

Karuna Institute

Application Pack : 2021

BRISTOL

**Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy
(Four Year Programme)**

****Applicants should have attended a Foundation Course or Diploma in
Relational Mindfulness Course****

This training is currently delivered over four years part-time as nine weekend modules and one five-day residential module each year. Students then take a further clinical module and they are required to comply with graduation requirements including writing the requisite Dissertation

NB: All applicants must be either UK citizens or hold UK residency (evidence required). All applicants must supply a copy of their Passport with this application

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The Application Pack comprises the following documents:

- Application Information, including Details of Course, Eligibility, Dates and Costs Application Form
- Application Questions
- Equal Opportunities Monitoring Form

Please ensure that everything is returned, complete in all respects. (including two original references)

You will be required to sign an original Training Contract as and when an offer is made (see Sample Course Information Letter, Course Conditions and Terms and Conditions in application pack on website (for information purposes only).

2021 ENTRY

****Interview Date(s) for 2021 Entry :
23 April 2021 &
26th July 2021***

Karuna Institute

Professional Post-Graduate Training in Mindfulness Based Core Process Psychotherapy

leading to accreditation and registration with UKCP

Application Information and Procedure

Four Year Professional Training in Mindfulness Based Core Process Psychotherapy to Graduate and reach UKCP registration you must attend the Clinical Module. For Graduation and Accreditation requirements, please visit our website.

Pre-requisite: Applicants should have attended a Foundation or the Diploma in Relational Mindfulness Training Course.

It is preferable to have been in one-to-one psychotherapy for a one-year period prior to application and to have an established meditation practice.

**Course fee (3 years) : £3900 per year plus 1 x 5-day residential module per year
(approximate cost : £395) : Deposit: £1,400
Year 4 (Clinical Year) : (approximate cost - £2,950)**

Course Dates: (Saturdays and Sundays) Year 1:

2021

2-3 October
6-7 November
4-5 December

2022

8-9 Jan
12 -13 Feb
20 – 25 March (5 day residential at Karuna)
9-10 April
14-15 May
11-12 June
9-10 July

Format : Four years part-time

**Years 1 – 3 (Nine x non-residential weekend modules - Saturday and Sunday) and
One x 5-day residential module each year.**

Year 4 - Clinical Module (15 days) dates TBC.

1. Entry Requirements for Year Professional Training

- i) Applicants must attend either a Foundation or Diploma in Relational Mindfulness Course.
- ii) Prior experience of receiving individual psychotherapy preferably for a minimum one-year duration with an Accredited Core Process Psychotherapist. Please detail on your application, and give names.
- iii) Ability to work at postgraduate level (i.e. graduate status and/or relevant work experience)
- iv) Contemplative/meditative experience
- v) Ability to fulfil existing financial commitments, as well as commit to four year Training fees; ability to fulfil existing personal commitments

2. Admission and 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 in accord with the Karuna Institute's intention of "no harm".
- Commitment to contemplative enquiry.

3. Application Procedure

Completion and submission of the following:

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

4. Additional submissions

- Answers to Application questions

**NB: Please send your application to:
Sarah Delfont, The Administrator, Karuna Institute, Natsworthy Manor, Widecombe-in-
the- Moor, Nr. Newton Abbot, Devon TQ13 7TR.
Late Applications will be considered if there are places available.**

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 Bristol
- Interviews are normally in blocks from February.

2. A place offer

A successful interview results in a place being offered in writing, and you will be sent an invoice for Training fees and Training contract. Should you be offered before attending a Foundation or Diploma, the offer may be subject to attendance. (**Note:** Please see attached sample of our Training contract for information purposes only). 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.

3. Acceptance of the offer

Accept the offer in writing and send together with the signed and dated Training Contract, deposit for Year 1 of the Training.

4. Confirmation of your place

Upon receipt of these, your place will be confirmed in writing. Shortly before the course starts you will receive a course pack.

The Karuna Institute aims to let participants know whether or not a course will run normally six weeks prior to commencement. If applicants have not heard from Karuna by this time then they should contact the office (01647 221457) to enquire as to the up-to-date status of the course.

Applicants are advised not to book any travel or other unrecoverable costs before receiving confirmation that the course will run.

5. Requirements which may incur costs in addition to the Training Costs:

- 5.1. Weekly personal therapy (a minimum of 160 hours to Graduate)
- 5.2. Supervision when in Clinical Practice there is a minimum of 38 hours to graduate. (should you choose to go forward to accredit with UKCP, there is a required minimum 100 hours supervision)
- 5.3. Clinical Contracts when not attending a taught year : this is an annual fee and is currently £500. Registration as a Data Controller currently £40 per year. *Both these fees are subject to change*
- 5.4. Regular contemplative meditative practice
- 5.5. Books
- 5.6. Travel and potential travel costs incurred to do exchanges (12)
- 5.7. Application to Graduate
- 5.8. Application to Accredite
- 5.9. Insurance once in Professional Practice

- 5.10. Travel to Mental Health Familiarization.
- 5.11. Travel to Clinical Placement
- 5.12. Supervisor's written reports

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.

Karuna Institute
Application Form
Post Graduate Diploma in
in Mindfulness Based Core Process Psychotherapy
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 photograph in the above area)

Foundation or Diploma Course completed:

Location: **Date:**

Occupation:

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

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

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Person(s) to be contacted in the event of an emergency :

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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. Please list any current prescribed medicine or treatment.

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Mental Health: Please give details of any past or present mental health conditions you have had, and particularly ones involving psychiatric support. Please list any current prescribed medicine or treatment.

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Contemplative/Meditative Practice: Please give details of any contemplative/meditative practice you have or have had.

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Individual Psychotherapy: Please give details of both past and current one-to-one psychotherapy you have participated in personally, indicating the length of each working relationship and your therapist's psychotherapeutic approach. (Please note that it is preferable, but not compulsory, that you have worked with an accredited Core Process Psychotherapist for at least a year prior to Year 1 of the Training)

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

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

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IMPORTANT ALL APPLICANTS MUST SEND A COPY OF THEIR PASSPORT WITH THEIR APPLICATION

References: Please **ENCLOSE two references**, one of which is from someone who knows you well (but not a partner or relative), and 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:

**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**



Equal Opportunities Form

Please complete the Equal Opportunities form included with this 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
- Facebook
- Press article (please specify)
- TV programme (please specify)
- Advertisement in:
 - Fulcrum
 - Other (please specify)

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 by 10 August.
3. I understand that the Karuna Institute aims to let participants know whether or not a course will run normally 6 weeks prior to commencement. If I have not heard from Karuna by this time then I will contact the office (01647 221457) to enquire as to the up-to-date status of the course.
I agree not to book any travel or other unrecoverable costs before receiving confirmation that the course will run.
4. If I withdraw before the start of the Course, my deposit is non-refundable.
5. 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.
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 Mindfulness Based Core Process Psychotherapy and I enclose my non-refundable application fee of **£80** I understand that the full fee for the Professional Training is £.....

Upon the offer of a place on the course, a non-refundable deposit of £..... 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 may circulate your details to other Karuna student groups. We may also pass your details on to our Accredited Colleagues and member organization ACPP (Association of Core Process Psychotherapists. Once you are granted permission to practice you will be on our student practitioner list. This list is available to the general public. We NEVER release details of our students to outside organisations or individuals without their permission to do so.

Karuna Institute

Equal Opportunities Monitoring Form (PG Diploma in Mindfulness Based Core Process Psychotherapy)

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:** If under 26 please state age

26-30 31-40 41-50 51+

2) **Gender:** Female Male Transgender non-binary

Prefer not to say

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 or Lesbian
 Heterosexual or Straight
 Other
 Prefer not to say

6) Religion or Spiritual Belief:

- Buddhist Moslem
 Christian Sikh
 Hindu Atheist
 Jewish Agnostic
 Humanist Other – please specify _____
 Prefer not to say

7) Please indicate where you live:

- | | |
|--|---|
| <input type="checkbox"/> London | <input type="checkbox"/> Yorkshire and the Humber |
| <input type="checkbox"/> North East | <input type="checkbox"/> Wales |
| <input type="checkbox"/> West Midlands | <input type="checkbox"/> Scotland |
| <input type="checkbox"/> East Midlands | <input type="checkbox"/> Ireland |
| <input type="checkbox"/> North West | <input type="checkbox"/> Europe |
| <input type="checkbox"/> South West | <input type="checkbox"/> Overseas |
| <input type="checkbox"/> South East | |

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

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

Karuna Institute
Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy

Application Questions

Please answer the following questions on SEPARATE SHEETS OF PAPER and attach to the application form. All your answers MUST BE typed.

1. What have you been doing in your life for the past few years and how do you feel about doing this?
2. How do you maintain your physical, mental, emotional and spiritual wellbeing? What are your personal challenges in these areas?
3. Define self-responsibility as you understand it and expand on how you feel prepared or unprepared to practise it.
4. When you take on a commitment, what specifically do you understand that to mean and how seriously or how lightly do you take it? How would that apply to your participation in the programme?
5. What are you avoiding in your life?
6. Please detail here any further information you wish to include that is not covered so far in your application.

There is no fixed word count for these questions, but please do **no more** than a page on any one question

Karuna Institute

Support and help in paying your fees

Karuna Fees are payable annually at the commencement of the training year.

Please make all payments by bank transfer. Our details are –

Account Name - Karuna Teachings Limited

Bank – Lloyds

Account Number – 01747564

Sort Code – 30-98-69

IBAN - GB16LOYD30986901747564

BIC Code - LOYDGB21183

It is very important that you use your surname in the reference for the payment, otherwise we may not be able to track it correctly, and this can lead to delays.

Please do **not** pay by cheque wherever possible. For any queries regarding payments, please contact Ben Delfont, Financial coordinator.

Below are some organisations who may be able to provide assistance.

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 or view – 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 On the website you will also find a document which may assist in applying for a grant.

Please also refer to the sample contract documentation on the website and for your information only.

The original offer including Course Information Letter, Course Conditions and Terms and Conditions will be sent with you when an offer is made.

