

Agreement and Enrolment Form and Contract for Professional Training (Modular): Terms and Conditions

C&G Affiliateship Award (Level 5)

Transpersonal Arts: Transpersonal Arts for Health and Wellbeing

C&G Membership Award (Level 7)

Transpersonal Arts: Transpersonal Arts in Therapy Training

Next review due: 2020

I confirm that I have all the information I need in order to make my decision to participate in this training. By making any fee payment and / or attending any of the training events for this course, I accept these Terms and Conditions. I also understand that the purpose of this contract is to bring to my attention the commitment I am making in undertaking this course. I understand and agree to the following:

Qualification

The full training leads to a Membership Award (Level 7) by the City & Guilds Institute of London, which is contingent upon satisfactory completion of all elements of the course. Tobias School of Art & Therapy is a delegated authority for the above qualification, subject to annual review and inspection by the City & Guilds Institute. City and Guilds are a global leader in skills development, providing services to training providers, employers, and trainees across a variety of sectors to meet the needs of today's workplace. C&G qualifications and apprenticeships are valued by employers across the world, helping individuals develop their talents and abilities for career progression.

Assessment

To contribute to the assessment process I shall:

- keep a journal.
- engage with integrity with my practical and academic assignments. There will be guidelines and support provided for each assignment. Satisfactory completion of each assignment is necessary before embarking on the next. Failure to submit assignments on time will result in a

fail, unless mitigating circumstances are presented. I may resubmit a failed assignment. Comprehensive feedback will be given with clear indications of what is needed. Where a second fail has been achieved, the course team will consider the progression in the training.

Throughout the duration of the training students are assessed for suitability for progression (if appropriate) to the Transpersonal Arts in Therapy training. Eligible students are then invited onto this training and can either accept this offer or defer it until a later date.

Tutorials

I am offered one 30 minute individual tutorial session per term. **I am required to provide a learning statement one week before the tutorial.**

I am able to request additional tutorials at any time when required.

Independent Study Time:

Independent study time is an integral part of the training. It is my responsibility to demonstrate responsibility, autonomy and management skills essential for therapeutic practice.

I shall set aside time for:

Art Practice

Reading

Journaling

Writing

Placement

Experiential learning in supervised clinical placements forms an important part of the course. It is considered hands-on experience that is carefully supervised and provides an essential way of learning the skills and attitudes needed to become a therapist. This is recognised by the placement providing a considerable component of the professional practice, clinical placement and supervision.

The Practice Placement should be local and take into account the student's prior learning and experience and the availability of the Practice Placements.

In the second year students generally begin a placement alongside their training days. One day per week is set aside as a placement day. If there are reasons why this is not possible I shall need to discuss this with the course tutors.

In the third year this continues and intensifies as 120 days of clinical placement are required for completion of the training.

Participation

I understand that role play is an important learning and teaching technique on this training course and agree to take part in this activity. Role play on a Therapy training involves a preparedness to

take the part of client or therapist as part of structured activities during practical teaching sessions.

I agree to apply for an enhanced Disclosure and Barring Service (DBS) check where required by placements.

I understand that I may be asked to refrain from attending classes if the Course Leader considers that any of the criteria below apply in my case:

- my behavior on the course is deemed inappropriate;
- my contributions or my conceptual/theoretical understanding is below the academic standard necessary;
- there are concerns about my participation in the course group;
- my pattern of attendance is sporadic or I attend late/leave early to an inappropriate degree;
- I fail to adhere to the terms of this contract.

I will abide by the Tobias' Equal Opportunities Code: Tobias believes that each individual has the right to be heard, seen and respected on this training. Tobias values and actively engages with diversity of culture, race, religion, gender, age, sexuality and ability/disability.

I will abide by the Grievance procedure adopted by Tobias School of Art and Therapy: In the event of any complaint, a written submission must be made to a Director of the company. The Directors will investigate the complaint, involving input from the Course Tutor. If requested to do so, the complainant will agree to attend a meeting with the Director and the complainant, possibly including the Course Tutor. The Director will make best endeavors to resolve the issue to the complainant's satisfaction, however, the Director's decision will be final.

I accept that I will receive the course award only if I meet the assessment criteria described in the course handbook. The training requires:

- full attendance
- full payment of fees
- satisfactory completion of all written assignments
- satisfactory skills practice assessment
- satisfactory ongoing tutor evaluation during the course.

In addition for the Transpersonal Arts in Therapy training students will need to:

- complete personal therapy hours
- satisfactorily complete all placement requirements.

If I do not meet these criteria I understand that I will receive a certificate of attendance instead - unless at my own cost and in my own time I agree remedial action with Tobias School of Art and Therapy.

I understand that I will need to undertake 40 hours of mandatory individual personal therapy funded by myself. These hours are to be undertaken on a regular basis throughout the whole training. Placement cannot begin until a minimum of 10 hours of Personal Therapy is undertaken.

Attendance

Full attendance is expected on all components of the course. By negotiation in advance, or in cases of illness, or in exceptional circumstances where attendance is impossible, **85%**

attendance will be accepted to fulfill the Award requirements. In these cases you must inform Tobias at the earliest opportunity, and discuss with the tutors what steps will be necessary to catch up on the material you miss.

Attendance below **85%** will exclude you from the City & Guilds Award.

All non EEA nationals also have to conform to UK Home Office Visa and Immigration visa requirements.

Course Requirements:

This training is fulltime, conducted over two years consisting of tuition of two days per week (Mon and Tues over 3 terms and a total of 31 weeks per year). In the first year there is one week intensive per term (Mon - Thurs). Further additional weeks are discretionary.

Teaching Hours

9.30 – 11.00 am
11.30 – 1pm
Lunch
2.00 – 3.30 pm
4:00 – 5:00pm

Throughout the duration of the training it is expected that students allow six hours per week for home study, art practice and essay writing.

Photographs

Tobias School of Art and Therapy wishes to take photographs and or video recordings of students whilst they attend the school to celebrate their achievements and successes. Still or moving images may be published in our printed publications (e.g. School prospectus, newsletters) and/or on our external websites (www.tobiasart.org). They may also be used to promote the good educational practice of the school. Student's names will never be published alongside their photograph externally to the school. Names may be used internally, for example – on a display.

Photographs / videos may also be published *for internal use only*, as part of regular classroom work e.g. on classroom displays, within multimedia projects, on the school's internal network and to share educational achievements. . Electronic images, whether photographs or videos, will be stored securely on the school's network which is accessible only by authorised users.

Photographs and videos may be securely archived after you have left the school and may be re-used or re-published externally without renewed consent. Archiving provides a valuable record of the school's history for future generations.

Finance

All tuition fees are due on or before the first day of each term. Tobias Trust Ltd will accept alternative payment schemes (such as those determined by sponsorship, loans or other funding vehicles) or staged payments (monthly) by agreement. I understand that I may be required to refrain from attending classes if my fee payments fall in arrears.

Bad Weather

In the event of bad weather conditions the school reserves the right to close and or discontinue teaching in the interests of health and safety for staff and students.

Studio Usage

Tobias students may use the studios outside of tuition times subject to the studios being available, however, this is deemed to be a privilege and not a right. In the event of misuse or untidiness this privilege will be withdrawn.

Withdrawal Policy

In the event that a student wishes to leave the training, half a term's notice should be given. Alternatively, half a term's fees are due in lieu of notice.

Tobias Trust Ltd

All students are members of the Tobias Trust Ltd which is a charity and therefore eligible to attend the AGM.

I acknowledge that this agreement is governed by the law of England & Wales. I verify the information I have submitted in my application to Tobias.

Declaration:

I understand and agree to the above terms for acceptance onto the Transpersonal Arts in Therapy.

Full Name.....

Address.....

.....

.....

Course Start Date:

Expected Completion Date:

Signature.....

Date.....

.....

Signed on behalf of Tobias School of Art & Therapy

Date.....

NOTE:

Tobias School of Art and Therapy fully intends to deliver the training programme as advertised. However, in the event of unforeseen circumstances or factors outside the organisers' control, such as but not limited to weather, factors affecting venue arrangements or tutor availability, Tobias reserves the right to alter the dates, content, tutors, venue or format of the course, while using best endeavours to maintain the intended material and style as far as possible. No refunds will be given under any such circumstances.