**Certificate in Song Therapy**

Online study

**Application for enrolment**







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**Certificate in Song Therapy Skills (Cert ST Skills)**

Thank you for your application to enrol on the Certificate in Song Therapy Skills course.

***Our one year online course explores sensitive aware creative leadership in recreational, non clinical settings through the prism of modern philosophy, developmental psychology, emotional intelligence and the Person Centred counselling tradition (also known as Rogerian Therapy). We celebrate popular music and song in all its contemporary, historical and cultural forms as a catalyst for social connection, bonding, relief of anxiety and acceptance. We further explore new music and song writing as routes to building confidence and self worth and promoting social cohesion.***

***Please ensure you have read through the information that has been sent to you and that you have a clear understanding of the course and the learning frameworks that it offers before applying to enrol.***

**Your application for enrolment**

The information you provide informs us of the skills, qualifications and experience of those applying to study the course and this information really helps us as we continue to develop and refine the course content.

We do reserve the right to politely decline your application but this would only be if we felt that the course was not suitable for you. We would in those circumstances offer you a detailed explanation as to why we have come to that decision.

Please fill in all boxes marked with an asterisk.

All other boxes are optional and please do not feel obliged to provide any more information than you wish. Once you have submitted your application we will confirm receipt and, all being well, your formal acceptance onto the course.

Your full name \*

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Date of enrolment \*

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Postal address including postcode \*

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Email address \*

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Telephone

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Age

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Occupation\*

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Your leadership and musical skills and experience \*

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Other skills and experience\*

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Academic qualifications\*

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The things in life that really interest you \*

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Why do you want to study song therapy ? \*

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**Certificate in Song Therapy Practice (Cert ST Practice)**

When you have completed the ‘Certificate in Song Therapy Skills’ course you may be invited to go on to complete the ‘Certificate in Song Therapy Practice’ course. (Cert ST Practice). Your acceptance of this invitation is optional and conditional upon you completing the Skills course to a high standard. The completion of this extra module incurs an additional charge of £100 payable at the time.

This module requires the submission of video evidence of successfully running music groups in recreational settings. Upon completion we will invite you to add your name to our register of those who have completed the ‘Certificate in Song Therapy Practice’ course. Joining the register is optional. This register will be used in future years to promote Song Therapy and responsible recreational music group leadership in community, social care and education.

Please indicate below whether you would be interested in studying the ‘Cert ST Practice’ course after completing the ‘Cert ST Skills’ course. You may change your mind at any time.

I am interested in going on to complete the Cert ST Practice course if invited to do so, after completion of the Cert ST Skills course. (Yes/No)

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**Data protection**

By signing this form you confirm that the information you have supplied is true to the best of your knowledge and that you consent to the Song Therapy Network and West Street Creative Skills and Learning keeping the details you have provided on file whilst you are a student on the course.

**Copyright**

Please note that copyright exists in all our original course materials and that by signing the form you undertake not to copy or distribute any part of the course to any one else. You are however welcome to print out sections of the course as you wish for your own use.

**Costs**

The total cost of the course is currently £850. Self funded students may pay the course fees in instalments. We ask for an initial payment of £50 when you enrol on the course.Nothing to pay for three months whilst you embrace the course materials. If you decide to proceed thereafter a further ten payments of £80 over the first ten months of your study. Alternatively you can pay over fifteen or twenty months to suit your budget. If you subsequently leave the course at any time instalment payments cease with no further payments.

If your course is being funded by your employer or another third party we will contact them to make the necessary arrangements. This will not delay the progress of your application.

You may take up to thirty six months to complete the court. As mentioned above if you decide to leave the course at any point we are unable to refund payments that you or your employer have made up to that point but no further payments are due. This does not affect your statutory rights.

**Medical Declaration and Medical Declaration Signature**

I confirm that I am aware that Song Therapy training celebrates responsible leadership skills rooted in the exploration of developmental psychology and modern philosophy. This includes the gentle exploration of self awareness, self worth and self acceptance.

By signing the medical declaration below I confirm that, to the best of my knowledge, I have no psychological medical diagnosis, or undiagnosed medical condition that I believe might be aggravated by this study programme.

This includes (but is not limited to) mental health challenges such as PTSD, Borderline Personality Disorder, Bipolar Disorder and Clinical Depression.

*I confirm that if I am in any doubt about the nature of the impact this study programme might have upon any mental health challenge that I might be facing I will contact the course provider for clarification before applying for enrolment on the course.*

Signed and dated (a typed signature is acceptable) :

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**Legal disclaimer**

Please note that West Street Creative Skills and Learning and The Song Therapy Network cannot accept responsibility for any consequences, legal or otherwise, that may arise as the result of any therapeutic music making activity that you choose to embark upon, irrespective of whether this activity is voluntary or paid employment. Our Song Therapy course provides students with opportunities to develop specific human and musical skills that may be employed responsibly in some recreational community and social care settings. It is the sole responsibility of the student to ensure that these skills are employed in a safe and professional manner. By signing this form you undertake that you have read and agree to the terms of this legal disclaimer.

**Enrolment Application Signature**

Please now provide a typed signature and date in the box below

**Signed and dated**

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(A typed signature is acceptable)

Please save a copy of this form on your computer and send a copy as an attachment to an email to info@songtherapy.net

Please allow up to three working days for acknowledgement of receipt and for confirmation of your acceptance on to the course. Further details will then be emailed to you.

**The Song Therapy Network**Song Therapy is a training programme licensed to West Street Creative Skills and Learning. The course is distributed in the UK and Ireland by The Song Therapy Network, an informal association of musicians and activity co ordinators who promote the sensitive and responsible delivery of music and singing programmes in community, education and social care setting. The course is industry accredited by Complementary Health Professionals.

**GDPR Privacy Statement**This privacy policy will explain how we use the personal data we collect from you if you decide to enrol as a song therapy student.

**What data do we collect?**If you are enquiring about our course we collect your email address and the date upon which your enquiry was made.If you apply to enrol on our course we collect the following data, name, email address and postal address and telephone number. Work experience, educational qualifications, age, gender, interests and hobbies. If you are applying for a subsidized place on the course we also collect additional information that you feel happy to supply us with. This additional information is erased from our database upon enrolment or the rejection of your course application.

### **How do we collect your data?**You directly provide us with the data we collect. We collect data and process data when you:Email us or telephone us or message us through facebookComplete a customer survey or provide feedback on any of our message boards or via email.

### **How will we use your data?**We collect your data so that we can email you with information about our song therapy courses and to help us decide upon your suitability for our courses.

### **How do we store your data?**We store your data on a desktop computer which is password protected. We back up your data in the cloud and this is also password protected.

### **Marketing**We would like to send you information about music groups and events that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop us contacting you for marketing purposes.

### **What are your data protection rights?**We would like to make sure you are fully aware of all of your data protection rights.

****The right to access**** – You have the right to request copies of your personal data.

****The right to rectification**** – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete the information you believe is incomplete.

****The right to erasure**** – You have the right to request that we erase your personal data, under certain conditions.

****The right to restrict processing**** – You have the right to request that we restrict the processing of your personal data, under certain conditions.

****The right to object to processing**** – You have the right to object to the processing of your personal data, under certain conditions.

****The right to data portability**** – You have the right to request that we transfer the data that I have collected to another organization, or directly to you, under certain conditions.

If you make a request,we have one month to respond to you. If you would like to exercise any of these rights, please contact me.

### **Cookies**We do not use cookies on our websites

### **Changes to my privacy policy**We keep our privacy policy under regular review and place any updates on my web page. This privacy policy was last updated on 1st March 2019

### **How to contact us**If you have any questions about our privacy policy, the data weI hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us [info@songtherapy.net](info%40songtherapy.net)

### **How to contact the appropriate authority**Should you wish to report a complaint or if you feel that I have not addressed your concern in a satisfactory manner, you may contact the Information Commissioner’s Office in the UK or the appropriate authority in other territories. Please contact me for further information or in the UK go to [www.ico.org.uk](https://ico.org.uk/)v3 01/03/2019

**Equality and Diversity**We are committed to encouraging equality, diversity and inclusion. The aim is for our students to be truly representative of all sections of society, and for all to feel respected and able to give their best. We are also committed to ensuring against unlawful discrimination.

The policy’s purpose is to :

provide equality, fairness and respect for all students

not unlawfully discriminate against protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation

oppose and avoid all forms of unlawful discrimination.

We commit to:

Encourage equality, diversity and inclusion

Create a creative learning environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all is recognised and valued.

Take seriously any complaint of bullying, harassment, victimisation and unlawful discrimination in the course of our work activities. Such acts will be dealt with as misconduct and appropriate action will be taken. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Make opportunities for training, development and progress available to all students who will be helped and encouraged to develop their full potential. Decisions concerning students being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

Review employment and enrolment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
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f applicable, to monitor the make-up of the staff team and students regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

**V2.2 January 2024**





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