



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 and you should ensure that all compulsory sections are completed in full and that you sign and date the declarations. 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, SPTI, 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>. Please make sure you take the time to read and understand our privacy notice.

2. Applying to a course at SPTI

Selection is via application form, references and a personal interview. To accompany your application, you will need:

- **Two Reference Request Forms:**
http://spti.net/Downloads/forms/A02_19FAC_Reference_Form.pdf

The information below details how the admissions process works, supported by the SPTI Admissions Policy. A copy of the full policy can be downloaded via the following link:
<http://spti.net/Downloads/documents/SPTI%20Admissions%20Policy%20V08%202019.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.

Criminal Convictions*

The SPTI Application Form requires applicants to declare if:

“You have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?”

If your answer is yes, please complete the DBS01 Criminal Conviction Declaration.



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- DBS01 Criminal Conviction Declaration (returned with the completed Course Application)
http://spti.net/Downloads/forms/DBS01_Criminal_Conviction_Declaration.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

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 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 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.

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

*Please note, completion of a DBS is not required for the Foundation Access Course. Further information regarding SPTI Policy and Procedure on the Monitoring of Criminal Records of Trainees can be found by clicking on the following link:

http://spti.net/Downloads/documents/DBS_Policy_Monitoring_Criminal%20Records_Applicants_2019_V3.pdf



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Section 1: Course Application

Please tick or **highlight** your chosen course start date:

November 2019

March 2020

Section 2: 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 Sexual Identification Equality Challenge Unit	<input type="checkbox"/> Female	
Postcode				<input type="checkbox"/> Male <input type="checkbox"/> Other	
Home Telephone		Mobile Telephone			
Email address					
Where did you hear about us?		Info Day Date Attended			

Section 3: Higher Education Qualifications (Level 4 / Undergraduate and above)

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

Section 4: Other Qualifications (School / College / Adult)

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



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Section 5: Professional Experience

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

Section 6: Other Experience

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

Section 7: Have you received counselling or psychotherapy

Yes No (If Yes, please provide details)

Section 8: Referees

We require two supporting references. It is your responsibility to forward 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 SPTI together with an A02 Reference Form. 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 9: 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 10: 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 11	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)

Section 11: Nationality / Residency

Country of Birth		Country of Permanent Residence	
Legal Nationality			
Do you have a UK Passport? If no , which country issued your passport	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please include copies of all 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		



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**Section 12: Criminal Convictions
(Including DBS - Disclosure & Barring Service)**

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **YES**: Applicants are required to obtain and complete a separate form 'DBS01 Criminal Conviction Declaration'. 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". Please remember to include the course title.

Note:

1. Applicants are advised under the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and the Police Act 1997 that a person should declare all convictions (that are not protected) where working with vulnerable adults or children.
2. 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.
3. The information provided will be treated as strictly confidential and will be considered only in relation to this application for training.
4. The responsibility to disclose a criminal record rests with the applicant. Applicants who fail to disclose a conviction and whose subsequent DBS certificate reveals undisclosed convictions, cautions, reprimands and/or warnings (which are not protected) may have their offer withdrawn, or their registration terminated.

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 <input type="checkbox"/>	I agree to be contacted by Email <input type="checkbox"/>
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Declarations (Please sign your official signature – typed names will not be 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 Privacy Notice

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

Signed:

Date:



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Section 13: Equal Opportunities Monitoring - OPTIONAL

Please tick or **highlight** your chosen course start date:

November 2019

March 2020

The information in this section 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 regarding data protection in 'Your Personal Information'.)

Please enter your full name below

Name

How would you describe your ethnicity?

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

White (10) Gypsy or Traveller (15)

Black or Black British

Caribbean (21) African (22)
 Other (29)

Asian or Asian British

Indian (31) Pakistani (32)
 Bangladeshi (33) Other Asian (39)

Other

Other Ethnic background (80)
 Not Known (90)

Mixed

White & Black Caribbean (41)
 White & Black African (42)
 White & Black Asian (43)
 Other mixed background (49)

Chinese

Chinese (34)
 Other Asian (39)

Arab

Arab (50)

Ethnicity Information Refused

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?

Bisexual (01) Gay Woman / Lesbian (03) Other (05)
 Gay Man (02) Heterosexual (04) 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?

No Religion (01) Muslim (12)
 Buddhist (02) Sikh (13)
 Christian (03) Spiritual (14)
 Hindu (10) Any other Religion/Belief (80)
 Jewish (11) 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