



NZ School of Clinical Hypnotherapy

**Diploma Course
Information
For
Fast Track Course**

This Course is Titled “Fast Track”, as it does not include within the Curriculum, many of the Elements / Components of the Standard Course, therefore the Timeframe for the Course is much shorter.

Those Elements / Components not included in the Fast Track Course, are covered by RPL (Recognition for Prior Learning). As those who enter the Course will already be working in Clinical Practice, and will already have relevant qualifications, training and experience.

This Course Option, whilst still incorporating the important and necessary Components of the Standard Course, in relationship to Hypnotherapeutic Elements, recognizes the pre-existing skill set, knowledge and experience of those Practitioners who will enter the Course.

The Course is designed specifically for those who have an interest in Clinical Hypnotherapy and who wish to add Clinical Hypnotherapy to their scope of practice. There are many benefits for including hypnotherapeutic methodologies and practices, as a natural extension or inclusion into existing Clinical Practice.

For entry into this Course, the School looks for those who come with training / qualifications / experience that includes:-

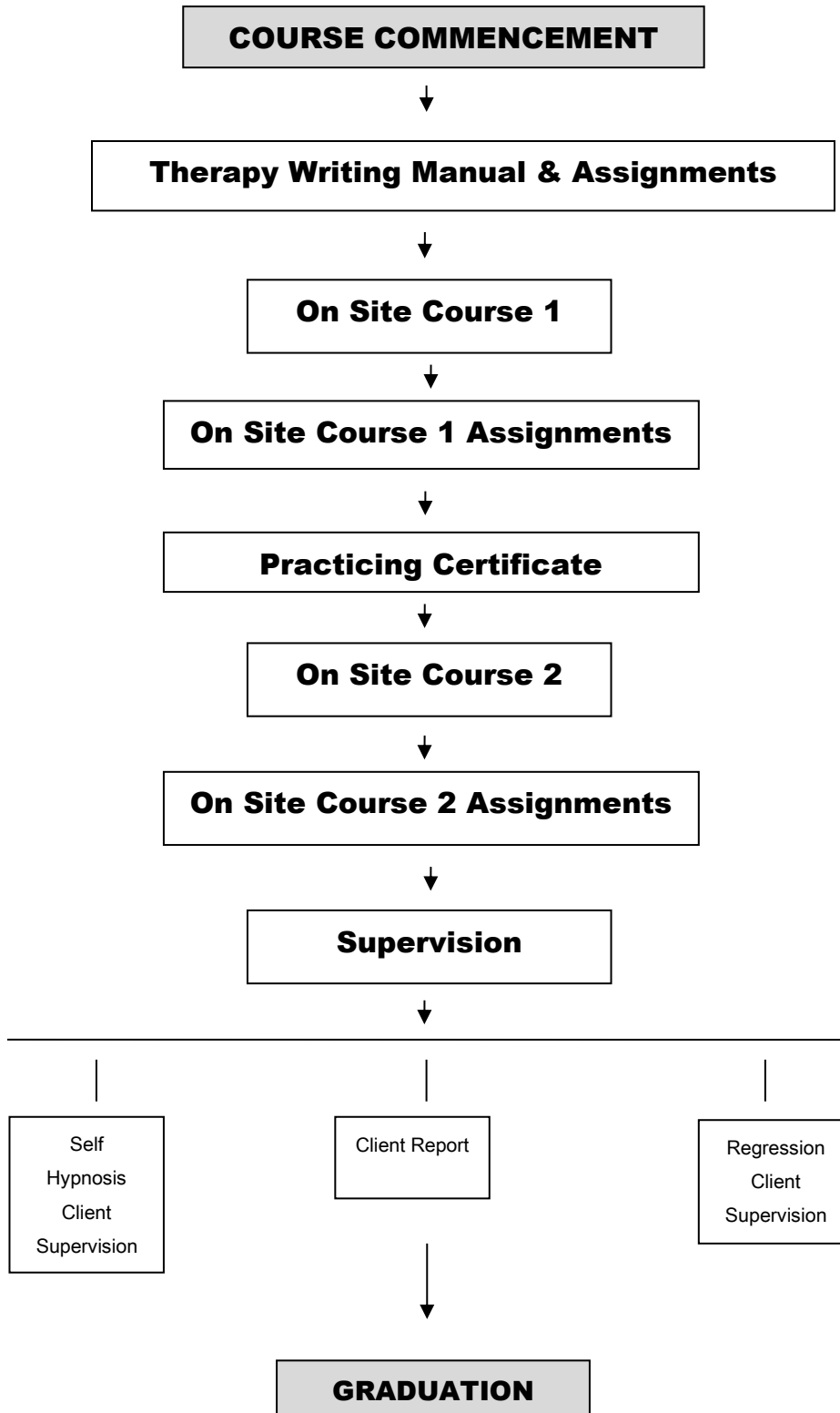
- Counselling
- Psychology

The Course is suited to counsellors, psychologists, or psychotherapists, who have training and qualifications, and who have been in clinical practice for a minimum of two years.

It is expected that within any qualification / training that there will be both counselling and psychology components that have been included.

If you would like to discuss your eligibility to enter into this Course, or any other matters to do with the School Course or Clinical Hypnotherapy, do not hesitate to contact the School.

COURSE STRUCTURE



Qualification / Timeframes

The Course takes place in just under one year. The dates for On Site Courses are scheduled, and there is a Tracking System / Study Guide for the completion of the Course Components instituted for every Student Practitioner.

Upon successful completion of all of the Course Components within the Timeframe, students are awarded a Diploma of Clinical Hypnotherapy from the School.

Apart from the On Site Courses, the other Components within the Course are distance study. Where Students complete Study Work and send this in to the School for Assessment.

Course Content

Commencement

Upon acceptance into the School, students receive a Student Handbook that contains a significant amount of useful information about the Course and the School.

Students also receive a Study Manual and Assignment Requirements.

Once a student has received their Commencement Materials, they can begin working on the first set of Assignment Work which is the Therapy Writing Manual.

Therapy Writing Manual

This is a theory Manual. The Manual provides information on the construction and writing of Therapy Suggestions. It is important for students to have completed this Manual and the Associated Assignments before attendance at the 1st On Site Course.

The necessity for the inclusion of this Component at this stage of the Course is described in the Student Handbook that all students received in their Commencement Materials.

The importance of the giving of therapy suggestions when clients are in the state of hypnosis is discussed in the Manual and further expanded on in the On Site Courses. Therapy Writing is a vital component of our work as Clinical Hypnotherapists. This Manual and the Associated Assignments is the start of a learning process that is further built on throughout the rest of the Course. Especially at the On Site Course 2, Therapy Writing is further explored and the application of therapies put into further context in specialized areas.

However it is important for students to have this theoretical knowledge “under their belts” prior to attendance at On Site Course 1.

On Site Course 1

This is the first On Site Course and at this Course, there is a mixture of:-

- Lectures
- Demonstrations
- Practice with subjects

This is a 3 Day Course. It takes place over a Friday, Saturday, and Sunday.

There is a significant amount of practical work in this Course.

At this Course students are introduced to hypnotic techniques and their use is put into context. Why hypnosis is used, how it is used, and what impact it has.

The topics covered at this Course include:-

- How Hypnosis & Hypnotherapy is used to change behaviour
- The two minds and how they influence behaviour
- Hypnotherapy Components
- Stress Management – The Relaxation Exercise
- Susceptibility Tests
- Voice Usage
- About Hypnosis – Stages of Hypnotic Sessions
- Hypnotic Inductions
- Deepening the hypnotic state
- Ego Strengthening
- Adding Therapy into the Hypnotic Session
- The Signs of Hypnosis
- Compiling and Utilising Hypnotic Recordings
- Rapid Inductions
- Self-Hypnosis – The Process – Teaching Self Hypnosis – Therapies & Affirmations
- Treatment Plans & Therapies
- Equipment

As well as the tuition from the experienced Tutors, students also receive a comprehensive Manual that negates any significant note taking during lectures and demonstrations.

On Site Course 1 Assignments

These Assignments follow on from On Site Course 1 and following completion of these Assignments, students are provided with a Practicing Certificate from the School, which entitles them to start working with clients, utilizing the hypnotic and hypnotherapy practices taught at On Site Course 1.

These Assignments provide students the opportunity to demonstrate the implementation of what has been delivered at On Site Course 1, regarding the establishment of the Basic Requirements for Clinical Hypnotherapy Practices, Resources, and also to cover some Requirements that are necessary to cover some of the NZSCAH Membership Requirements.

On Site Course 2

This is the second On Site Course and at this Course, there is a mixture of:-

- Lectures
- Demonstration
- Practice with subjects

This is a 3 Day Course. It takes place over Friday, Saturday, and Sunday.

This Course does have some practical components, especially in the Regression Section of the Course.

However there is a larger emphasis in this Course on:-

- Diagnosing client problems
- Compiling Treatment Plans & Programmes
- Therapy Writing

The Topics covered in this Course include:-

Pain Management:-

- Induction / depth of hypnosis
- Anesthesia
- Triggers – Cue Words
- Self-Hypnosis for Pain Management
- Childbirth
- Treatment Programmes & Therapies

Sexual Problems:-

- Dealing with sexual problems with hypnotherapy
- Treatment Plans & Therapies

Hypnotic Regression:-

- Why and when we use Hypnotic Regression
- Testing for Regression
- Taking someone back in time – the process
- Demonstration and Examples

On Site Course 2 Assignments

Treatment Plan Assignments

Written Assignments follow on from the On Site Course 2. Students demonstrate the design and implementation of Treatment Plans and further knowledge of the Components taught at the On Site Course 2. On Site Course 2 delves more deeply into the areas of compiling treatment plans and therapy writing in the specialized areas of Pain Management and Dealing with Sexual Problems.

These Assignments provide students with the opportunity to work on applying hypnotic techniques to these specialized areas and to the area of Self Hypnosis as well as designing Treatment Plans and Writing Therapies.

Supervision

This Module has several Components:-

- Assignment work
- Supervision

The purpose of the Supervision Component is:-

- Assist students to increase their knowledge and understanding in many key areas.
- To increase confidence and competency.
- To provide formal supervision.
- For the School to evidence the minimum level of competency required for graduation.
- To identify areas for further work and development.

Supervision Handbook

Detailed Instructions and Requirements are supplied in the Supervision Handbook.

The Supervision Component not only provides the School with the opportunity to assess student's work with actual clients, but it also provides the opportunity to give feedback on areas for improvement and further development.

Students and graduates of the School find the Supervision Component very beneficial as the School often provides significant feedback and it is a positive experience.

On Site Courses Timeframes

The start and finish times for the On Site Courses are:-

Day 1 and Day 2:	Start time 9.00 am
	Finish time 4.30 pm
Day 3	Start time 9.00 am
	Finish time 3.30 pm

On Site Components Location

On Site Courses are conducted in in Tauranga.

Meals & Accommodation

The School provides tea and coffee throughout the On Site Courses.

Students are required to source their own meals and accommodation.

Assessment

- The Student Handbook details the process for assessment of assignment work.
- For all Course Components, students receive Assignment Requirements.
- For all work sent to the School for assessment, assessment is completed by a Tutor and students receive typed feedback on their assignment work.
- If the assignment requirements have not been fulfilled, this will be identified in the feedback and details given on what needs to be completed.
- There is no extra cost for re-submitted assignment work.
- If an assignment needs to be re-submitted more than twice, students are contacted by the School to give help and guidance.

Appeals Procedure

If a student wishes to appeal an assessment, the process is as follows:-

1. The student requests re-assessment in writing, the request and the assignment must be submitted to the Managing Director.
2. The Managing Director will review the assessment with a fellow Tutor and the student is notified in writing of the decision.
3. If the student is still not satisfied with the outcome, they can contact the President of the NZ Society of Clinical & Applied Hypnotherapy.

Complaints Procedure

If a student wishes to make a complaint about any of the School's activities, the procedure is as follows:-

- The complaint can initially be made verbally to the Managing Director.
- If the student is not satisfied with this, the complaint should be made in writing to the Directors.
- In the event that satisfaction is not given by the Directors, on the written request of the student, the matter must be referred through to a mediator appointed by the Committee of the NZ Society of Clinical & Applied Hypnotherapy.

Any complaints received from students will be replied to in writing.

Rules of the School

The following Rules come into effect upon the student taking up the Studentship. If these Rules are breached, the student may be disciplined or expelled at the discretion of the Directors.

1. A student must not at any time copy, distribute or sell any part of the Course Material, except when copying for the purpose of the completion of an assignment, or otherwise directed by the Managing Director.
2. A student, before engaging in any hypnotic induction technique with clients, must first have completed a minimum of On Site Course 1 and the On Site Course 1 Assignments and have received a Practicing Certificate, and then must only use induction techniques as taught by the NZ School of Clinical Hypnotherapy whilst enrolled as a Student of this School.
3. Once working with clients in clinical practice, students must display in their clinics, a current Practicing Certificate from the School.
4. A student must not work with clients for Teaching Self Hypnosis, Sexual Problems, Pain Management or Regression, until they have successfully completed the Course associated with these.
5. Whilst a student of the School, students must use only the hypnotic techniques and methodologies as taught by the School.
6. A student may not use the name of the School or any letters associated with the School unless authorized to by the School.
7. A student is only entitled to use the letters Dip Clin Hyp upon graduation.
8. A student is not permitted to use the letters of the NZ Society of Clinical & Applied Hypnotherapy Inc unless authorized to do so by the Society.
9. A student must at all times behave in a professional manner when talking to people about hypnosis or hypnotherapy, never making unsubstantiated claims.
10. A student must show respect to the Tutors and Directors of the School and fellow Students.
11. Studentship may be terminated if after acceptance into the School, it is found that false statements have been made on the Student's Application Form or during the Interview.
12. If a student is convicted of a criminal offence whilst being a student, their Studentship may be terminated.

Disciplinary Procedures

All disciplinary action will be preceded by the student receiving verbal and written notice of impending disciplinary action, so as to provide the student with ample time to prepare their own submissions.

A minimum of two weeks is given for the student to file their intention to file submissions and a further two weeks to file such submissions. This process applies to breaches of Rules 10-12. In the case of Rules 1-11, a student is given one verbal and written warning and if the breach continues, they may be expelled.

The Disciplinary Committee may consist of three people – the two Directors of the School, and one Member of the Executive Committee of the NZ Society of Clinical & Applied Hypnotherapy Inc.

The student is entitled to advocacy by a person outside of hypnotherapy.

Withdrawal & Refund

- If a student's Application to join the School is declined, the Assessment Fee is returned to the student in full.
- A student is deemed to have enrolled into the School once the School has received the Assessment Fee and Deposit, and the student has received their Commencement Materials.
- From the time the student is in receipt of the Commencement Materials and the School has confirmed this with the student, the student commences an 8 Day Withdrawal Period.
- During that 8 Day Withdrawal Period, the student may withdraw from the Course by sending the Commencement Materials back to the School, along with a letter of withdrawal.
- If the Commencement Materials are received by the School in the same order they were received by the student, no marks or damage, the student is entitled to receive a refund from the School less 10% which the School will retain as an Administration Fee.
- After the 8 Day Withdrawal Period, the student may withdraw from the Course at any time by sending the School notice of the intention to withdraw.

Student Guidance & Support

Students are advised to seek guidance from:-

- The Directors / Tutors of the School

Students are entitled and encouraged to seek any help, guidance and assistance they might need from the School.

The School is available to give any assistance with either the student's studies or any other matters.

Students receive a Student Handbook in their Commencement Materials. This Handbook provides information on a variety of subjects including:-

- Enrolment Procedure
- Contact with the School
- Course Structure
- Course Details / Components / Outline
- Assignments – Assessment
- Payment Schedules – for payment of Course Components

Society Membership

The School requires students to take up membership with the NZ Society of Clinical & Applied Hypnotherapy Inc. The initial fee is a one off Application Fee of \$30.00, the Annual Fee for Student Membership is \$60.00. After graduation students are eligible for Associate Membership. Full Membership can be applied for after one year as an Associate. After one year as a Full Member, Registered Membership can be applied for.

Course Costs

Description	Cost
Assessment Fee and Commencement Materials	\$ 130.00
Deposit (due once enrollment accepted)	\$ 500.00
First installment due prior to On Site Course 1	\$1,732.50
Final installment due prior to On Site Course 2	<u>\$1,732.50</u>
TOTAL	\$4,095.00

Components that make up cost total include:

- Assessment of Therapy Manual Assignments
- On Site Course 1
- Assessment of On Site Course 1 Assignments
- On Site Course 2
- Assessment of On Site Course 2 Assignments
- Supervision Handbook
- Assessment of Supervision – Client Report
- Assessment of Supervision – Self-Hypnosis Client
- Assessment of Supervision – Regression Client

Enrolment Procedure

Before proceeding with Enrolment ensure that you have done the following:-

- Read through the School Brochure thoroughly
- If there are any questions or queries, contact the School to have any issues clarified for you

If you would like to discuss anything about the Course or the School, contact the Managing Director.

If you would like to proceed with Enrolment:-

- Submit an Enrolment Form with accompanying documentation
- Pay Assessment Fee either via cheque or to the School Bank Account
- You will be advised that your Enrolment is confirmed
- Commencement Materials will be sent to you
- Payment of Deposit

Payments can be made by Internet Banking. Details will be supplied.

Please send all Enrolments and Payments to:-

The Managing Director
 The NZ School of Clinical Hypnotherapy
 64b Tutauanui Crescent
 Maungatapu
 Tauranga 3112

OR

education@hypnotherapynz.com

If you have any questions or queries, please contact the Managing Director:-

07 5449470
 0272105404
 education@hypnotherapynz.com