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**Oxford Mindfulness Foundation Teacher Training Application Form**

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**Teacher 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. If you know that you will miss some of the days please do not apply for this training and look for alternative dates. I have checked all the dates on the application form and can confirm that I am available to join every date published at the point of application. I understand that 100% attendance is mandatory. Any absences (for emergency reasons) during the training will be made up (where possible) at my own expense and may delay my progression.

**Please check to confirm:**

3. 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:**

4. To protect confidentiality, copyright and comply with GDPR, I agree not to record, screenshot or capture data in any form (written, images, fellow participants comments, images etc) during my attendance at any OMF event. I will request consent from the OMF if I would like to capture / record information in any form

**Please check to confirm:**

*Please answer all 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**

Mindfulness for Life is an entry requirement to join the OMF teacher training programme. If you have not completed a Mindfulness for Life (sometimes known as MBCT-L) 8-week course, please do not apply to our teacher training programmes. We believe it is best practice to have experienced the course yourself before you train to teach, we also draw on personal learning in your training therefore attendance at a 8-week Mindfulness for life course is mandatory. We offer many online Mindfulness for Life courses, visit the OMF website to sign-up.

Mindfulness for Life is not the same as MBCT – please be sure you have attended a Mindfulness for Life (MBCT-L) course before you apply. It is not always essential that you have completed your course before the teacher training commenced but you do need to have booked onto and started a course before you apply to train to teach.

Please give details of your Mindfulness for Life Course:

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| Name(s) of the teacher(s) | | |  | |
| Organisation/ Location  (Please specify whether it was in person or online) | | |  | |
| 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) |  |
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| How often and for how long do you typically practice? (For example, 3 times a week for 20 minutes) | |
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| Below, please briefly describe any delights, difficulties, or discoveries you have been working with recently in your practice. (Max 200 words) | |
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Have you attended any meditation retreats? Yes No

If yes, please give details below.

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| --- | --- |
| 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 become a mindfulness teacher? (Max. 200 words)

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Why do you want to teach MBCT rather than any other mindfulness-based programme (Max. 200 words)

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

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How will you arrange access to potential participants in the MBCT courses you intend to teach? (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 teach MBCT. (Max. 200 words)

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If you have any professional training or experience in cognitive-behavioural therapy (CBT), please provide details. (Max. 200 words)

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Please describe any professional training or experience you have that involves empathic listening to others. (Max. 200 words)

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Please describe any professional training or experience you have in working with people with mental health issues. (Max. 200 words)

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Please describe any professional training or experience you have in teaching a group or facilitating groups. (Max. 200 words)

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Do you have any other skills, experience, training or personal qualities that you think will help you in the work of teaching MBCT? Please describe, if they have not already been covered. (Max. 200 words)

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If deemed necessary by the OMF assessor, please confirm that you are willing to undertake further training in CBT or mental health awareness as part of your mindfulness teacher training with the OMF.

Yes No

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

**OMF Teacher Training Agreement**

**before submitting your application:**

**OMF Teacher Training Agreement**

*“Our vision is a world in which mindfulness is accessible and integrated into everyday life, where there are mindfulness teachers and champions in all areas of society using mindfulness explicitly (via trainings and training) and implicitly (in their everyday work and way of living) to support well-being. Our research has shown that Mindfulness-Based Cognitive Therapy (MBCT) is as effective as anti-depressants at preventing relapse after recovery from clinical depression and our Mindfulness for Life programme (MBCT-L) has also been shown to increase self-compassion and well-being. The scientific research is coming of age, and we at the University of Oxford are playing our part.*

*For us to realise our vision we need to train a generation of mindfulness teachers who can teach mindfulness with clarity of intention, integrity, and a commitment to drawing on the confluence of modern psychological science and ancient wisdom. MBCT teachers who can teach in an embodied way, adapting and changing as the world changes and as we learn more about how to teach MBCT, whilst staying true to evidence base.”*

**Introduction**

The Oxford Mindfulness Foundation commit to offering a world class training, which will include the training and experience the trainee needs to begin teaching MBCT courses safely under supervision. This includes deepening their personal practice and integrating it with the development of teaching skills. It also includes training in theory, research, and professional competencies.

We expect an OMF trainee to commit to full participation in all that this training offers and reach a required level of competence whilst adhering to the highest ethical standards in their 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 an OMF teacher 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 below documents thoroughly before accepting any offer. [These can be found on our website in full.](https://courses.oxfordmindfulness.org/policies-procedures-and-general-terms-and-conditions/)

1. General Terms and Conditions
2. Guiding Ethical Principles
3. Fitness to Practise Policy
4. Complaints Policy and Procedure
5. Disciplinary Policy and Procedure

**Teacher 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. During the programme, trainers (with supplementary feedback from mentors) will monitor trainees’ progress toward stated goals and will provide feedback to them and to other OMF staff involved in the programme as necessary. Mentoring sessions provide trainees with additional opportunities to cultivate the necessary skills.
3. If a trainee is unable to demonstrate the required skills, particularly by the end of the first 8 training days, it may be necessary to discontinue their participation on the programme. If this happens, the OMF will engage fully with the trainee in question, discuss all the available options, and provide guidance on how best to move forward.

**Guiding Ethical Principles**

1. All trainees at the OMF commit to abide by the OMF 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 aspires to create a safe and positive culture for deep learning to happen. When challenges and difficulties arise, our 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. Our Complaints Policy and Procedure was developed in the recognition that sometimes things arise that affect the experiences (of both trainees and trainers). The OMF aims 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 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 and teach mindfulness in accordance with the training offered within each specific training route.
* Upon full completion of the teacher training programme of study, ensure that only trainees who are considered fit to practise are eligible to apply for any form of teacher certification.
* To safeguard public confidence in the mindfulness teaching profession.

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 the trading body of a not-for-profit charitable Trust, the Oxford Mindfulness Foundation (OMF), for the provision of training, public courses, and research. Any complaints, disciplinary, or fitness to practise issues, will be overseen by the CEO and the OMF Board and dealt with 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 course 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 Teacher Training Agreement (and accompanying policies and procedures) 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 programme |  |
| Title of training programme |  |

**For OMF office use only**

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| OLI ID |  |