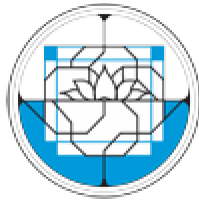


## **Draft for information only**



**Karuna Institute**  
International Training and Retreat Centre

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### **Course Conditions**

#### **Conditions for the Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy**

1. Code of Ethics. Trainees are required to abide by UKCP/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. Trainees must re-apply to join the training after taking time out.
3. Course work. Before a Trainee can proceed to the next year of Training all written requirements for the current Training year must be fulfilled. This includes the maintenance and completion of a Psychotherapy Log which must be completed throughout each year. The completed log must be submitted for the end of year Assessment Boards.
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. Progression is decided at the Assessment Boards annually.
6. Attendance. Trainees are expected to attend and fully participate in all required Training Modules. Trainees are also expected to attend

all seminars of each Training Year of the Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy 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.

7. 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, and may sometimes be delayed further. The Trainee must first agree to the Code of Ethics and also have a 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, a staff review is required.  
Until accreditation, the Trainee must fulfil a valid, signed Clinical Contract each year in order to be able to see clients. The Clinical Contract must be submitted even if the Trainee only sees clients for part of the year. There is a fee for the Clinical Contract once the Trainee has completed Clinical Module or after completion of Year 3 up until Graduation. No Trainee is permitted to see clients without a valid Clinical Contract.  
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 requirements for Accreditation.
8. Mental Health Familiarisation Placement. All Trainees who wish to proceed to UKCP Registration must complete this placement before starting to see clients.
9. The required (12 per annum) peer exchanges must be completed.
10. Graduation. Trainees will be eligible to apply for Graduation when the following are in place, including completion of the Clinical Year:
  - (a) The Trainee has maintained all aspects of the Clinical Training Contract between course completion and Graduation. It is the responsibility of each student to ensure they are aware of all current requirements, as made available on the website or sent to them.
  - (b) The Clinical Tutor knows the student's work and confirms that all criteria and requirements to Graduate have been fulfilled. The Trainee has a responsibility to stay in active contact with their Clinical Tutor while they are working towards graduation.
  - (c) The Trainee has written a Self-assessment (according to Graduation criteria).

- (d) The Trainee has completed the required number of Peer Exchanges (12 per annum).
- (e) The Trainee has written a Dissertation (according to Graduation criteria). This is marked by two markers and the External Examiner.
- (f) The Trainee provides a Supervisor's Report following stated criteria regarding understanding and application of Core Process and Dharmic concepts in theory and practice. The Supervisor also recommends the student's application to graduate.
- (g) The Trainee has completed a *minimum* of 150 hours of weekly Core Process Psychotherapy client contact, to include at least 2 clients for 6 months, and 1 client for 12 months.
- (h) 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; between Graduation and Accreditation it becomes 1:6). A minimum overall ratio for all client hours up to the point of Accreditation is 1:5. A minimum of 50% of supervision hours needs to be with a recognised Core Process Psychotherapy Training Supervisor. All supervision must be with a UKCP registered Psychotherapy Supervisor. There is a minimum total of 38 supervision hours required.
- (i) The Trainee must be in individual regular weekly Core Process Psychotherapy until Graduation and will need to provide a letter of verification from their therapist, stating type, duration and frequency of psychotherapy with a minimum of 160 hours.
- (j) The Trainee must provide a signed Code of Ethics and Dual Relationship Policy.
- (k) The Trainee must provide a copy of their valid, current Professional Indemnity Insurance
- (l) All written work such as Case Studies has been completed on time and has passed.
- (m) The Trainee needs to complete the current Application for Graduation forms in full and send them in by the due date.
- (n) All outstanding fees must be paid prior to graduation.
- (o) It is possible that the Graduation Panel may make individual recommendations for the Trainee to fulfil before Accreditation.
- (p) The average length of time it takes a trainee to graduate is 4-5 years from the start of this programme.

11. Registration. Graduates will be eligible to **Accredit and Register with UKCP** after submitting the following requirements:

The Graduate must have maintained all aspects of the Clinical Contract between Graduation and Accreditation.

(a) 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.

The Graduate must have written a self- assessment according to stated criteria.

(c) 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. The Supervisor also recommends the student's application to accredit. All Supervisors must be registered with the UKCP.

(d) The Graduate must have undertaken regular weekly individual Core Process psychotherapy throughout their entire training period, and provides a letter of verification from their psychotherapist stating type, duration and frequency of psychotherapy with a minimum of 160 hours. Ongoing personal psychotherapy is recommended beyond Graduation.

(e) The Graduate must have completed *at least* 450 hours of weekly Core Process Psychotherapy. This must include 2 x 6 month clients, 2 x 12 month clients and 1 x 18 month client. A minimum of 150 hours must be in private practice.

(f) The Graduate must have completed at least 100 hours supervision of which a minimum of 50% must be with a recognised Core Process Psychotherapy Training Supervisor (the remainder may be with a psycho-spiritual supervisor from another tradition if it is impossible to have had 100 hours of Core Process Psychotherapy supervision for geographical reasons. *This exception must be negotiated in advance with the Course or Clinical Tutor.*) All Supervisors must be registered with the UKCP or overseas equivalent.

(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 Karuna Institute for Registration with UKCP.

**(j) Minimum Requirements for Accreditation following successful Graduation**

**Minimum of 160 personal psychotherapy**

**NB: The stated hours are minimum requirements, and you are not eligible to apply to accredit until you have achieved all the minimum requirements.**

It is expected you will take one or two further years to reach accreditation after graduation. It is a requirement to take at least one further year following successful graduation in which to apply for accreditation. If you have serious extenuating circumstances which mean you will take longer than 1 year, please write to the Faculty Committee, to apply for a one-year extension.

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