



The Sherwood Psychotherapy Training Institute  
**SPTI Foundation Access 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. You should ensure that all compulsory 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](mailto: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

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 to submit this form along with

- Two course specific **Reference Request Forms**  
[http://spti.net/Downloads/forms/A02\\_FAC\\_SPTI\\_Ref\\_Form.pdf](http://spti.net/Downloads/forms/A02_FAC_SPTI_Ref_Form.pdf)

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](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. 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.



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## 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](http://spti.net/Downloads/forms/DBS01_SPTI_Declaration_proforma_v2.pdf)

## 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. 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 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.



# SPTI Foundation Access Application Form

## Section 1: EQUAL OPPORTUNITIES MONITORING - OPTIONAL

Foundation Access Course       November 2018       March 2019

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)

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

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**Section 3: Personal Information**

<b>Full Legal Name</b> <i>(Passport/Birth Cert. name)</i>		<i>(Please note: this name will be used for official certificates and must include all middle names)</i>		
<b>Informal Name</b>	<i>(To be used for correspondence, Moodle &amp; email account)</i>	<b>Title</b>	<i>(e.g. Dr/Mr/Mrs/Miss/Ms)</i>	
<b>Previous names</b> <i>(Any name changes)</i>		<b>Date of Birth</b>		
<b>Address</b>		<b>Please confirm your Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	
<b>Postcode</b>				
<b>Home Telephone</b>		<b>Mobile Telephone</b>		
<b>Email address</b>				
<b>Where did you hear about us?</b>		<b>Info Day Date Attended</b>		

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

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

**Section 5: Other Qualifications (School / College / Adult / Counselling)**

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



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## Section 6: English Language Qualifications

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

## Section 7: Professional Experience

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

## Section 8: Other Experience

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

## Section 9: Have you received counselling or psychotherapy

Yes  No (*If Yes, please provide details*)

## Section 10: 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.



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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	

### Section 11: 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 include anything else you want us to know about you and /or any additional comments  
*(Please continue on a separate sheet if necessary)*

## Section 12: 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)).

<b>No</b>	<input type="checkbox"/> If no known disability, proceed to section 14	00
<b>Yes</b>	<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. <b>Please provide more information below, or on a separate sheet</b>	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)

## Section 13: Nationality / Residency

<b>Country of Birth</b>		<b>Country of permanent residence</b>	
<b>Legal Nationality</b>			
Do you have a UK Passport? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If <b>no</b> , 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 <b>right to reside</b> (live) in the UK without restriction?		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Have you been <b>ordinarily resident</b> in the UK/EU/EEA for the <b>past three years</b> for the purpose <b>other than study</b> ? If <b>no</b> , please list the countries you have lived in.		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	



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**Section 14: 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**  **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.

**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 or post. 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 relevant boxes:

I agree to be contacted by Post  I agree to be contacted by Email

**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: