

March 2010

# Karuna Institute

Application Pack

MA Programme

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

## Index

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

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

Application Form

Equal Opportunities Monitoring Form

**NB: Our Training Contract is currently being revised but will be sent to you as soon as it is finalized.**

**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.**

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

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## **Karuna Institute**

### **MA Programme**

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

#### **Application Information and Procedure**

**2010 - 2012**

#### **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 2009 (Module 1):**

**2010** Sunday 24 October – Friday 29 October  
Sunday 5 December – Friday 10 December

**2011** Sunday 30 January – Friday 4 February  
Sunday 17 April – Friday 22 April  
Sunday 19 June – Friday 24 June

#### **(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

#### **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

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- 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.

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**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.

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# 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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.....

.....

**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:

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

**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)** 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) and ask for an application pack. At the same time it is essential to keep the Bursar 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 20 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.

### **CARDEX Payments – Payments by Credit/Debit Card**

We are in the process of setting up a Cardex System whereby you can pay your fees by means of a debit/credit card. There will be charges involved if you use this system of payment. For further information, please contact Michelle Davey, Student Finance Officer, at the Institute.

### **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