- Heterosexual
- Lesbian

6) **Religion or Spiritual Belief:**

- Buddhist       Moslem
- Christian       Sikh
- Hindu       Atheist
- Jewish       Agnostic
- Humanist       Other – please specify \_\_\_\_\_

7) **Please indicate where you live:**

- London       Yorkshire and the Humber
- North East       Wales
- West Midlands       Scotland
- East Midlands       Ireland
- North West       Europe
- South West       Overseas
- South East

Please return this form, **unsigned**, to:

**Karuna Institute, Natsworthy Manor, Widecombe-in-the-Moor, Nr. Newton Abbot, Devon  
TQ13 7TR**

## Support and help in paying your fees

**Karuna Fees are payable annually at the commencement of the training year. There are a number of ways in which the student can pay the fees. Below are some organisations who may be able to provide assistance.**

### **Career Development Loan**

The Government in partnership with 3 high street banks provide a Loan Scheme. This provides a loan of 80% (£300 - £10,000 maximum) of the fees and repayments can be spread over an extended period. But in addition re-payments are not started until after 2 years. In our case being a work based course this period is extended by up to 17 months. You will need to contact the CDL Information Line (Tel: 0800 585505: [www.direct.gov.uk/pcdl](http://www.direct.gov.uk/pcdl)) and ask for an application pack. At the same time it is essential to keep Michelle Davey, Student Finance Officer, informed as the banks need to confirm details with Karuna.

Payments are made to Karuna and will be set against your annual fee.

### **Karuna Financial Plan**

If you are not able to pay the fee in full then you may be able to use our Financial Plan which allows you to make payments upon a monthly basis, by standing order. Payments will be spread over 33 months with the payment from your bank being made on the 10<sup>th</sup> of each month. If opting for this method, the Student Finance Officer will send to you a standing order mandate which you need to complete with your bank details and give to your bank. The amount will be calculated for you. A nominal 5% is charged.

### **Payments including CARDEX - Payments by Credit/Debit Card**

Payments may be made **either** by sterling banker's draft, made out to Karuna Teachings Limited; by sterling cheque, drawn on a UK Bank made out to Karuna Teachings Limited or by debit/credit card using the CARDEX system. Payment by credit card **currently** incurs a 3% charge per payment: these must be paid by the date given by Karuna's Student Finance Officer and before the course starts. If you decide to pay by debit/credit card then it is your responsibility to contact Michelle Davey, the Student Finance Officer, in order that she can process the payment(s)

### **The Clinical Year**

Upon applying to join the Clinical Year a deposit must be paid to confirm your place and the balance of the fee can either then paid at the commencement of the year or by 8 monthly standing order payments payable on the 10<sup>th</sup> of each month.

### **Charitable Trusts**

Some trusts will support student training by the provision of a grant. An organisation, EGAS (Educational Grants Advisory Service) will provide help in identifying appropriate charities. But students must contact them individually to obtain a Student Questionnaire tel: 0202 7254 6251, or email [egas.enquiry@fwa.org.uk](mailto:egas.enquiry@fwa.org.uk) or view – [www.egas-online.org](http://www.egas-online.org) It is likely that only small amounts may be available, but it can still be very useful. When using the service just type in the word 'Psychotherapy' otherwise EGAS will tell you that there are no suitable trusts.

**Association of Charitable Foundations**

This organisation can provide details of charitable trusts through its website [www.acf.org.uk](http://www.acf.org.uk). On the website you will also find a document which may assist in applying for a grant and there is a special one if you are an overseas student.

**Overseas Student help**

The British Council provides information for students wishing to study and qualify in the UK. Grants and other sources of funding can be found on their web site: [www.britishcouncil.org](http://www.britishcouncil.org)  
Telephone (within UK) 020 7389 4383

**This is a sample for information only. Your contract will be sent with your letter of offer**

# **Karuna Institute**

**Training Contract (2010) for  
MA Programme**

**Two-Year Post-Qualification Training in Mindfulness Based Psychotherapeutic Practice :  
Continuing Professional Development (CPD) Course**

**Venue: Devon**

Trainees undertaking the Professional Psychotherapy Trainings at Karuna are required to read this Training Contract and attached Registration Conditions, and sign before commencement of the Training. This contract is made between Karuna Teachings Limited and the Trainee named below. It is agreed between the parties that English Law prevails.

**Trainee Name:** ..... **Trainee Number:** .....

**Course:** ..... **Date:** .....

I, ..... am applying to undertake the Two-Year Post-Qualification Training in Mindfulness Based Psychotherapeutic Practice.

1. In alignment with my intention to undertake a Professional Training Course with Karuna Institute, I have made the necessary plans to pay for the Course.
2. I understand the cost of this Training commencing 2010 as stated in the Application Pack is:  
  
**Post-Qualification MA            £14,400            Deposit £2,000**  
**Plus the Clinical Year at the amount applicable when joining, for example for 2010-2011**  
**this is £3,000**
3. I understand that the deposit is to be paid at the time of my acceptance.
4. I understand that a standard or enhanced disclosure check will be sought in the event of my application being successful and that the cost for this will be my responsibility and become payable immediately.
5. In the unforeseeable circumstance of my having to leave the Training for personal reasons or of my being asked to leave on the grounds of my non-fulfilment of this Training Contract, I agree to pay for the whole Training year in which I leave.
6. I understand that I can pay for the course in three ways: by either paying for the whole course or the year's fees in full. Please select which method you choose:

the whole course in full **before course commencement**  this year's fees in full **before course commencement**  Karuna Instalment Plan (monthly standing order plus 5% administration charge) **first payment to commence on 10 September in the first year**

The Karuna Instalment Plan is calculated as follows:-

Course fee (2 years) = £14,400

Less Deposit £ 2,000

**Balance** **£12,400 x 5% = £620 + £12,400 = £13,020 ÷ 21 = £620**

Instalments (payable on the 10<sup>th</sup> of every month) commence on 10 September 2010 and continue for 21 months. The last instalment will be on the 10<sup>th</sup> May 2012. The monthly payment is £620.

I understand that if I indicate I will pay either the whole course in full before course commencement or this year's fees in full before course commencement, but subsequently pay either regularly or irregularly, by either cash or cheque, a 5% administration charge will be automatically levied on the total course fees.

If I agree to pay the year's fees in full prior to commencement of each year, but then fail to do so, I will be issued with a Standing Order Mandate and agree to commence payments immediately upon receipt (such payments will include the 5% administration fee applicable to Standing Order payments).

7. I further agree that if it becomes apparent that I am unable to meet the payments required under the chosen payment option, I agree to contact Michelle Davey, the Student Finance Officer immediately to advise her of my situation.
8. I understand that payments may be made **either** by sterling banker's draft, made out to Karuna Teachings Limited; by sterling cheque, drawn on a UK Bank made out to Karuna Teachings Limited or by debit/credit card using the CARDEX system. Payment by credit card incurs a 3% charge per payment: these must be paid by the date given by Karuna's Student Finance Officer and before the course starts. I understand that if I decide to pay by debit/credit card then it is my responsibility to contact Michelle Davey, the Student Finance Officer, in order that she can process the payment(s)
9. I understand that I must complete the payment of agreed fees in full before proceeding to the next year or stage. The Assessment Board will be informed of any arrears and this may affect my progression.  
  
I further understand in order to graduate and/or accredit all fees must be paid in full.
10. I understand and agree that neither fees nor deposits, regardless of how these are paid, are refundable, unless either Karuna Institute has to cancel a course or I leave the Training due to exceptional circumstances.
11. Progression throughout the Training is ratified at the Assessment Boards at the end of each year, and is not automatic. The final decision to progress from one year to the next is held by the Year Tutors, Director and External Academic Assessor.

## 12. **Clinical Year : For those choosing the Clinical Route post-Graduation**

I understand that it is my responsibility to inform the Institute of which year I intend to join the Clinical Year and how I intend to pay the course fees for that year. I understand that a deposit is necessary to secure my place on the Clinical Year and that this due in the May before commencement of the Clinical Year. If I opt to pay by Standing Order, I will then be issued with a Mandate and payments will commence on 10 September in the academic year in which I join and the last payment will be on the 10 May within the same academic year. A 5% administration charge will be levied on all standing order payments.

If I choose not to pay by standing order I will pay the total year's fees by 10 September of the year in which I join the Clinical Year.

If I agree to pay the year's fees in full prior to commencement of the year, but then fail to do so, I will be issued with a Standing Order Mandate and agree to commence payments immediately upon receipt (such payments will include the 5% administration fee applicable to Standing Order payments).

I further understand if I indicate I will pay the whole year's fees in full before commencement but subsequently pay either regularly or irregularly, by either cash, cheque, debit or credit card a 5% administration charge will be automatically levied on the total year's fees.

In accepting these terms, Karuna Institute contracts:

- to deliver the Training as described in advertising and publicity material
- to provide all tuition, accommodation and meals for residential modules
- to uphold the values of respect, fairness and support in all dealings with Trainees, always, of course, upholding principles of equal opportunity
- to hold the firm intention to maintain the fee structure agreed with a Trainee at the beginning of the course unless unforeseen and serious circumstances require the Institute to increase the fees. In such exceptional circumstances Karuna Institute reserves the right to make such an increase. In the event of Karuna Institute having to increase fees Trainees will be given 6 months notice prior to the start date of the relevant Training year
- to hold the firm intention to adhere to the dates, staffing and venues as advertised. However, Karuna Institute reserves the right to alter any of these in the case of unforeseen or exceptional circumstances, and there will be no liability to any party for costs.
- If, due to unforeseen/unexpected circumstances a module(s) has/have to be cancelled, such module(s) will be rescheduled at a later date.

## **Conditions for the Post-Qualification MA in Mindfulness Based Psychotherapeutic Practice**

1. Code of Ethics. Trainees are required to abide by Karuna Institute's Code of Ethical Principles and Practice and Dual Relationship Policy.

2. Assessments. Trainees are involved in Self, Peer, Staff and Supervisor (as appropriate) assessments every year. Trainees may not automatically proceed into the subsequent year. A Trainee may be asked to discontinue Training or take time out of active Training, often with specific direction about what needs to be in place during the time out. Progression throughout the Training is ratified at the Assessment Boards at the end of each year. The final decision to progress is held by the Year Tutors, Director and External Academic Assessor.
3. Course work. Before a Trainee can proceed to the next year of Training all written requirements for current Training year must be fulfilled.
4. Contractual Agreement for use of Copy Written Material. I agree that all materials written by Karuna Directors or staff handed out or purchased during the Training or given to me for research or project purposes, is for my use only. I agree that none of this material is to be copied or shown to any other party. I agree to acknowledge any use of this material if used in written projects, books, in a teaching context, or in any other context. I also agree that any lectures or discussions recorded are for my use only and are not to be copied or employed for any other use.
5. Attendance. Trainees are expected to attend and fully participate in all required Training. During each Training Year of this Psychotherapy Training, a Trainee should attend at least 80% of the Training hours of the relevant course, otherwise he or she may be asked to repeat that year before progressing. All absence must be due to “exceptional” circumstances and discussed with the Course Tutor.
6. Clinical work. Each Trainee will individually negotiate with his or her Course Tutor regarding commencement of client work. This work cannot be started before the second year of the PQMA, and may sometimes be delayed further. The Trainee must first agree to the Code of Ethics and also have a UKCP registered Supervisor. The Supervisor must agree to liaise with Training Staff, and in any advertising Trainees must declare their Trainee status. A Trainee may be asked to discontinue clinical work if either their Supervisor or Training Staff feel it appropriate. In order to begin clinical work subsequently a staff review is required. The Trainee must fulfil each annual Clinical Contract in full. Trainees have a required period of time after the end of the Training to complete the requirements for Graduation. They then have a further period of time to complete the Clinical Year should they choose to proceed to Clinical route and complete the requirements for Accreditation, if they choose this pathway. Should they not complete the requirements within the allocated time they will be required to repeat the Clinical Year.
7. Mental Health Familiarisation Placement. All Trainees who wish to proceed to UKCP Registration must complete this placement, by 1 June of the second year, or qualify for exemption.
8. Graduation. Trainees will be eligible to apply for Graduation when the following are in place:
  - (a) The Trainee has maintained all aspects of the Clinical Training Contract between course completion and Graduation.
  - (b) The Year Tutor or Clinical Tutor must support the Trainee’s application for Graduation, and will offer feedback on the Trainee’s application for Graduation. The Clinical Tutor knows the student’s work and confirms that all criteria and requirements have been fulfilled in relation to Graduation. The Trainee has a responsibility to stay in active contact with their Tutor while s/he is working towards graduation.
  - (c) The Trainee has written a Self-assessment (according to Graduation criteria).
  - (d) The Trainee has written a Dissertation (according to Graduation criteria).

- (e) The Trainee can provide a Supervisor's Report following stated criteria regarding understanding and application of Mindfulness Based Psychotherapeutic Practice and Dharmic concepts in theory and practice.
  - (f) The Trainee has completed a minimum of 50 hours of weekly Core Process Psychotherapy client contact to include at least 2 clients for 6 months.
  - (g) The Trainee has completed a minimum supervision (at the ratio of 1 hour supervision to 4 hours practice in the first year of practice; up until Graduation the ratio is 1:5. A minimum of 50% of supervision hours needs to be with a recognised Core Process Psychotherapy Supervisor. Any supervision undertaken must be agreed with the Course Tutor in advance, and any non-CP supervision must be with a recognised UKCP registered psychotherapist with a full training in supervision.
  - (h) The Trainee must be in regular weekly individual Core Process Psychotherapy (or equivalent UKCP status abroad) and will need to provide a letter of verification from their therapist, stating type, duration and frequency of psychotherapy.
  - (i) The Trainee must provide a signed Code of Ethics and Dual Relationship Policy document.
  - (j) The Trainee must provide a copy of their valid current Professional Indemnity Insurance
  - (k) (It is possible that the Graduation Panel may make individual recommendations for the Trainee to fulfil before Accreditation, if the Trainee wishes to go forward for Accreditation.
9. Registration. Graduates will be eligible to Accredite and Register with UKCP after completing and submitting the following requirements:
- (a) The Graduate must have maintained all aspects of Clinical Contract between Graduation and Application
  - (b) The Course or Clinical tutor must recommend the Trainee's application for Accreditation and Registration. The Clinical Tutor knows the student's work and confirms that all criteria and requirements have been fulfilled in relation to Accreditation and Registration. The Trainee has a responsibility to stay in active contact with the Clinical Tutor while s/he is working towards accreditation.
  - (b) It is the responsibility of each student to ensure they are aware of all current requirements, as made available on the website, in their clinical contract, or sent to them..
  - (c) The Graduate must have written a self assessment and case study according to stated criteria.
  - (d) The Graduate must provide an Individual Supervisor's report following stated final criteria regarding understanding and application of Core Process and Dharmic concepts in theory and practice.
  - (e) The Graduate must have undertaken regular weekly individual psychotherapy with a UKCP registered (or equivalent overseas) psychotherapist, and must provide a letter of verification from their psychotherapist stating type, duration and frequency of psychotherapy. If this is not with a recognised registered Core Process Psychotherapist, the choice of psychotherapist must be agreed in advance with the course tutor.
  - (f) The Graduate must have completed at least 500 hours of weekly Core Process Psychotherapy clinical work which must include 2 6 month clients, 2 12 month clients, 1 18 month client. At least 150 hours should be in private practice.
  - (g) The Graduate must have completed at least 100 hours supervision with a UKCP registered Supervisor of which a minimum of 50 hours must be with a recognised Core Process Psychotherapy supervisor (the remainder may be with a registered psychospiritual psychotherapist from another tradition if it is impossible for geographical

- reasons to have had 100 hours of Core Process Psychotherapy supervision. This supervisor must be agreed in advance by the Course Tutor.)
- (h) In order to accredit, students need to complete both their Mental Health Familiarisation Placement (this by the end of the Second Year), and also the Mental Health training module that is offered in addition to the main training.
  - (g) The Graduate must provide a copy of their current, valid Professional Indemnity Insurance.
  - (h) The Trainee needs to complete the current Application for Accreditation forms in full and send them in by the due date. There is a fee for accreditation.
  - (i) If the application for accreditation is successful the individual may apply through the Association of Core Process Psychotherapists/Karuna Institute for Registration with UKCP.

## 10. **Deferment**

It is possible to defer a year of the Training in exceptional circumstances (such as serious illness and bereavement) and in cases of maternity or paternity. Deferments are requested through the Training Committee. Please note that payments do not stop during such a period.

If this occurs, the trainee needs to give the Institute as much notice as possible and at least by 1<sup>st</sup> January in the year preceding deferment.

If the trainee's situation is such that a deferment of longer than one year is necessary, s/he needs to write to the Training Committee giving reasons for the requested extension of deferment, and at the latest in time for a decision to be made by the 1st January deadline.

The consequence of deferment is that to re-join the Training the relevant year group needs to be consulted and to agree to include a new group member on the basis of group viability. A trainee who defers for a year needs to clarify with the Institute the exact date s/he intends to re-join the Training so that the necessary dialogue with the 'new' year group can be started as soon as possible.

## 11. **Leaving the Training**

- (a) Trainees who wish to withdraw from the Training must give notice to their tutor and the Director of Training. Such withdrawal will become effective from the end of the Training year.
- (b) Trainees may be asked to leave the Training on the grounds of non-fulfilment of the Training Contract.
- (c) Trainees can, in exceptional circumstances, be asked to leave the Training if, in the judgement of the tutor(s) and Directors, the Trainee's continuing attendance is not in the best interest of either the Trainee or the Training group or Karuna Institute. In such exceptional circumstances, payment of outstanding fees will be at the Directors' discretion. Trainees will be informed of concerns at the earliest opportunity during the training year. The final decision is made by the Tutors in discussion with the Director.

## **Registration Conditions**

These are the conditions under which Trainees are accepted to Train in Core Process Psychotherapy with, or offered through, the Karuna Institute, and form an important part of Karuna Institute's relationship

with Trainees. Please note that leaving the Training has interpersonal learning consequences for the Training group of which each individual is a member, and financial consequences for the Institute. The latter is due to the Karuna policy of retaining a Training group's membership throughout, and not offering the Training on the basis of separate modules. The Institute does not therefore, unless in the exceptional circumstances of someone repeating a year or re-joining the training after a deferment, ask a group to take in new members.

1. Places on all courses are not confirmed until a deposit is received together with a signed Training Contract.
2. Karuna cannot accept liability for expenses incurred through making travel or other arrangements prior to Karuna Institute confirming the course will run.
3. If standing order payments are not paid Karuna Institute will add a surcharge of 5% on the total course fee to offset in part its own Bank charges (in addition to the existing 5% administration charge). This will also apply to any delayed fee payments.
4. If a student agrees to pay the year's fees in full prior to commencement of each year, but then fails to do so, the student will be issued with a Standing Order Mandate and agrees to commence payments immediately upon receipt (such payments will include the 5% administration fee applicable to Standing Order payments).
5. I understand that payments may be made **either** by sterling banker's draft, made out to Karuna Teachings Limited; by sterling cheque, drawn on a UK Bank made out to Karuna Teachings Limited or by debit/credit card using the CARDEX system. Payment by credit card currently incurs a 3% charge per payment: these must be paid by the date given by Karuna's Student Finance Officer and before the course starts. I understand that if I decide to pay by debit/credit card then it is my responsibility to contact Michelle Davey, the Student Finance Officer, in order that she can process the payment(s)
6. Karuna Institute confirms that there are no added Karuna Institute costs to the Training fees above, except for an annual Clinical Contract (after the end of Clinical Year there is a fee for this), accreditation application fee, individual psychotherapy and supervision, along with some course texts. These charges will be notified to the Trainee as the Trainee becomes eligible within the Training.
7. Trainees are to advise Course tutors of all difficulties in financial matters discussed with the Finance Officer who will in turn inform tutors of any such discussions so that there is transparency, and the Institute can establish a congruent relationship with Trainees.
8. Trainees who obtain Career Development Loans (CDL's) accept that although all or part of the loan may be paid directly to the Institute to cover fees, a CDL is a personal loan from a bank to a Trainee and the Trainee, not the education provider, is liable to repay the loan.

If, prior to commencement of the training, the CDL payment has not been received, whether in part or whole, the Trainee is required to commence payments in the interim until the CDL is received.

This contract is made between Karuna Teachings Limited and the Trainee who signs below.

I have read and agree with the Registration Conditions overleaf.

Signed (Trainee): .....

Date: .....

Witnessed by (signature) :.....

Witness Name (IN BLOCK CAPITALS PLEASE) .....

Witness Address: .....

Signed (for Karuna): .....

Date: .....