Systemic Practice and Family Therapy Courses
Application FAQs (2017-18)

Contents
Systemic Practice and Family Therapy Courses Application FAQs (2017-18).......................... 1
ABOUT THE COURSES................................................................................................................3
  How are the courses related to each other? ................................................................. 3
  What are the job prospects when I successfully complete the courses? .............. 4
  What is the time commitment for each course? ...................................................... 5
  About the systemic practice element of the Intermediate Course ....................... 5
    What is the requirement for the practice element? .................................................. 5
    Do practice hours have to be with a family with more than one person in the room? 6
    Do the practice hours have to be video recorded? .................................................. 6
  When do the courses start? ......................................................................................... 6
  Can I start in January/February? ............................................................................. 6
  What are the course dates? ......................................................................................... 6
  Where does the teaching take place? ........................................................................ 8
  Is there car parking facilities for students? ................................................................. 8
  Can I take the course as a distance learning or e-learning option? ....................... 9
  What are the group sizes*? ....................................................................................... 9
ADMISSIONS.......................................................................................................................... 9
  What are the entry requirements for each course? .................................................... 9
  Is the Foundation/Intermediate/PGCert in Systemic Practice suitable for me? ........ 11
  I’m interested in developing a career in mental health. Is the course suitable for me? 11
    I’ve just completed my BSc in Psychology and I have limited clinical experience. Am I eligible to apply for the Foundation/PGCert Course? .............................................. 11
    I have a bachelor degree in Linguistics. I have been working as a counsellor for five year and I just finished a Postgraduate Certificate in Counselling. Is the course suitable for me?........ 12
  Why might it be more suitable for me to start with the Foundation Course rather than Postgraduate Certificate? ...................................................................................... 12
  Can I enter directly to Intermediate or MSc? ............................................................ 12
  I have completed the Foundation Course in the University of Leeds several years ago, can I apply for entry into PGCert Year 2? ........................................................................ 13
  Am I eligible to apply for the MSc if I have completed / am completing the CYP IAPT course? ...... 13
  I’ve completed the equivalent of year 1 of MSc training elsewhere, is it possible to join the MSc in the 2nd year on basis of my previous qualifications? ........................................ 13
ABOUT THE COURSES

How are the courses related to each other?

The Association for Family Therapy and Systemic Practice in the UK (AFT) provides a framework for accrediting courses in family and systemic psychotherapy, and in systemic practice. There are 3 levels of systemic training, up to and including qualifying level which in total is a 4 year training.
* Foundation
* Intermediate
* Qualifying level (MSc in the University of Leeds)

As an accredited organisation for over 20 years, the Leeds Family Therapy & Research Centre (LFTRC) in the University of Leeds offers:

Postgraduate Certificate in Systemic Practice

This is a part time course over two years that covers the first two years of Family Therapy training; the Foundation Course in Systemic Practice and the Intermediate Course in Systemic Practice, and leads to the award of a Post Graduate Certificate in Systemic Practice from the University of Leeds to successful students. Upon completing this programme students will be eligible to apply for the advanced clinical training (MSc in Systemic Family Therapy) leading to UKCP registration. This award is open to students who opt to complete both Foundation and Intermediate level training at Leeds.
Foundation Course in Systemic practice

This is a part-time course which functions both as a stand-alone course of basic skills and concepts and as an entry qualification for the Intermediate Course Systemic Practice. It is designed for health and social services workers, psychiatrists, psychologists, nurses, counsellors and others in mental health professions and will introduce participants to a broad range of the concepts and techniques of systemic family therapy.

Intermediate Course in Systemic Practice

This is a part-time course which is a significant and useful training in its own right but also connects the Foundation course and the advanced clinical training (MSc in Systemic Family Therapy). It is designed for people who have successfully completed a Foundation course (LFTRC or other AFT accredited course) or equivalent training. Students will need a work base in which they can apply systemic thinking and complete the clinical practice requirement of 60 hours of applied systemic practice in their own work setting.

MSc in Systemic Family Therapy

This two-year, part-time course provides qualifying advanced clinical training in systemic family therapy and successful completion leads to eligibility for registration with UKCP.

The course has approximately 18 full day teaching workshops over each year which includes theory, skills, research and personal professional development. In addition, students meet in weekly 4 hour supervision groups for supervised systemic practice. These are located in NHS clinics with a qualified systemic supervisor. For 2015-2017 we have training supervision groups in Leeds, Sheffield, Keighley, Bradford, Newcastle Upon Tyne, and Runcorn.

Applicants must have an appropriate qualification and have successfully completed an Intermediate Course or equivalent. There is a single intake of MSc students every two years. The next MSc course is scheduled to commence in September 2017 and applications will be considered from January 2017.

What are the job prospects when I successfully complete the courses?

Foundation Course

The Foundation course taken alone (i.e. not as part of the Postgraduate Certificate in Systemic Practice) is a non-degree course and while there is no formal qualification, this training will add theoretical knowledge and practical skills to your professional’s range and develop the extent to which you can work with clients in family and other relational settings. Successful completion provides eligibility to apply for the Intermediate Course.

Graduates of this course have gone on to work in a range of social and health care settings. Many have progressed to train as qualified family therapists to work in a range of settings including private practice.
**Intermediate Course/PGCert**

Students who complete the Intermediate level Systemic Practice training can describe themselves as Systemic Practitioners. The standalone Intermediate course is not a formal qualification but is a recognised professional development indicating the knowledge and skills development in this training.

Past students have progressed to training on our Systemic Family Therapy MSc programmes. Students who complete the MSc in Systemic Family Therapy are eligible to register with the UKCP as Systemic Psychotherapists and to practise in the public and voluntary sectors, as well as privately.

**MSc**

Successful students will be eligible to register with the UKCP as Systemic Psychotherapists and to practice as qualified family therapists.

**What is the time commitment for each course?**

**Foundation Course**

The course is held on approximately 18 Wednesday evenings (5pm to 8.30pm) between September and June, plus two full days. Please follow the link for detailed information about syllabus, teaching methods, assessment and course work.

**Intermediate Course**

The course is held on approximately 18 Wednesday evenings (5pm to 8.30pm) between September and June, plus two full days. You will also be required to be able to complete 60 hours of Systemic Practice as lead clinicians during the year in your own work/placement agency. Please follow the link for detailed information about syllabus, teaching methods, assessment and course work.

**MSc Course**

This is a 2 year part-time course with teaching days held over approximately 36 Wednesdays (10:00am- 4:30pm) during the 2 academic years. In addition, students attend a weekly 4-hour supervision clinic. Private study (a minimum ratio of 3:1 to teaching days). Please follow the link for detailed module information including teaching methods and assessment.

**About the systemic practice element of the Intermediate Course**

**What is the requirement for the practice element?**

On Intermediate level training you are required to undertake 60 hours of systemic practice in your own agency setting. You are advised to access systemic supervision where at all possible and many work places are able to provide or support this. If it is not possible you
need to ensure that your supervisor and manager are supportive of your practice developments and your work is supervised in general clinical terms. On the course there are opportunities to discuss anonymised clinical dilemmas and development of systemic practice in the tutor groups. We could also put you in touch with clinicians locally where you may be able to access voluntary experience to support your learning.

There is a requirement to present aspects of your practice in assessed essay/case study format. Clinical material used should be fully anonymised so that the participants cannot be identified and the AFT Code of Ethics and Practice are followed.

Do practice hours have to be with a family with more than one person in the room?

We request that where possible, practice hours are with families/more than one person in the room but practice with individuals is acceptable. We specify that practice hours must be therapeutic in nature (i.e. structured assessment sessions not involving systemic skills should not be included) and that if the families are seen in a family therapy clinic, only hours in which you are the lead therapist can be counted (i.e. not time as a reflecting team member).

Do the practice hours have to be video recorded?

There is no current requirement to record your practice but this is likely to be required for the Intermediate year of the 2018 intake.

When do the courses start?

Foundation, Intermediate and Postgraduate Certificate courses starts in September every year.
The next intake of MSc course (single intake every two years) is September 2017.

Can I start in January/February?

No. There is only one intake in September every year for the Foundation Course, Intermediate Course and Postgraduate Certificate courses. For the MSc Systemic Family Therapy, there is only one intake every two years. The next intake is September 2017.

What are the course dates?

Below are the provisional course dates for 2017/2018. Please note these dates are subject to change without prior notice. The final version will be in available in September 2017.

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**Foundation/Intermediate/PGCert**

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* Induction day  
** Examination for Intermediate/PGCert Year 2 students. No session for Foundation/PGCert Year 1 on the date.

**Where does the teaching take place?**

Most of the teaching will take place in the Medical Teaching Centre in Worsley Building (Building Number 95) on the University of Leeds Campus ([campus map](http://www.leeds.ac.uk/mtc/directions.html)). Directions information can be found at [http://www.leeds.ac.uk/mtc/directions.html](http://www.leeds.ac.uk/mtc/directions.html)

**Is there car parking facilities for students?**

The University encourages all staff and students to use public transport. The nearest railway station is Leeds City Station and the walk to the station is approximately 25 minutes.

- **Parking spaces for disabled people**

  The University has [designated parking spaces on campus for disabled people](http://carparking.leeds.ac.uk/permit-parking/current-policy/). To use these spaces you'll need to apply for a disabled parking permit through the course team.

- **For daytime visit,** there is no parking space on the campus for students. If you choose to drive, there are carparks close to the University, the closest are:
  - [Woodhouse Lane Car Park](http://www.leeds.ac.uk/mtc/directions.html), about 15 mins walk away from the Worsley Building and charges £6.50 for up to 12 hours parking.
  - [St John’s Centre](http://www.leeds.ac.uk/mtc/directions.html), about 20 mins walk away and charges £9.50 for up to 9 hours parking.
  - [Merrion Centre](http://www.leeds.ac.uk/mtc/directions.html), about 20 mins walk away.
For evening teaching, as a student registered on the course, if you register your vehicle plate number through the Family Therapy course team when the course starts, you can access the Orange Zone University Car Park on the campus from 4:30pm to 7:00am for free for the duration of your course.

**Can I take the course as a distance learning or e-learning option?**
Currently, no. All our courses are taught and attendance in Leeds is required.

**What are the group sizes***?**

- Foundation Course/PGCert Year 1: 40 or fewer
- Intermediate Course/PGCert Year 2**: 40 or fewer
- MSc Course: 30 or fewer

* Teaching delivery includes lectures in year groups and tutorials in small groups (10 or less in each small group)

** including students progressing directly from PGCert Year 1

**ADMISSIONS**

**What are the entry requirements for each course?**

**Foundation Course in Systemic Practice**

This course is specifically designed for graduate professionals with a first professional qualification in a relevant mental health or social care area such as social work, psychiatry, psychology, nursing, counselling, occupational therapy, art therapy or similar professions.

Applicants should hold a first degree or be able to demonstrate their ability to work at a postgraduate level.

If you are a professional working in a mental health or social care setting without a first professional qualification, you are welcome to apply for admission via our professional accreditation of prior experiential learning (APEL). Further details can be found in the APEL document.

We accept a range of international equivalent qualifications. For more information contact the Leeds Institute of Health Sciences Admissions Team.

**Intermediate Course in Systemic Practice**

This course is specifically designed for graduate professionals with a first professional qualification in a relevant mental health or social care area such as social work, psychiatry, psychology, nursing, counselling, occupational therapy, art therapy or similar professions.
Applicants should hold a first degree or be able to demonstrate their ability to work at a postgraduate level and have completed a Foundation level training in Systemic Practice.

If you are a professional working in a mental health or social care setting without a first professional qualification, you are welcome to apply for admission via our professional accreditation of prior experiential learning (APEL). Further details can be found in the APEL document.

If you have not completed an accredited Foundation Course but wish to claim equivalence for prior study of Systemic Practice by another route e.g. specialist placement and study as part of another therapeutic course, please upload to your online application a completed APEL/Foundation Equivalence Document in the Supplementary Information Sheet.

Applicants must also have the opportunity to complete at least 60 hours of systemic practice for the intermediate level of training and must therefore be working in a health or social care setting where this is supported.

We accept a range of international equivalent qualifications. For more information contact the Leeds Institute of Health Sciences Admissions Team.

**Postgraduate Certificate in Systemic Practice – this programme incorporates both Foundation an Intermediate Courses**

This course is specifically designed for graduate professionals with a first professional qualification in a relevant mental health or social care areas such as social work, psychiatry, psychology, nursing, counselling, occupational therapy, art therapy and similar professions.

Applicants should hold a first degree or be able to demonstrate their ability to work at a postgraduate level.

If you are a professional working in a mental health or social care setting without a first professional qualification, you are welcome to apply for admission via our professional accreditation of prior experiential learning (APEL). Further details can be found in the APEL document.

Applicants must also have the opportunity to complete at least 60 hours of systemic practice in the second year of the programme and must therefore be working in a health or social care setting where this is supported.

We accept a range of international equivalent qualifications. For more information contact the Leeds Institute of Health Sciences Admissions Team.

**MSc in Systemic Family Therapy**

* You will already have professional training (normally at graduate level) in mental health or social care, e.g. social work, nursing, clinical psychology, psychiatry, or relevant equivalent professional experience. Further details can be found in the APEL document (Professional accreditation of prior experiential learning).
* You will already have successfully completed Intermediate level training in Systemic Practice.

* You will need to be employed in a situation where you can apply your clinical training. You will be required to conduct 200 hours of agency based practice using systemic approaches; a minimum of 100 of the hours will be need to be in relation to families and/or couples.

* You are advised to access systemic supervision by a qualified family therapist / supervisor where at all possible and many work places are able to provide or support this. If it is not possible you need to ensure that your supervisor and manager are supportive of your practice developments and your work is supervised in general clinical terms.

* You will have the support of your current manager. Our experience is that this training offers considerable benefits to your work place and population you serve. The support of your manager is an important contributor to this process and we have enclosed a letter for your manager in the Supplementary Information Sheet which briefly outlines the training and asks for their support for your application. It you are unable to gain support at this stage, it is important that you contact the course team to discuss this as early as possible.

**Professional Indemnity Insurance**

Part of the training includes clinical practice with families in NHS training clinics and you will be working by honorary contract. It is important to note that the NHS cover would not cover all aspects of any claim made against you. It is therefore a requirement that you have professional indemnity cover or other appropriate insurance and you can demonstrate this on commencement of the course.

We accept a range of international equivalent qualifications. For more information contact the [Leeds Institute of Health Sciences Admissions Team](http://www.leedsinstitutehealthsciencetours.org.uk).

**Is the Foundation/Intermediate/PGCert in Systemic Practice suitable for me?**

The courses are aimed at health professionals (psychiatrists, clinical psychologists, mental health nurses, registered counsellors, social workers and teachers) who are interested in applying systemic theory to practice with families, individuals and organisations.

**I’m interested in developing a career in mental health. Is the course suitable for me?**

I’ve just completed my BSc in Psychology and I have limited clinical experience. Am I eligible to apply for the Foundation/PGCert Course?

The Foundation Course is primarily aimed at clinicians who already have a professional background, e.g. clinical psychology, social work, mental health nursing, etc. The course material is aimed at introducing clinicians to theories and techniques from the field of systemic practice, and to consider how they can apply these ideas in their roles.
Since you are just completing your BSc Psychology degree, we would require you to gain some further clinical experience before applying to our Foundation Course. The entry requirements expected by the Association of Family Therapy state that you need:

- A relevant professional training, or equivalent
- An opportunity to apply systemic ideas to a current work setting

‘Equivalent’ is not specified, but we would suggest that given the shortest professional training courses would be three years, then we would usually require clinical experience in a health or social care setting of at least three years. In practice, the students without a relevant professional training tend to be working in a variety of settings for example as graduate psychologists or support workers in therapeutic teams. Please contact the course team if you are unsure about the requirements for equivalence.

**I have a bachelor degree in Linguistics. I have been working as a counsellor for five years and I just finished a Postgraduate Certificate in Counselling. Is the course suitable for me?**

Yes. If you are keen to follow this route of family therapy, the usual starting place is the Foundation/PGCert. Your current experience is all valuable but if you do not have a core mental health professional training (psychiatry /accredited counsellor/ clinical psychology/mental health/social work or nursing etc.), you would be considered a professional APEL student. This means that your experience is considered as part of equivalence to a professional training but if you progress to qualifying level (MSc level) you might need to do additional study or placements to ensure that you have the full breadth of experience needed to practice as a UKCP registered therapist.

**Why might it be more suitable for me to start with the Foundation Course rather than Postgraduate Certificate?**

As the Foundation Course can be taken as a standalone module for one year it is a good option if you are new to Systemic Practice or to postgraduate study and may not be sure if you wish to commit to the two year Postgraduate Certificate. Most students who join the Foundation Course later choose to transfer to the Postgraduate Certificate and continue to the second year. The transfer is quite straightforward provided you meet the additional requirements for the second year Intermediate Level.

As a standalone course, the Foundation Course also provides an exit point at the end of one year and easy re-entry into Postgraduate Certificate course in LFTRC if you decide to continue the training at a later stage.

**Can I enter directly to Intermediate or MSc?**

The usual starting point for systemic training is at the Foundation Level (year 1 of Postgraduate Certificate). The Foundation Course includes students from a range of professional background, many of them are very experienced in work with individuals
families and couples but the assumption is that the systemic theory and practice is new in terms of previous exposure to systemic theory and practice.

If however, you have been in training that offers around 60 hours of systemic input, you could use APEL to skip the Foundation level and enter at Intermediate level. For example Clinical Psychology students at the University of Leeds who have taken the systemic practice module and attended workshops and systemic clinics in their Clinical Psychology training are able to start at Intermediate level.

If you would like to be considered for entry at Intermediate level, please read the application of the Intermediate course, especially the documents about APEL.

If your APEL application directly into Intermediate course is not successfully, you will be automatically considered for Foundation Level.

**I have completed the Foundation Course in the University of Leeds several years ago, can I apply for entry into PGCert Year 2?**

If you have completed Foundation Course in the University of Leeds within the previous 5 years (from the date it was completed/awarded), you need to declare this at the point of application of PGCert instead of Intermediate Course. If not declared at the point of application, this might not be considered at a later stage. If your application is successful you can then study on the PGCert and complete this award on completion of the second year / Intermediate level.

**Am I eligible to apply for the MSc if I have completed / am completing the CYP IAPT course?**

You may be eligible to apply for the MSc if your IAPT course is deemed equivalent to the Foundation and Intermediate training accredited by the AFT; we may ask you to provide an outline of your course syllabus to establish this. If you have not yet finished your course we may offer you a conditional place, dependent upon your successful completion of the course.

**I’ve completed the equivalent of year 1 of MSc training elsewhere, is it possible to join the MSc in the 2nd year on basis of my previous qualifications?**

Unfortunately, the University of Leeds won’t allow transfer of credits for such a large proportion of the course. Additionally, the way that the programme is structured, it really would be difficult to attend only year two, as much is based on the previous year. If you were to do our MSc, you would thus need to do both years and apply to join the course at the beginning. If you are considering this please contact Marie McGovern on m.mcgovern@leeds.ac.uk to discuss your situation further.
**What is APEL?**

APEL is Accreditation of Prior Experience and Learning. APEL procedures are used in two instances for some students during training:

1) APEL for applicants to the training course who do not have a first professional qualification in mental health or social care profession.

2) APEL to accredit students who have not completed a AFT Accredited Foundation Course in Family Therapy (1st year of the four year training) but have studied Family Therapy and Systemic Practice to a level equivalent to the Foundation Course and wish to apply to join the Intermediate Course (2nd year of the four year training). Please refer the [APEL guideline for Family Therapy and Systemic Practice students in University of Leeds and AFT APEL policy statement](#).

**Will I be able to start on one of the courses in September if my current Systemic Practice course finishes after September?**

This will depend on the stage of your studies. If you already know your final grade, we may be able to offer you a place. If you are still completing course work after September you will likely need to see your course through to completion to satisfy course entry requirements.

**INTERNATIONAL STUDENTS**

**Are the courses open for applicants from outside UK?**

Yes. Please note all the courses are offered as part-time courses only. Currently they are not offered on full-time basis. If you are an international student, before you start to prepare for taking any part-time courses in the UK, it’s critical for you to contact the [International Students Office](#) of our University for immigration advice.

Please also note that applicants for Intermediate level and MSc course must be in posts where they have regular therapeutic contact with appropriate clients. For the Intermediate Course (PGCert Year 2), students are required to complete 60 hours of Systemic Practice as lead clinicians during the year in their own work/placement agency. For the MSc course, students attend a weekly four-hour supervision clinic over the 2 years of course, and students must be employed and have a clinical practice setting.

Applicants to Intermediate level and MSc course will not be able to be considered for the course unless such practice arrangements are secured before applying.

**Am I required to submit English language qualifications?**

If your first language is not English you will be asked to provide evidence that you have a suitable ability in the various skills of English by obtaining the minimum requirements in a
University recognized English language qualification (IELTS overall of 7.0 with no component lower than 6.5 OR equivalent). For information on other English language equivalent qualifications please see our entry requirements webpage. Please contact the admissions team if you have any query.
FEES AND FUNDING

What are the course fees?

Course fees for 2017/2018 are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Home/EU students</th>
<th>Overseas students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Course in Systemic Practice</td>
<td>£2,500</td>
<td>£5,292</td>
</tr>
<tr>
<td>Intermediate Course in Systemic Practice</td>
<td>£2,500</td>
<td>£5,292</td>
</tr>
<tr>
<td>Postgraduate Certificate in Systemic Practice</td>
<td>£5,000 (total)</td>
<td>£10,584 (total)</td>
</tr>
<tr>
<td>MSc Systemic Family Therapy</td>
<td>£9,500 (total)</td>
<td>£20,500 (total)</td>
</tr>
</tbody>
</table>

How to pay the course fees?

Course fees are charged annually when you register at the beginning of each academic year. If you are offered a place on the PGCert or the MSc, the total fees are divided equally across each year of study, i.e. you need to pay half of the total fees for first academic year, and the other half for the second academic year.

For example, for a Home/EU student of MSc starting in September 2017, you need to pay:

* £4,500 course fees for the first academic year of 2017/18 in September 2017, and
* £4,500 course fees for the second academic year of 2018/19 in September 2018.

If I am self-funded, when do I need to pay the fees?

For each academic year, for self-funded students, fees are paid either upon registration before the start of the course, or by two installments: 50% by direct debit before or on the day of registration and the other 50% to be paid by direct debit in February 2018. For more information about the payment schedule, please visit

http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/619/ways_to_pay

Am I eligible to apply for the HEYH bursary?

Am I eligible to apply for Specialist Skills and Post-Registration Development (SSPRD formerly known as CPD) bursary from the Health Education Yorkshire and Humber (HEYH formerly known as SHA) through the University? How do I apply for it?

As a contracted education provider, the University of Leeds manages a stream of HEYH funding for applicants to the courses. Award of the bursary to individual applicants is determined by the course team in the University. If you are employed by NHS in the Yorkshire and Humber area, you may be eligible for the funding through the University. Psychiatrists and GPs are not eligible but may contact the Deanery.

If you think you are eligible for applying for the funding, please complete the HEYH funding
application form when apply. Funding by this route is limited and is awarded in July by the University to applicants who have been offered a place on the course. Please ensure that your application is received in good time if your wish to be considered for the bursary.

If I get HEYH bursary for the 1st year of PGCert/MSc, will my funding for the 2nd year be guaranteed?

Bursaries offered in year one are usually available in the 2nd year, but this is not guaranteed and is reviewed each year.

Are there any other funding?

Aside from the HEYH bursary, Masters funding overview on the University website provides detailed information about scholarships and funding.

You might find the following ones relevant:

- Alumni tuition fee bursary
- Government postgraduate loans (only for MSc students so far)
- Professional and career development loans

APPLICATION

What are the processes like for me from application to start of the course in September?

How do I apply?

The applications for the Foundation, Intermediate, Postgraduate Certificate and MSc will open in January 2017. This year you will need to register for a new account in our online application system and then log in. You can access the new application system here or on the course information pages listed on the next page.
Once you have created your account, you can then apply for your chosen course.

Please complete your application and upload any requested documents as prompted by the system.

We will use this account to liaise with you about the progress of your application. We will send you an email to prompt you to log in when further activity is needed.

Documents that may be required for your chosen programme can be accessed via the course finder (links below), these documents can be completed and then uploaded to your application via the portal enquiry section:

**Foundation Programme:**

[http://courses.leeds.ac.uk/25008/ND_Foundation_Course_in_Family_Therapy](http://courses.leeds.ac.uk/25008/ND_Foundation_Course_in_Family_Therapy)

- Health Education Yorkshire and Humber (HEYH) Funding Application Form if it is applicable to you and you wish to make an application (Document A)
- An example of a sponsor’s letter if your studies are funded through agency/employer sponsorship (Document B)
- Managers consent form (Document C)

**Intermediate programme:**

[http://courses.leeds.ac.uk/24660/Family_Therapy_(Intermediate)](http://courses.leeds.ac.uk/24660/Family_Therapy_(Intermediate))

- Health Education Yorkshire and Humber (HEYH) Funding Application Form if it is applicable to you and you wish to make an application (Document A)
- An example of a sponsor’s letter if your studies are funded through agency/employer sponsorship (Document B)
- Consent from line managers form (Document C) - Authorisation of your manager for the required 60 hours of systemic practice and arrangements for clinical supervision
If applicable, an APEL/Foundation Equivalence (Document D) if you have not completed an accredited Foundation Course

**Postgraduate Certificate:**

http://courses.leeds.ac.uk/25058/PGCert_Systemic_Practice

- Health Education Yorkshire and Humber (HEYH) Funding Application Form if it is applicable to you and you wish to make an application (Document A)
- An example of a sponsor’s letter if your studies are funded through agency/employer sponsorship (Document B)
- Consent from line managers form (Document C) - Authorisation of your manager for the required 60 hours of systemic practice and arrangements for clinical supervision

**MSc programme:**

http://courses.leeds.ac.uk/25163/MSc_Systemic_Family_Therapy

- A compulsory supplementary information sheet
- A managerial support form to show that you have support for your application and to undertake 200 hours of agency based practice using systemic approaches
- Health Education Yorkshire and Humber (HEYH) Funding Application Form if it is applicable to you and you wish to make an application (Document A)
- An example of a sponsor’s letter if your studies are funded through agency/employer sponsorship (Document B)

**What if I am unable to get an academic reference?**

If you are unable to provide one professional and one academic reference please contact the admissions team at LIHS-admissions@leeds.ac.uk as you may be able to submit information for two professional referees.

**Is there a deadline for application?**

Foundation Programme: Please apply by Friday 14 July 2017
Intermediate: Please apply by Friday 14 July 2017
Postgraduate Certificate: Please apply by Friday 14 July 2017
MSc: Please apply by Friday 7 April 2017. Late applications will be considered if places are available.

**How long will it take for my application to be reviewed?**

Your application is processed quickly if you submit all the required documents. We aim to let you know the decision on your application within four weeks of receipt of a complete application and correct supporting documents.
Do I need to provide University transcripts and degree certificate? What if I couldn’t find my University degree certificate?

For the purpose of application, a copy of prior University degree or University transcripts bearing information of the degree awarded will suffice. If you cannot find your University degree certificate or transcripts, please contact your university for a replacement or certified document. You need to bring along the original or certified true copies of the documentation to be verified when you register with the University in September.

Do I need to declare spent criminal convictions?

Please make sure you have read and completed the section of “Any criminal convictions” on the University of Leeds Application for Taught Postgraduate Study. In general a criminal record should not be regarded as an obstacle to studying at this University. In any event, the University will not take into account, when dealing with existing students and selecting applicants for admission, criminal convictions which are deemed “spent” under the terms of the Rehabilitation of Offenders Act 1974 unless such convictions are deemed as “exceptions” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants to the suite of Systemic Practice and Family Therapy courses are NOT required to disclose spent offences. However, an enhanced Disclosure and Barring Service (DBS) check will be required at the start of the MSc course by placement organisations. The University of Leeds Policy Statement: Applicants and students with criminal records.

Where can I get support for filling in application forms?

You can contact the Institute Admissions team if you need help:

Email: lihs-admissions@leeds.ac.uk  Tel: 0113 343 9817

For technical difficulties with the portal contact the University Portal Enquiries Team:
study@leeds.ac.uk

I have been made an offer on the course and I have accepted the offer, but now I can’t secure funding, what shall I do?

Please contact the course team familytherapy@leeds.ac.uk as soon as possible and discuss your situation. Depending on the course and your situation, deferred entry to next year can be easily arranged and you do not need to reapply for the course.

Do I have to attend an interview?

MSc applicants will be invited to an interview before a place is offered. Applicants to other courses (i.e. Foundation Course, Intermediate Course or Postgraduate Certificate) may occasionally be invited to an interview before an admissions decision is made.
What’s the interview like? How long is the interview?

An interview for MSc applicants lasts around 2 hours. Candidates are interviewed about their personal and professional support for undertaking training, capacity to discuss clinical practice with a systemic framework and ability to be self-reflexive about learning.

What are the tips for applicants?

According to our survey of students on the courses, the top three tips current students would like to share with future applicants are:

1. Apply early. (33%)
2. Follow instructions. (25%)
3. Contact administrative staff for help. (25%)