



NZ School of Clinical Hypnotherapy

Standard Course Information Brochure

Qualification

The Course Timeframe is a maximum of 3 Years.

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

Course Timeframes

The **maximum** time allowed for completing all of the Course Components is 3 years.

The 3 year Timeframe takes into account that most students work in employment either part time or full time whilst studying with the School.

Some students are able to complete the Course earlier than 3 years. Many Students entering the Course, are able to complete the Course in much shorter timeframe. The timeframe for completion for each individual student can be dependent on how proactive each student wishes to be, but can also be dependent upon:-

- Time Commitments

Some students have more time for study than others dependent on their work and family commitments, therefore some students may be able to complete the Course sooner than 3 years.

- Financial Commitments

As this Course is self-funded, some students may need to take the full 3 years to complete the Course dependent upon their budget and financial situation.

- RPL – Recognition for Prior Learning

See the Section on RPL further on in this Brochure.

- Scheduling of On Site Components

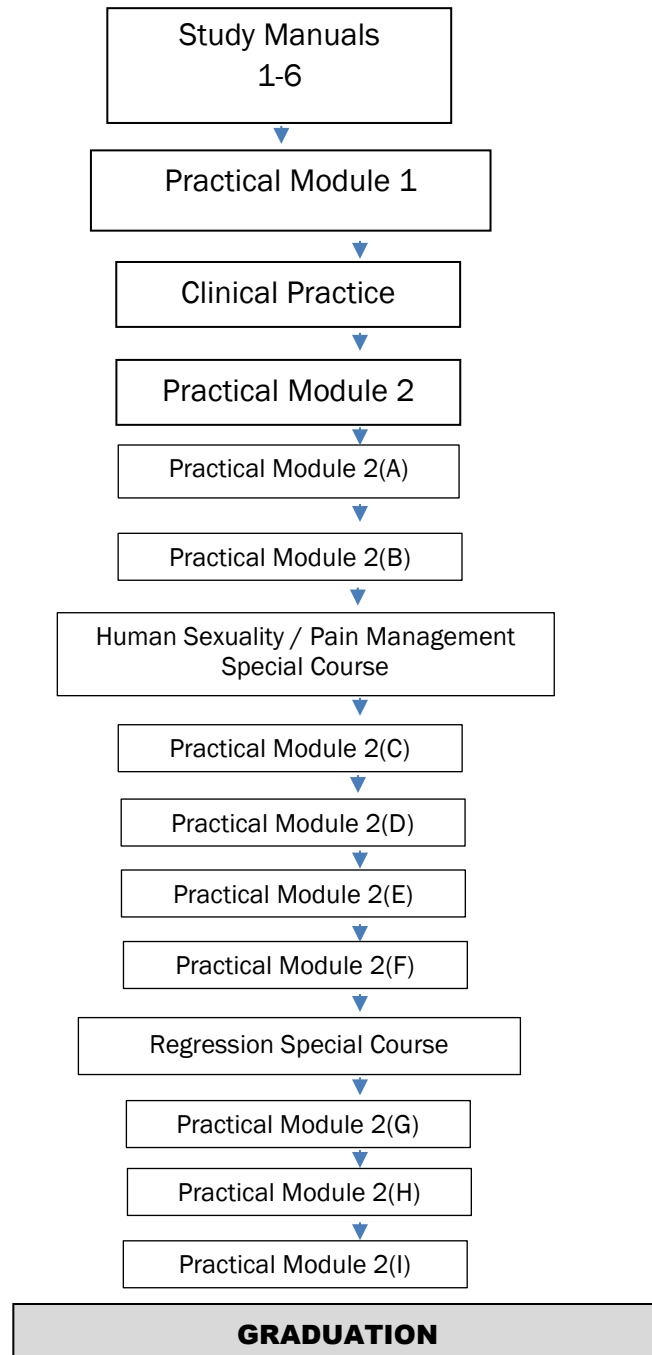
Students need to take into account the timing and dates for On Site Courses.

- Prerequisites for Components

Completion of some Components of the Course is dependent on completion of some other Components.

Course Structure

NZSCH - Diploma of Clinical Hypnotherapy



Course Content - Study Manuals 1-6

These six Study Manuals are Distance Study Components.

Students complete Assignment Work and send this in to the School for Assessment.

For each of these Study Manuals, there are Assignments that need to be completed, and each Manual comes with Assignment Requirements that detail:-

- The purpose of the assignment
- What the student is expected to demonstrate in the Assignment
- The length of the assignment

These six Manuals include the following topics:-

Manual 1 – Hypnosis & Behaviour Change

Behaviour
Why use hypnosis
Describing hypnosis
The advantages of the hypnotic state
The nature of clinical hypnotherapy
Hypnosis & Relaxation
Understanding Stress
Relaxation Exercises
The History of Hypnosis

Manual 2 – Counselling

The Counsellor
What makes a good counsellor
Empathy
The Client's Needs
Direct Approach
Non Directive Approach
Indirect Approach
Insight
Cautions
Conflict
The First Interview
Common Mistakes
The Client in Crisis
A Treatment Contract
Termination
The Subconscious and Counselling

Manual 3 – Psychology & Behaviour Modification

The History of Psychology
Normal and Abnormal Behaviour
Perception
Principles of Behaviour
Respondent and Operative Behaviour
Reinforcing Consequences and Aversive Consequences
Eight Basic Contingencies
Conditioning
Systematic Desensitisation

Manual 4 – Physiology & Anatomy

This is mainly an Assignment Manual, covering:-
Body Systems
Organs of the Body
Psychopharmacology

Manual 5 – Therapies

Rules & Tips for Therapy Writing
Therapy Writing

Manual 6 – Clinical Practice – Mentoring – Opening a Clinical Hypnotherapy Practice – Treaty of Waitangi

Acts of Parliament
Codes of Ethics
Clinic Requirements
Opening a Clinical Hypnotherapy Practice
The Mentoring Phase of the Course
Clinical Practice
Treaty of Waitangi

Course Content – Practical Module 1

This is a very important Module as it is the first opportunity students have to learn practical components of hypnosis. Students are not permitted to use any type of hypnotic processes until they have completed this Practical Module 1.

Practical Module 1

This Module is an On Site Component.

Length of the Practical

The Module takes place over four days, and this usually takes place over a Thursday to Sunday.

Starting Thursday at 10.00 am

Concluding Sunday 3.30 pm

Location

Practical Module 1 is conducted in Tauranga.

Meals & Accommodation

The School provides tea / coffee / fruit juice throughout the Practical. Students are required to source their own meals and accommodation.

Prerequisites

Students cannot attend Practical Module 1 until they have completed Study Manuals 1-6, (unless they have received RPL for any of the Study Manuals).

Content

There are a variety of learning environments /opportunities provided in Practical Module 1.

- Lectures
- Demonstrations
- Workshops
- Practice with other Students
- Practice with Members of the Public

The School keeps student numbers low for this Practical Component so that there is the provision for the Tutors to spend time with individual students dependent on their needs at the Practical.

The Practical Module 1 covers the following topics:-

The format for hypnotherapy sessions

Susceptibility Test

Voice Usage

Hypnotic Inductions

Deepening

Ego Strengthening

The first encounters with the client

The making and use of Hypnotic Recordings

Setting up your Hypnotherapy Clinic

Treatment Plans

Therapies & Therapy Writing

Clinical Practice

Stress Management

Self-Hypnosis

Practicing Certificate

Upon the completion of Practical Module 1, students are provided with a Practicing Certificate.

This entitles the student to start working in Hypnotherapy Clinical Practice.

However, students are not permitted to work with clients for the following areas until they have completed the associated Special Course Weekends and achieved their Competency Certificates:-

- Pain Management
- Sexual Problems
- Regression

Once students have completed Practical Module 1, they enter the School's Mentoring System, which means they can access guidance from the School with their clinical practice, and their work with their clients.

Course Content – Special Course Weekends

There are two Special Course Weekends conducted:-

- Pain Management / Human Sexuality
- Regression

The Special Courses are On Site Components.

Length of the Special Course Weekends:-

These are usually conducted at the times documented below:-

Pain Management / Human Sexuality:-

- Starting at 12.00 pm on a Friday noon
- Concluding at 3.30 pm on the Sunday afternoon

Regression:-

- Starting at 10.00 am on a Saturday morning
- Concluding at 3.30 pm on the Sunday afternoon

Location

Special Course Weekends are conducted in Tauranga.

Meals & Accommodation

The School provides tea / coffee / fruit juice throughout the Special Course Weekends. Students are required to source their own meals and accommodation.

Prerequisites

Special Course Weekend Pain Management / Human Sexuality

- Students can only attend this Special Course Weekend once they have completed Study Manuals 1-6, and Practical Module 1, (unless they have been granted RPL for Study Manuals).

Special Course Weekend Regression

- Students can only attend this Special Course Weekend once they have completed Study Manuals 1-6, and Practical Module 1, (unless they have been granted RPL for Study Manuals).

Content of Special Course Weekends

Special Course Weekend Pain Management / Human Sexuality

There are both theory and some practical elements are included in this Special Course Weekend. The topics are covered by:-

- Lectures
- Workshops
- Demonstrations
- Students practicing with other students for hypnotic techniques taught

The following topics are covered in this Weekend:-

PAIN MANAGEMENT

- The first interview for pain management
- Inductions and depth of trance
- Glove anesthesia and transference
- Use of triggers – cue words
- Self-hypnosis for pain management
- Treatment plans
- Pain management for childbirth
- Use of recordings and therapies for pain management
- Therapy writing for pain management

HUMAN SEXUALITY

- Human Sexuality as it applies to the Hypnotherapy Clinic
- Gaining knowledge about Human Sexuality
- Sexual dysfunction
- Treatment Plans & Therapies
- How to prepare
- The First Interview

Special Course Weekend Regression

This is both a theory and practical Special Course Weekend. The topics are covered by:-

- Lectures
- Demonstrations
- Students practicing with other students
- Students practicing with members of the public at times

The following topics are covered in this Weekend:-

- Why we use regression
- True regression
- Testing
- Explanation to the client
- The Regression Process
- Lectures
- Demonstration
- Practice with subjects
- Linking past events to present day problems
- The Do's and Don'ts
- Equipment
- Preparation

Course Content – Practical Module 2

There are 9 Parts to Practical Module 2.

Practical Module 2 has a range of tasks / assignments / projects associated with it:-

- Assignment work
- Projects
- Supervision

This purpose of Practical Module 2 is:-

- Assist students to increase their knowledge and understanding in many key areas.
- To increase scope of practice.
- 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 both personally and professionally.
- To highlight some of the key components for successful clinical hypnotherapy practice.
- To assist students with the transition from student to graduate.
- To help students to identify some key areas that will help to ensure continued success with clinical hypnotherapy practice after graduation.
- To help students to lay down the right foundation on which to build a successful Clinical Hypnotherapy Career.

The topics covered in Practical Module 2 include:-

- Resources for clinic
- Working with other agencies and practitioners
- Supervision with clients
- Mentoring with clients
- Setting up an appropriate clinical environment
- Having the right tools and resources for clinical work
- Treatment Plans and Therapy Writing with a variety of presenting problems
- Research
- Cross Cultural Counselling
- Promotion and Advertising
- Business Plan
- Professional Development Plan

Assessment

- The Student Handbook which Students receive in their Commencement Materials, details the process for assessment of assignment work.
- For all Course Components that involve assignment work, 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.

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 Director will review the assessment 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 Managing Director.
- In the event that satisfaction is not given by the Managing Director, 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 or a Tutor of the School.
2. A student, before engaging in any hypnotic induction technique with a client, must first have completed a minimum of Study Manuals 1-6, (apart from where RPL has been granted) and Practical Module 1 and where a Practising Certificate has been given.
3. Once working with clients in clinical practice, students must display in their clinics, a current Practising Certificate from the School.
4. A student must not work with clients for Sexual Problems, Pain Management or Regression, until they have successfully completed the Special Courses associated with these, plus the associated assignments, and have been granted a Competency Certificate in these individual areas.
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 an Interview upon application to the School.
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.

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 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 Application Fee is returned to the student in full.
- A student is deemed to have enrolled into the School once the School has received the Application Fee, and the Commencement Fee, 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 for the amount of the Application Fee and the Commencement Fee, less 10% which the School retains as an Administration Fee.
- After the 8 Day Withdrawal Period, no payments are required until student commences sending in Assignment Work for Assessment.
- 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. This notice to be received in writing, signed and dated by the Student.

Student Guidance & Support

Students are advised to seek guidance from:-

- The Directors of the School
- The Tutors of the School

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

The School is available to provide assistance with either the student's studies or personal matters and the Directors and Tutors of the School can also direct students to other avenues of assistance if required.

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
- Getting Started – Planning Your Course
- The School's Relaxation Exercise
- Research Tips
- Payment Schedules – for payment of Course Components

Within Manual 1, there is an Assignment that provides the opportunity for Students to put in place, a Study Plan, in order for them to have Study Goals to work within and towards.

The School also has a Tracking System for all Students. This provides the School with a mechanism for tracking Student Progression through the Course, and the School regularly updates Students on how they are progressing.

This applies to both Study Manuals 1-6, and then most importantly, through Practical Module 2.

Practical Module 2 has a more formalized Tracking System – Study Plan System, to enable Students to ensure that they are achieving Course Components, and to enable them to achieve the growth that is necessary, as they move through the second part of the Course, post Practical Module 1.

Entry & Selection Criteria

Acceptance into the School is at the sole discretion of the Directors / Tutors. Applications are considered within the scope of the following criteria:-

- An applicant is required to demonstrate that they have a reasonable knowledge of spoken and written English in the opinion of the interviewer / Managing Director.
- An applicant must be a minimum of 25 years of age.
- The School will only accept those who have a genuine desire to work in Clinical Hypnotherapy, in the opinion of the Interviewer / Managing Director.
- An applicant must have read the School Brochure and signed acknowledgement of this on their Application Form. The Application Form must have been completed in full including attaching a photograph.
- An applicant must be prepared to join the NZ Society of Clinical & Applied Hypnotherapy Inc.
- An applicant must have the intention of completing the Course.

Recognition for Prior Learning

Applicants requesting Recognition for Prior Learning are requested to provide the following details:-

- Copies of Diplomas / Certificates
- Details on the content and length of any courses / qualifications completed
- Evidence of current competency (if applicable)
- The only qualifications that will be considered are those from a recognized institution

Once documentation has been received to support a request for RPL, an RPL Assessment is completed, using the materials supplied by the student alongside the School's Curriculum. If the documentation sent is not sufficient, the applicant will be notified and requested to supply further documentation / evidence.

Applicants are notified in writing giving details on whether RPL has been granted, and if so, for which Course Components, and also how this affects the overall Course Costs. Where students are not required to complete a Component or part of a Component, the Costs will be adjusted accordingly.

RPL is usually only applied to the theory components of the Course. RPL is usually only applied upon Application to join the School.

Course Costs

Application Fee and Commencement Fee

The startup cost for the Course is \$390.00, made up of the Application Fee and Commencement Fee.

An Application Fee of \$150.00 is required to accompany an Application Form, unless otherwise arranged with the School.

The Application Form can be sent as an email attachment or posted.

The Application Fee can be paid by cheque or paid by Internet Banking. Bank Details are supplied upon request.

A Commencement Fee of \$240.00 is required in order for the student to be supplied with the Commencement Materials which include:-

- Textbook
- Manuals 1-2
- Assignment Requirements for Manuals 1-2
- Relaxation Exercise
- Student Handbook
- School Pen
- NZSCAH Application Form
- Letter

Once students have paid for and received their Commencement Materials, they are able to start studying, and the next payment to the School does not occur until the student is ready to start sending in assignment work to the School for assessment.

Payment for Course Components

Students pay for Course Components as they complete them. Example. For the Study Manuals, the Total Cost is broken down into smaller payments.

EXAMPLE

The Total Cost for assessment for Manual 1 Assignments is \$480.00.

This Cost is split into 4 payments:

- 4 Assignments sent to the School for assessment with an associated payment of \$120.00 for each batch of 4 Assignments

Special Course Weekends

Payment is made for a Special Course Weekend when it occurs.

Practical Module 1

Payment is made for Practical Module 1 when it occurs.

Practical Module 2

Students receive a Practical Module 2 Handbook, which details the cost of all PM2 Components.

Extra Costs not included in the Total Course Costs of \$9,305.00

- Travel, meals and accommodation for On Site Components
- NZ Society of Clinical & Applied Hypnotherapy Student Membership - \$90.00
(One off payment of \$30.00 Application Fee and Membership of the Society for that year)

Component	Total Cost Per Component
Application Fee	\$150.00
Commencement Materials	\$240.00
Manual 1 Assessment -	*** \$480.00
Manual 2 Assessment	*** \$675.00
Purchase of Manual 3 & Assignment Requirements	\$60.00
Manual 3 Assessment	*** \$480.00
Purchase of Manual 4 & Assignment Requirements	\$20.00
Manual 4 Assessment	*** \$320.00
Purchase of Manual 5	\$60.00
Manual 5 Assessment	*** \$560.00
Purchase of Manual 6 & Assignment Requirements	\$20.00
Manual 6 Assessment	*** \$675.00
Practical Module 1	\$1300.00
Purchase of Practical Module 2 Booklet	\$25.00
Special Course Weekend	\$590.00
Special Course Weekend	\$490.00
Practical Module 2 – Component A	***\$250.00
Practical Module 2 – Component B	\$120.00
Practical Module 2 – Component C	***\$540.00
Practical Module 2 – Component D	***\$360.00
Practical Module 2 – Component E	***\$260.00
Practical Module 2 – Component F	\$160.00
Practical Module 2 – Component G	***\$160.00
Practical Module 2 – Component H	***\$1160.00
Practical Module 2 – Component I	\$150.00
Mentoring	No Cost
TOTAL COURSE COSTS	\$9,305.00

*** Indicates Component Total Cost. Payment for these Components is broken down into smaller amounts.

Application – Enrolment Procedure

Before making Application to join the School make sure 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

Step 1

- Complete the Application Form in full. Check that all sections of the Application Form have been completed.
- Make sure the Application Form has been signed.
- Note, your signature confirms that you have read the School Brochure and that you understand and agree to its contents.
- Attach a photo to the Application Form.
- If you are applying for RPL, attach all relevant documentation to the Application Form.
- Attach your payment to the Application Form (unless otherwise directed by the School or unless paying by Internet Banking).
- Send your Application Form and payment to the School.
- If you wish to pay by Internet Banking, contact the School for Bank Details.

Step 2

- The Managing Director will read through your Application Form.
- The Managing Director will contact you to discuss your Application.

Step 3

- The Managing Director may have indicated to you on the phone or via email that your Application has been accepted or declined.
- If this hasn't occurred, you will receive notification of this by letter / email.
- Even if your Application has been approved by the Managing Director by phone, you will still receive notification of this by letter / email.
- If your Application has been accepted, you will have received a request to send your payment for the Commencement Materials.

Step 4

- The School will send you the Commencement Materials.
- You will be requested to confirm receipt of your Commencement Materials. The day of receipt of your Commencement Materials marks the first day of your 8 Day Withdrawal Period.

Step 5

- The Managing Director will be in contact with you prior to the end of your Withdrawal Period to confirm your continuation with the Course.

Please send all Applications 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 Donna-Maree Parker:-

07 5449470
0272105404
education@hypnotherapynz.com