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**Train to Introduce Mindfulness Application Form**

**&**

**Training Agreement**

**Guidance for completing form**

Before you start completing the form, please save this document onto your local computer. You will be asked to upload the completed form with your online application. The link to the online application can be found [here](https://www.oxfordmindfulness.org/training/find-a-course/). Please do not email the form back to us.

**Personal Information**

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| --- | --- | --- | --- | --- |
| First name | Click or tap here to enter text. | Family name | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | Telephone number | | Click or tap here to enter text. |

Please confirm that you have read, understood and agree to the following:

1. This is an intensive and demanding training that requires resilience, time and commitment, and I am able to undertake it at this time.

**Please check to confirm:**

2. As part of our duty of care for you, we require you to have your camera turned on throughout all training sessions. While this training is not a form of therapy, we need to know that you are present and well during the training sessions and we cannot accept you onto the course if you are unable to have your camera on.

**Please check to confirm:**

*Please answer all of the following questions. We recognise that this is a lengthy application and we appreciate your thoughtful responses. Please support us in reviewing the application by limiting the word count as requested.*

*For some applicants, it may seem a few of the questions in the latter part of this application involve some repetition of information. If you find that questions ask for information you have already provided, please restate it very briefly or simply write, “see above.”*

**Health Information:**

In order to minimise any potential harm to self or others from undertaking this training, we need to ask the following questions:

Please let us know if you:

* Have any physical health condition that might affect your participation in this training
* Have ever experienced depression
* Have ever experienced psychosis
* Have ever experienced a manic or hypomanic episode
* Have ever deliberately harmed yourself
* Have ever attempted to take your own life
* Have experienced events in the past that are still causing you distress

If you have experienced any of the above, please use the text box below to tell us:

* which of these you have experienced
* how many times you have experienced it / them
* when your most recent experience was, how long it lasted, and when it ended
* if it is affecting you now

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| Please use this space to let us know if any of the above apply. You can be brief here and if necessary, or if you would prefer, the trainer will contact you for further information. |

Please let us know if you are currently:

* Receiving any psychiatric or psychological treatments including talking therapies
  + If yes, does your psychiatrist, psychologist, or therapist support your application for this training?
* Taking any medication for physical or psychological conditions
* Dependent on alcohol or drugs to manage everyday life

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| Please use this space to let us know if any of the above apply. You can be brief here and if necessary, or if you would prefer, the trainer will contact you for further information. |

Please let us know if you:

* Have any additional learning needs of which we should be aware
* Are currently experiencing any life changes [loss of home or job, moving house, relationship breakdown, too many work commitments etc.]
* Have anything else about your physical or mental health and wellbeing that you would like us to know at this time?

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| Please use this space to let us know if any of the above apply. You can be brief here and if necessary, or if you would prefer, the trainer will contact you for further information. |

**Mindfulness Background**

Attendance at one of the 8-week courses listed below is an entry requirement to join the training programme. This must have been taught by a teacher and not a self-guided course.

1. Mindfulness for Life
2. MBSR
3. MBCT

Have you completed one of the above 8-week courses as a participant? Yes No

Please give details of your 8-week course:

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| --- | --- | --- | --- | --- |
| Name(s) of the teacher(s) | | | Click or tap here to enter text. | |
| 8-week course type (Mindfulness for Life, MBCT or MBSR) | | |  | |
| Organisation/ Location  (Please specify whether it was in person or online) | | | Click or tap here to enter text. | |
| Dates | From (dd/mm/yyyy) | Click or tap to enter a date. | To (dd/mm/yyyy) | Click or tap to enter a date. |
| Please briefly describe your experience of this course below. What did you learn? (Max. 200 words) | | | | |
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Please tell us about your personal mindfulness practice below.

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| For how long have you been practicing?  (in months or years) |  |
| What practices do you do? | |
|  | |
| How often and for how long do you typically practice? (For example, 3 times a week for 20 minutes) | |
|  | |
| Below, please briefly describe any delights, difficulties, or discoveries you have been working with recently in your practice. (Max 200 words) | |
|  | |

Have you attended any meditation retreats? Yes No

If yes, please give details below.

|  |  |
| --- | --- |
| Type of retreat(s) |  |
| Name(s) of retreat lead(s) |  |
| Duration |  |
| Location | Click or tap here to enter text. |
| Dates | Click or tap here to enter text. |
| Please briefly describe any insights or understandings you have gained from your retreat experience.  (Max. 200 words) | |
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Please describe briefly your understanding of what mindfulness is and the ways in which it could help with mental health and psychological wellbeing. (Max. 200 words)

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Please describe a book or article you have read about mindfulness and what you found most interesting about it. (Max. 200 words)

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**Goals**

Why do you want to train to introduce mindfulness? (Max. 200 words)

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To what population and in what context or setting do you intend to introduce mindfulness? (Max. 200 words)

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How will you arrange access to the contexts mentioned above? (Max. 200 words)

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**Professional Background**

Please describe your professional training, qualifications, background and experience in working with the population and context in which you plan to introduce mindfulness (Max. 200 words)

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Please provide details of any other skills, experience, training or personal qualities that you think will help you in the work of introducing mindfulness, such as: experience of empathic listening, working with mental health issues and offering teaching / training to others etc (Max. 200 words)

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**Please proceed to read and sign the following**

**Training Agreement before submitting your application:**

**Training Agreement**

**Introduction**

The Oxford Mindfulness Foundation commit to offering a world class training, which will include the training and experience the trainee needs to begin introducing and teaching MBCT courses safely under supervision.

We expect trainees to commit to full participation in all that this training offers whilst adhering to the highest ethical standards in their personal practice, teaching, and interactions with us.

This document sets out the parameters of the trainee’s relationship with the OMF which starts when the trainee accepts an offer on the training programme by signing and returning the attached acceptance form.

On acceptance of the offer, the trainee is agreeing to the terms in this and the following additional documents which collectively make up the training contract with the OMF. The trainee must read the policies and procedures detailed on the OMF website and agree to engage with the OMF under these terms.

<https://courses.oxfordmindfulness.org/policies-procedures-and-general-terms-and-conditions/>

**Training Information**

1. Information about the training programme is available on the OMF website and further details are provided at information sessions. It is expected that potential trainees use these information routes to familiarise themselves with the learning goals and training activities, requirements for training completion, and what to expect when the programme is completed.
2. Trainees are asked to pay particular attention to the requirements for training completion. Mentoring sessions provide trainees with additional opportunities to cultivate the necessary skills during the training programme.

**Guiding Ethical Principles**

1. All trainees commit to abide by the OMC Guiding Ethical Principles. Trainees are expected to be familiar with this ethical code from the outset of their training.

**Policies and Procedures**

1. The OMF aspire to create a safe and positive culture for deep learning to happen. When challenges and difficulties arise, there is a strong preference is to learn and grow from these, to resolve differences amicably, and to retain a positive relationship with trainees regardless of the outcome.
2. The OMF Complaints Policy and Procedure was developed in the recognition that sometimes things arise that affect the experiences (of both trainees and trainers). The OMF commit to review and resolve any concerns as soon as possible, working with those involved following the relevant processes and procedures.
3. The use of the term ‘Fitness to Practise’ refers to having the skills, knowledge, health, and character to introduce / teach mindfulness safely, competently and with integrity. This Policy was developed to meet the OMF’s responsibilities to:

* Ensure that trainees are fit to practise, introduce and teach mindfulness in accordance with the training offered within each specific training route.
* To safeguard public confidence in mindfulness.

1. The Disciplinary Policy and Procedure is intended to provide a clear and impartial process for dealing with any issues relating to misconduct.
2. The OMF is a not-for-profit charity. Any complaints, disciplinary, or fitness to practise issues, will be overseen by the CEO and the OMF Board of Trustees and governed under these policies and procedures.

**Medical Conditions**

1. It is important that trainees disclose to the OMF before the programme begins any disability, special need, condition, or treatment, that might in any way be affected by, or affect the trainee’s experience of, or engagement with, the training programme in question.
2. Similarly, any new condition that arises during the training that might affect the trainee’s experience of, or ability to engage with, the programme must be reported to their trainer and the OMF via [admin@oxfordmindfulness.org](mailto:admin@oxfordmindfulness.org).
3. “Condition” includes both physical and psychological conditions. “Treatment” includes any form of medical attention, however minor. The OMF will make every attempt to make reasonable adjustments.

By signing below, I hereby acknowledge that I have completely read, and fully understand the Oxford Mindfulness Foundation’s Training Agreement (and policies and procedures as listed on their website) and agree to be bound by these terms and conditions if I commence training with the OMF.

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| Signed |  |
| Full name (please print) |  |
| Date of signature |  |
| Email address |  |
| Date of start of training |  |
| Title of training |  |