Please read before applying

Important Information

Information provided by the University such as in presentations, University brochures and the University website, is accurate at the time of first disclosure. However, courses, University services and content of publications remain subject to change. Changes may be necessary to comply with the requirements of accrediting bodies or to keep courses contemporary through updating practices or areas of study. Circumstances may arise outside the reasonable control of the University, leading to required changes. Such circumstances include, industrial action, unexpected student numbers, significant staff illness (where a course is reliant upon a person’s expertise), unexpected lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and serious concern with regard to the transmission of serious illness making a course unsafe to deliver.

After a student has taken up a place with the University, the University will look to give early notification of any changes and try to minimise their impact, offering suitable alternative arrangements or forms of compensation where it believes there is a fair case to do so.

Offers of a place to study at the University will provide up to date information on courses. The latest key information on courses, entry requirements and fees can be found at www.leeds.ac.uk/coursefinder. Please check this website before making any decisions.
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1. APPLICATION PROCESS

1.1 Tips on how to speed up the processing of your application

The processing of many applications is slowed down by the following:

- **Documents uploaded with no clear name/title** so they have to be opened and renamed before they can be processed.
- **Key documents are missing** so there is a delay whilst the correct ones are obtained.
- **Too many documents** not required for the application are submitted so time is spent sorting out the most relevant.
- **There is a delay in obtaining references**
- **Applicants apply for the wrong course**
- **Documents not uploaded correctly** means the application process is slowed down, whilst they are emailed in and then uploaded to your application.

You can speed up the processing of your application:

- Before you start, read all the guidance notes/FAQs below and on the Systemic Practice Coursefinder page.
- **Please check you are applying for the correct** course in particular that you meet the criteria and that you are not applying for a course you are not eligible for.
- Locate the **supplementary information document** on the Systemic Practice Coursefinder page, download it and get it signed before applying if possible.
- Check exactly what other documents you need to apply with and have them ready before you apply if possible.
- **Do not submit documents other than those stated as** in the guidance notes, unless otherwise requested by the admissions team.
- **Ask your referees for a reference before you apply** if possible. Establish when they can supply the reference etc. Check they won’t be on leave for a long period!! **We cannot make you an offer without references** so give gentle reminders to your referees from time to time.
- When you upload your documents give them a **name/title** which will aid in identifying what it is e.g. “BSc Cert in Nursing” rather than just “Cert”.
- **Check your documents have uploaded correctly**
### 1.2 Documents or information you are required to upload to your application

<table>
<thead>
<tr>
<th>Document/information required</th>
<th>Source/Advice</th>
<th>Task done checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your degree certificate and transcript (academic qualifications)</td>
<td>You can apply for these to the university where you did your degree</td>
<td>□</td>
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<tr>
<td>Any other diplomas, certificates (professional qualifications)</td>
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<td>□</td>
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<tr>
<td>Your supporting statement (For the MSC there is a pro forma for this in the supplementary pack)</td>
<td>Please read guidance questions which are in the “Supporting Information” section of your online application, to aid you with writing your supporting statement.</td>
<td>□</td>
</tr>
<tr>
<td>Contact details for referees or copies of references if you already have them</td>
<td>We cannot make you an offer without references.</td>
<td>□</td>
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<td>Supplementary Information Document including</td>
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<tr>
<td>- Details of professional bodies you are affiliated to (if applicable).</td>
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<tr>
<td>- Your manager’s consent form</td>
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<td>- An SSPRD funding form or details of a funding sponsor if you are not a self-funded applicant.</td>
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<td>If applicable:</td>
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<tr>
<td>English Language qualifications (International applicants)</td>
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<tr>
<td>An APEL/Foundation Equivalence form if you have not completed an accredited Foundation Course (Intermediate applicants)</td>
<td>See Supplementary Information Document which can be accessed via the course finder (see links below)</td>
<td>□</td>
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</table>

### 1.3 How do I apply?

The applications for the Foundation, Intermediate, Postgraduate Certificate and MSc will open in early 2019. You will need to register for an account in our online application system and then log in. You can access the application system on the course information pages listed below.
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.

1.4 Application Links:

Foundation Programme:  
https://courses.leeds.ac.uk/i423/systemic-practice-foundation-

Intermediate programme:  
https://courses.leeds.ac.uk/i422/systemic-practice-intermediate-

Postgraduate Certificate:  
https://courses.leeds.ac.uk/f805/systemic-practice-pgcert

MSC in Systemic Family Therapy:  
https://courses.leeds.ac.uk/a792/systemic-family-therapy-msc

1.5 Is there a deadline for application?

- Foundation/Intermediate/Postgraduate Certificate: The closing date for applications is Friday 7th June 2019
- MSc: The closing date for applications Friday 5th April 2019.

Late applications may be considered if there are spaces left on the programme.
1.6 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.

1.7 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.

1.8 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.

1.9 Where can I get support for completing an application?

This guidance should answer most of your questions. If it doesn’t, you can contact the Institute Admissions team:

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
1.10 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.

1.11 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.

1.12 What’s the interview like? How long is the interview?

An interview for MSc applicants lasts around 3 hours. Candidates are interviewed about their personal and professional support for undertaking training, capacity to discuss clinical practice within a systemic framework and ability to be self-reflexive about learning.

1.13 What are the processes like for me from application to start of the course in September?
2 ABOUT THE COURSES

2.1 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 three levels of systemic training, up to and including qualifying level which makes a total of four years training.

* Foundation
* Intermediate
* Qualifying level (MSc in the University of Leeds)

Leeds Family Therapy & Research Centre (LFTRC) in the University of Leeds offers the following AFT accredited training courses:

**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 Postgraduate 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 to support the development of basic skills and knowledge of concepts and as an entry qualification for the Intermediate Course in Systemic Practice. It is designed for graduate-level professionals with a first professional qualification in a relevant mental health or social care area such as nursing, psychiatry, social work, clinical psychology or with a related professional qualification and/or experience via the professional APEL route and will introduce participants to a broad range of the concepts and techniques of systemic practice.

**Intermediate Course in Systemic Practice**

This is a part-time course which is a significant and useful training in its own right and also connects the Foundation course and the advanced clinical training (MSc in Systemic Family Therapy). This course has a multi-disciplinary focus and covers aspects of working with families in clinical settings, as well as wider application of systemic thinking and practice. It is suitable for professionals working in mental health nursing, psychiatry, social work, clinical psychology, voluntary organisations and related fields who have completed Foundation level training or equivalent and with a related professional qualification and/or experience via the professional APEL route. Applicants must be working in a setting suitable to undertake the Systemic Practice requirement of 60 hours of systemic practice during the year. The practice requirement must be supported by the agency and have suitable clinical supervision arrangements as well as the facility to record, with client consent, one session (visual or audio) of clinical practice for assessment purposes.

**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 20 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 2017-2019, we have training supervision groups in Leeds, Bradford, Hull/Beverley, Middlesbrough, Newcastle upon Tyne, Runcorn, Sheffield, Stalybridge, and Wakefield. The sites of training clinics for 2019 – 21 are yet to be finalised and will be arranged to best meet the location of students where this is possible.

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 2019 and applications will be considered from January 2019 with a closing date of 5 April 2019.

2.2 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 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 may describe themselves as a “Systemic Practitioner at Intermediate Level” in their work and can apply for advanced clinical training and MSc courses in Family and Systemic Psychotherapy. Those who have a professional qualification and are registered with a regulatory body are also eligible to apply for Systemic Practitioner membership of the Association for Family Therapy.

The standalone Intermediate course is not a formal qualification but is a recognised professional development indicating the knowledge and skills development in this training.

MSc

In addition to the University award of MSc Systemic Family Therapy, successful MSc students will be eligible to register with the UK Council for Psychotherapists as a Family and Systemic Psychotherapist and to practise as qualified family therapists.

2.3 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 July plus two full days. Details of syllabus, student hours, and assessments for 201819 can be viewed here.


Intermediate Course
The course is held on approximately 18 Wednesday evenings (5pm to 8.30pm) between September and July 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. Details of syllabus, student hours, and assessments for 2018-19 can be viewed here. Details for 2019-20 will be published in May 2019. Please visit https://medicinehealth.leeds.ac.uk/leeds-institute-health-sciences/doc/training-systemic-practice-family-therapy for update.

MSc Course

This is a 2 year part-time course with teaching days held over approximately 40 Wednesdays (10:00am- 4:30pm) during the 2 academic years. In addition, students attend a weekly 4-hour supervision clinic and undertake private study (a minimum ratio of 3:1 to teaching days). For 2017-19 cohort, details can be found following the link for detailed module information including teaching methods and assessment. Details for 2019-21 will be published in May 2019. Please visit https://medicinehealth.leeds.ac.uk/leeds-institute-health-sciences/doc/training-systemic-practice-family-therapy for update.

2.3.1 Do you have any guidance about what my line manager/employers should consider offering as study time in addition to the time needed to attend the university on Wednesdays as a Foundation Course student?

For the Foundation Course (which is 30 credits at Masters level) the overall time is reckoned at 300 hours of which 66 are in the class setting (please refer to the links above). This leaves 234 of private study over the year – about 6 hours a week during term times.

We would advise your line manager/employer to support you getting the most out of the course (required reading and production of assigned work) to get the maximum benefit from the training funds and to the service through your development.

In practice this is locally negotiated, contextualised by the drivers for doing the course, working hours etc. and usually shared between study time from work and some personal time for study. Arrangements vary from a regular half day per week (which works best) to ad hoc time where needed for assignments and some flexibility for reading etc. We think it also important to ensure that your clinical workload is adjusted where necessary to allow for study time. An overstretched student tends to underachieve and the benefits of a good developmental experience are lost to other stresses.

2.4 When do the courses start?

Foundation, Intermediate and Postgraduate Certificate courses start in September every year.

The next intake of the MSc course (single intake every two years) is September 2019.
2.5 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 2019.

2.6 What are the course dates?


2.7 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). Directions information can be found at http://www.leeds.ac.uk/mtc/directions.html

2.8 Are 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 bays located across the campus for disabled people. Please see campus map for locations of disabled parking bays. To use these spaces you must contact the Facilities Directorate Helpdesk and be ready to provide a copy of your Blue Badge. More information can be found here.

*For daytime visits, 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, about 15 mins walk away from the Worsley Building and charges £7.5 for up to 12 hours parking (Oct 2018 rate).

You can also use the Parkopedia website which lists other car parks in the areas.

*For evening teaching, when you are fully 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 University Orange Zone Car Park on the campus from 4:20pm to 7:00am for free for the duration of your course. Please note that the 4.20pm deadline is strictly enforced.

2.9 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.
2.10 What are the group sizes*?

- Foundation Course/PGCert Year 1: 40 or fewer for full class. Teaching delivery includes lectures in year groups and tutorials in small groups (10 or less in each small group)
- Intermediate Course/PGCert Year 2: 40 or fewer for full class. Teaching delivery includes lectures in year groups and tutorials in small groups (10 or less in each small group)
- MSc Course: 35 for full class. Teaching delivery also includes smaller group settings and in the weekly clinical placement students are in groups of 3 or 4 or fewer

Each year there are one or two full days on which students from all the course groups plus some additional delegates join for study days with external speakers or for other teaching events.

2.11 Do I need to carry out any systemic work in the Foundation level course?

You don’t need to be part of a family therapy team at this stage (although it can be very useful to do this alongside the foundation if there is opportunity). It is however expected that people will be working in a clinical role or role that enables them to think about and draw on the ideas taught on the course and to bring relevant case material for discussion and for use in the 2 essays.

2.12 About the systemic practice element of the Intermediate Course

2.12.1 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 will be required to keep an anonymised record of this practice within a portfolio, which forms one of the assessed components of the course. The practice requirement must be supported by the agency and have suitable clinical supervision arrangements as well as the facility to record, with client consent, one session (visual or audio) of clinical practice for assessment purposes. Throughout the programme, you will be encouraged to develop a commitment to actively promote ethical, anti-discriminatory practice and to highlight and critique culturally-based assumptions in your practice.

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 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.

2.12.2 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).

2.12.3 Do the practice hours have to be recorded?

Yes. One session (visual or audio) of at least 45 minutes of systemic practice must be recorded for assessment purposes.

2.13 For MSc students, what sort of practice arrangements are considered suitable?

In addition to the weekly clinical placement that is organised by the course you are required to undertake a minimum of 200 hours of systemic practice over the two years of the course where you are the lead clinician in the session. At least half of these hours must be with more than one family member.

* 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.

2.14 As an MSc student, how will my clinical placement be contracted?

Unless you are placed in your own agency trust, you will usually require an honorary contract with the placement trust. This will requires you to have current Disclosure and Barring Service clearance.
In the event of a claim against you during your practice it is important to note that the NHS cover may not cover all aspects of this. It is therefore recommended that you have professional indemnity insurance or other appropriate insurance and that you can demonstrate this on commencement of the course.
3 ADMISSIONS

3.1 What are the entry requirements?

Please following the links below and find detailed information in the Entry Requirements section on Coursefinder.

- Foundation Course in Systemic Practice
- Intermediate Course in Systemic Practice
- Postgraduate Certificate in Systemic Practice – this programme incorporates both Foundation and Intermediate Courses
- MSc in Systemic Family Therapy

3.2 I am interested in developing a career in mental health. Is the Foundation/PGCert in Systemic Practice suitable for me?

3.2.1 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.

3.2.2 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 (see below). 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.

3.2.3 I have a BSc (Hons) in Psychology and a MSc in Forensic Psychology. I have over 8 years’ experience in clinical and health psychology services working with individuals and families and I currently work in NHS and have access to families’ cases in psychology services. Am I eligible to apply for the Systemic Practice Course?

Your experience sounds as if it is eminently suitable for the course which are designed for qualified mental health professionals. The usual starting point for all (including qualified clinical psychologists, psychiatrists etc.) is at Foundation level or Postgraduate Certificate unless you have effectively completed the systemic foundation level theoretical study with 60 hours of specifically systemic content that covered the learning outcomes where you can apply enter at Intermediate Level. In practice the main group that have this equivalence are the clinical psychologists who have done the specialist placements in systemic therapeutic work as part of their training. Please see 3.5 below.

3.3 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.

3.4 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 an 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 to the APEL guideline for Family Therapy and Systemic Practice students in University of Leeds and AFT APEL policy statement.

3.5 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 backgrounds, many of them are very experienced in work with individuals, families and couples but the assumption is that the course content is new in terms of students’ 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.

Direct entry to the MSc level is only considered in exceptional circumstances. If you consider that this may apply to you then please discuss your situation with the course team at familytherapy@leeds.ac.uk as soon as possible and discuss your situation.

3.6 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.

If you completed the Foundation Course more than five years ago you may still be eligible to join the Intermediate level training please contact the course team on familytherapy@leeds.ac.uk to discuss your situation.
3.7 I have completed Foundation Course in a Greek educational centre accredited by the European Family Therapy Association (EFTA). How can I apply for the Intermediate level in Leeds?

You are more than welcome to apply for the Intermediate Course in Leeds.

Please check 2.12 about systemic practice requirement for the Intermediate Course.

As you may be aware, our entry requirements state that applicants should have completed a Foundation Course in Systemic Practice which is accredited by AFT-UK. Since your Foundation Course was accredited by EFTA, we would request that you complete an APEL (Equivalence to Foundation Course) Document when you apply. APEL stands for Accreditation of Prior Experience and Learning, and the document asks you to comment on how your previous training has addressed our Foundation Course learning outcomes. It can also be useful to share any information about the curriculum and number of hours studied if you have that information available; and then to also include your Foundation Certificate with the application.

3.8 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.

3.9 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.

3.10 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.
4 INTERNATIONAL STUDENTS

4.1 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 where they can complete are complete 200 hours of Systemic Practice as lead clinicians during the two years of the course in their own work/placement agency.

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.

4.2 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.
5 FEES AND FUNDING

5.1 What are the course fees?

Course fees for 2019/20 can be found following the link to the Course Finder of the University website

- Foundation Course in Systemic Practice
- Intermediate Course in Systemic Practice
- Postgraduate Certificate in Systemic Practice – this programme incorporates both Foundation and Intermediate Courses
- MSc in Systemic Family Therapy

5.2 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 UK/EU student of PGCert starting in September 2019, you need to pay:

* £2,750 course fees for the first academic year of 2019/20 in September 2019, and
* £2,750 course fees for the second academic year of 2020/21 in September 2020.

If you are to be sponsored by your employer, you are advised to have an agreement with your employers about the payment of fees in the event of temporary / permanent withdrawal from the course in the future, e.g. due to sickness or in the event of a change in employment. Course fees will be payable up to the time of withdrawal and the remainder payable on your return. In some circumstances, you may be personally liable for any outstanding fees, for example if you opt to continue the course after leaving employment with your employing sponsor.

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

For each academic year, for self-funded students, fees are paid in full before or on the day of registration, or set up an instalment plan of 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 2020 from a UK current account. For more information about the payment schedule, please visit http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/619/ways_to_pay

5.4 Am I eligible to apply for the Specialist Skills and Post Registration Development (SSPRD) funding?

The Specialist Skills Post Registration Development (SSPRD) General Learning Credit (GLC) provides funding for students on some trainings in eight priority areas including ‘Skills and
development for staff working with service users with Mental Health problems (Mental Health including learning disabilities)' through which students working in NHS in Yorkshire and Humberside can receive training bursaries to cover the fees for our courses. The application process for this funding is organised alongside the course application.

5.5 **How to apply for the SSPRD funding?**

As part of the Supplementary Information document you have the option to apply for this funding if you are eligible.

5.6 **Do I need to have an offer of a place on the course before being considered for the funding?**

The application for SSPRD funding is part of the main course application form for eligible applicants. Your course application is managed separately and you will receive notification of the outcome of your course application first as SSPRD funding is usually confirmed later in mid-summer.

SSPRD funding is not guaranteed and in some years may be over subscribed. This can result in applicants holding an offer for a place but not receiving SSPRD funding. In this situation applicants are encouraged to look at alternative sources of funding in order to take up training place.

**SSPRD funding is to be subject to specific local NHS workforce priorities and workforce needs analysis in the near future. The process for application may thus be subject to change at short notice but is currently as described here.**

5.7 **What happens when I’m offered the SSPRD funding?**

If you are successful in being offered a place on a course and SSPRD funding then the payment of course fees is managed by us. You will receive instructions on how to accept your place and register in this circumstance.

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

SSPRD funding is subject to changes in NHS funding policy and procedures beyond our control and as such cannot be guaranteed from year to year. However in the past students have been supported to complete their training on an ongoing basis. It is important that applicants and students consider contingency plans for the hitherto unlikely event of not receiving ongoing funding.

5.9 **Are there any other sources of funding?**

Aside from the SSPRD funding, 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