

November 2009

Dear Applicant,

The Gestalt Institute of New Zealand (GINZ) welcomes your enquiry to join our 1 year Certificate Course – An Introduction to Gestalt Theory and Practice. Please read this letter fully as it outlines everything you need to know about the application and fee payment process.

Please find enclosed information on:

- Overview and Introduction to Gestalt training
- Training Fees for 2010
- Entry and Exclusion Criteria
- Our training staff
- Confidential application for training in our 1 year Certificate Course – An Introduction to Gestalt Therapy and Practice.

We have also included other forms that need to be completed.

- **Contact Information/consent form.**
- **Course enrolment form** (required by the Tertiary Education Commission) – please ensure all information is correctly completed and that you include a copy verified identification.
- **Financial arrangements form** – This form sets out how you will be paying your fees and is the basis of your contract with the institute. It is a government requirement that all training fees are protected within a Trust account process. As part of the enrolment process you will be required to sign a contract with the Public Trust engaging them to protect your payment and they will distribute your training fees to the institute on a monthly basis throughout the training year.
  - All Cheques for training fees are to be made out to The Public Trust. Deposit payments will be banked on receipt and must accompany your application.
  - If you are applying for a Studylink loan your Loan process will be administered online between Studylink and the institute.
  - If you are applying for Work and Income New Zealand (WINZ) support please provide details of your WINZ client manager and contact phone number.
  - We welcome online or automatic payments. If you wish to pay your fees by online transfer or automatic payment please contact the administrator to receive account and payment reference line details.
- **Confirmation of Attendance at the February Workshop**
- **Application for Student ID card** (payment for this must be by separate cheque payable to Gestalt Institute or by payment direct to the Institute).

All of the enclosed forms are an important part of the enrolment process and must all be submitted as part of your enrolment, and returned to the Institute no later than Friday 12<sup>th</sup> November 2009.

As soon as your application has been received referee reports will be forwarded to your nominated referees for their comment and a member of faculty, in your region, will contact you to arrange a pre-entrance interview. Once all referees reports have been received and you have been interviewed by a member faculty we will advise you in writing whether you have been accepted into training. The offer of placement is subject to there being sufficient enrolment numbers in your local region.

The 2010 academic year commences on Monday 25th January with some required reading of articles. These will be distributed to successful applicants with the confirmation letter. The first formal contact with the institute is at the first four-day workshop in Christchurch, which commences on Friday 5th February at 9am. Soon after the first workshop there is a local group formation day which is generally held on Saturday, from then on there will be 16 x 3hour local group training evenings which are run in the periods between each of the workshops.

The 2010 workshop dates are:

- 9am Friday February 5<sup>th</sup> to 3.30pm Monday 8<sup>th</sup> February
- 9am Friday July 2<sup>nd</sup> to 3.30pm Monday 5<sup>th</sup> July
- 9am Friday November 19<sup>th</sup> to 2.30pm Monday 22<sup>nd</sup> November  
(The November workshop concludes on the Monday with a Graduation ceremony followed by Lunch)

The February and July workshops are non-residential for the Certificate Course trainees. The third workshop in November is residential and the costs for this are included in your training fees (three nights). If you plan to come into Christchurch on the Thursday night there is an additional cost of B&B only \$59 or B&B with dinner \$78  
For people who wish to live in at the February and July workshop full Bed and Breakfast accommodation with evening meals is available for the additional cost of:  
Arrival on Thursday evening – depart Monday \$310.00  
Arrival on Friday Morning – depart Monday \$232.50

All Trainees are responsible for their own transport arrangements to and from Christchurch for the Workshops.

Other personal costs not included in the training fees are any personal therapy and or supervision that may be required through the year.

Before returning your application please use the checklist provided to ensure all forms and payments are completed correctly and enclosed as one package, a lack of information and or payment may cause a hindrance to your course commencement.

I am here to help so please don't hesitate to contact me if you have any queries at all regarding anything to with the training and or application process.

Yours sincerely

Ian Rae  
**Executive Officer**  
[admin@gestalt.org.nz](mailto:admin@gestalt.org.nz)  
Phone (03) 379 2040 or Freecall 0800 437 825

## Application Checklist - 2010

**Please check that you have all the required completed paperwork attached to your application as we cannot process applications until it is.**

Completed Applications should be received by the Institute before Friday 13<sup>th</sup> November 2009. Applications can still be accepted after this date but please contact the Executive Officer to discuss that.

Checklist	Tick
1. Generic Enrolment form (this gathers information required by the Ministry of education) All sections have been completed You have included proof of your identification	<input type="checkbox"/> <input type="checkbox"/>
2. Completed Financial Arrangements Form with: Full fee Payment <b>OR</b> Cheque deposit of \$869.00 <b>OR</b> Online or Automatic Bank Payment Deposit of \$869.00 <i>You will need to contact the office for payment details</i> <b>OR</b> Details Studylink Application <b>OR</b> Details on your WINZ Application <i>All above fee payments made out to The Public Trust</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. 2010 Contact information form	<input type="checkbox"/>
4. February Workshop Confirmation Attendance form	<input type="checkbox"/>
5. Student ID Card application and payment of \$16.00 (Made to Gestalt Institute of NZ)	<input type="checkbox"/>
6. Completed GINZ confidential application with: Brief statement of what you wish to gain from training Colour passport sized photo of yourself.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Ensure you have ticked all boxes once you have completed and collated all the forms and payments, please post to arrive at the Institute by Friday 13th November 2009 to:

**Executive Officer  
Gestalt Institute of New Zealand,  
PO Box 1612,  
Christchurch, 8140**

**PLEASE NOTE:**

**Late applications can be accepted by arrangement with the Executive Officer**



# Gestalt Institute of New Zealand

Registered as a Private Training Establishment by NZQA & GANZ

Suite 27, Harley Chambers

137 Cambridge Terrace

P O Box 1612

Christchurch 8140

Phone (03) 379-2040

Free phone 0800 437825

Fax (03) 379-2041

E-mail admin@gestalt.org.nz

## OVERVIEW AND INTRODUCTION

### PHILOSOPHIES

1. Gestalt Therapy is committed to the philosophy that mental health depends on the holistic integration of the person's mind, body and soul.  
This is appreciated within the field of that person's whole life, with regard to family and culture, stage of development, and life experiences.  
The interplay of the unaware and aware, (unconscious and conscious) thoughts, behaviour and emotions are paramount.  
Out of this arise an appreciation of differences in clients' needs and an awareness of the impact of culture.
2. Intuition is a valid response, and needs to be supported by a sound knowledge base.
3. Responsibility is of vital importance:
  - Teachers are responsible for preparation, planning, teaching and support of trainees.
  - Trainees take responsibility for learning and integration of learning.
4. Personal awareness is a keystone of Gestalt therapy.
5. Gestalt therapy is a humanistic psychotherapy acknowledging that the human spirit, in the right environment, will grow in wisdom, health and confidence.

### AIM

1. To provide an introductory training experience in Gestalt Theory and Practice and introduce participants to the core concepts of Gestalt theory.
2. To assist participants to develop increased self awareness, in relation to their personal functioning and their interpersonal styles of relating to others and the group
3. To assist participants to relate the core principles of gestalt Therapy theory to their own process and to the group.
4. To provide participants with opportunities to observe and experience the gestalt Therapy approach as demonstrated by experienced practitioners.

The course will be at the Level 7 of tertiary education.

### OUTCOME

On Successful completion of the Certificate course participants will have an initial understanding of Gestalt Therapy theory, and a deeper understanding of self and their inter relationships with others. .

Learning Outcomes:

- a. Have an increased awareness of personal intra-psychic processes
- b. Be able to identify personal themes and repeating patterns of behaviour.
- c. Be able to relate these processes to the core Gestalt therapy concepts.
- d. Demonstrate an awareness of interpersonal processes and relationship styles within the group.
- e. Demonstrate a mature and adaptive functioning of the self in relationship to others, showing a respect for the others values, beliefs and culture.
- f. Have a sense of emotional stability, creativity and playfulness.

## 2010 CERTIFICATE COURSE FEE INFORMATION

Application acceptance closes on Friday 13th November 2009 for the academic year which commences on Monday 25th January. A Deposit payment of 25% of the total fee is required with the completed application forms. No Deposit is required if you are obtaining a Studylink loan or WINZ support, please provide details in the financial arrangements form with your application. All fee payments will be banked into a Public Trust account. A contract between yourself and the public trust will be sent to you for signing.

Once your application has been accepted you will be notified by mail and at that point the full Course fee becomes due/payable.

### **The full year fees for Certificate Course - An introduction to Gestalt Theory and Practice is \$3,476.00.**

The Fee is composed of \$3014.00 core course costs + \$462 College House and meal costs. Lunch is provided at all workshops & full B&B Accommodation is provided for the November workshop. These fees apply to NZ citizens, NZ Permanent and Australian Citizens

If fees are not paid in full with application then the balance of fees must be paid in line with the Financial Agreement form.

Options for payment:

- Payment in full with application by cheque or online by direct credit.
- Payment of \$869.00 being 25% of Fee by cheque or online by direct credit or bank automatic payment with application.
- Studylink loan application approved and payment made to Public Trust.
- WINZ payment made to Public Trust

The final date for payment of outstanding fees is 26<sup>th</sup> March 2009, after which time an 8% penalty fee will apply to any outstanding amount.

All fees are to be paid to the Public Trust, in line with current Government Policy.

## Withdrawal & Refund Policy

- Trainees are advised that s236A of the Education Act 1989 requires the Institute to hold fees in trust for a period of eight days after the commencement of a course of study. If during that time a trainee withdraws from study the Institute must refund the fees paid in full subject to an administration fee of 10% of the fees paid, or \$500.00, whichever is the lesser amount.
- Trainees, who withdraw from training by 28th February 2009, will have fees refunded less the actual cost incurred at the February 2008 workshop.
- Trainees, who withdraw from training by 31st March 2009, will be required to pay 50% of fees.
- Trainees, who withdraw from training after 31st March 2009, are required to pay fees in full.

## Disclosure of information in respect of Financial Failure of GINZ

In the event that the Gestalt Institute of New Zealand is unable to continue to deliver tuition to any trainee for any reason whatsoever, please be advised that a fee protection policy is in place which has been approved by NZQA. In line with Ministry of Education Policy all student fee payments are held in an independent trust account (with Public Trust). These funds are then released to Gestalt on a monthly basis, after the course has been delivered.

## **ENTRY AND EXCLUSION CRITERIA**

Successful applicants require:

1. A mature outlook, with realistic values, a balanced approach to work and play, a capacity for sustained application to tasks and a demonstrated ability to sustain relationships.
2. Adequate education and / or life experience to cope with both the academic and experiential components of the training.
3. No evidence of criminal acts involving violence or dishonesty.
4. No evidence of professional disciplinary action found against the applicant (for breaches of ethical behaviour; may vary depending on the gravity of the offence).
5. No alcohol or substance abuse (as defined by DSM IV) in the last five years. No current use of opiates, cannabis, amphetamines or prescription drugs (to sustain or alter mood) other than as prescribed. Occasional use of cannabis in past may not exclude.
6. No mental disorder as judged by a Psychiatrist approved by Faculty, which would render the person unfit to train.

## GESTALT INSTITUTE PERSONNEL

### Director of Training

**Brenda Levien** (Christchurch)

**NZRN, Dip G.Psych, MNZAC, MNZAP, Fellow Member of GANZ**

Brenda has 30 years experience working with people as a nurse, counsellor and Gestalt Therapist and has been on the Teaching Faculty since 1993. She has a successful private practice and also works as an organisational consultant. Brenda has been engaged with the development of GANZ (Gestalt Australia & New Zealand) and on Council over the last 10 years. She is currently a member of the ethics committee, and most recently, the editorial board of the Gestalt Journal of Australia and New Zealand. She is a guest trainer for the Gestalt Institute of Western Australia and Gestalt Therapy Practitioners Sydney. She was elected the NZAP Council in March 2008. She has a passionate belief in people's innate abilities to find creative solutions to life's challenges and a strong interest in how gestalt theory and practice can be used in a variety of ways within the community.

### Faculty Members

**Stephen Parkinson** (Hamilton)

**RMN (UK) Fellow AMI, College Member of GANZ**

Stephen trained as a Gestalt therapist in England and has over ten years experience as a psychiatric nurse specialising in children and teenagers. He has been on the Teaching Faculty since 1991. He works full time at True Colours Charitable Trust with children and teenagers who have serious chronic and terminal illness. Stephen is a keen musician and has trained in the Bonny Method of Guided Imagery and Music (GIM) in Auckland. He is also a guest trainer for the Gestalt Therapy Institute of Western Australia.

**Maria Bowden** (Dunedin)

**B.A, Dip G. Psych, Provisional Member of NZAP**

Maria's early professional life includes an extensive history as a social worker and educator. Maria has been in private practice since 1994 and is a graduate of G.I.N.Z. Her strengths include long term work; particularly in the area of abuse. Maria currently works with individuals; couples; groups and organisations as a therapist; trainer and supervisor. Maria has a personal and professional commitment to holistic health and wellbeing. She supports and encourages good relationships through awareness and honesty with oneself and in relation to others.

**Virginia Edmond** (Wellington)

**MA, Dip Teaching, Cert TEFL, Dip G Psych, MNZAP, MGANZ**

Virginia was a teacher before becoming a psychotherapist. She taught English to speakers of other languages in New Zealand and in the Middle East. Virginia graduated from the Gestalt Institute in February 1999 and is now in private practice in Wellington. She works with individuals and couples as well as offering supervision. Virginia has additional training in body oriented psychotherapy from a Gestalt perspective as well as in Bioenergetics. She is currently also the convenor of the Wellington branch of NZAP.

**Stella Mc Donald** (Dunedin)

**Dip G Psych**

Stella graduated from the Gestalt Institute in 1998 and since then has operated a private practice in Dunedin offering individual psychotherapy, Reiki, bodywork and latterly supervision. She has been a local tutor for the Institute for 6 years, training both entry level and senior students in the Dunedin groups.

## **Regional Trainers**

**Darren Cuskelly** (Christchurch)

**Dip G Psych, BA Soc Sci, Dip Soc Sci, MGANZ, MNZAC**

Darren graduated from GINZ in 2008 and is currently chair of international relations on the GANZ council. Darren has 20 years experience in the community service industry and worked as a family counsellor in Australia for 6 years prior to relocating to NZ.

He is an Australian by birth and has lived, with his wife Liz, in New Zealand since 2003. He is based in Christchurch and currently works as a Service Manager for IHC, and as a Gestalt Psychotherapist at a counselling centre and in a small private practice. His interests are in relationships—how do we come together whilst maintaining our differences?

**Lindy Elliot** (Christchurch)

**Dip G Psych. NZRN. PBANZ, MGANZ**

Lindy comes from a long background of ophthalmic nursing where she worked whilst completing her training with GINZ in 2007. She works as a psychotherapist in private practice and also with a community agency. Lindy has a passion for groups and with a colleague, facilitates graduate nursing groups in understanding group process, how we relate to one another and what we bring into our relationships with the other.

**Dinah Cameron** (Dunedin)

**Dip G Psych, Dip Bus Admin, B Ed, Dip Teaching, MNZAC**

Dinah is a Gestalt psychotherapist in private practice in Dunedin. She works with couples and individuals and sees people for group and individual supervision. Dinah also co-facilitates a stage 1 Gestalt training group. She has an enthusiasm and excitement for this work that continually leads her into more awareness of the processes involved. Dinah enjoys reading widely and takes rest and relaxation very seriously.

**Lynley McCristell** (Dunedin)

**Dip. Teaching, Dip G Psych, MNZAC**

Lynley graduated from GINZ in 2003 and since then has worked as a therapist in private practice in Dunedin. Lynley brings with her 10 years experience working with people who have intellectual disabilities and maintains a part time position in this field. She is a passionate advocate for making professional supervision available to people working in support roles.

**Felisa Roldan** (Wellington)

**MBChB (Spain), MRCPsych (UK), Affiliate ANZCPsych (NZ), MGANZ**

Felisa graduated from medical school in Spain in 1988 and then moved to England where she trained as a Psychiatrist becoming a Member of Royal College of Psychiatrists in 1993. Felisa worked in a UK Psychotherapy unit until 1995, when she moved to New Zealand pursuing her interest in psychotherapy. In 1999 she graduated as a Gestalt Therapist and has worked as a consultant psychiatrist with an interest in psychotherapy for the last 11 years. Currently she is the consultant psychiatrist at the Regional Eating Disorder Service in Wellington.

## **Registry and Administration**

**Ian Rae**

Executive Officer

PO Box 1612, Christchurch, 8140

Suite 27, Level 2 Harley Chambers, 137 Cambridge Terrace, Christchurch

Phone (03) 379-2040 or Freecall 0800 437825

Fax (03) 379-2041

E-mail [admin@gestalt.org.nz](mailto:admin@gestalt.org.nz)

[www.gestalt.org.nz](http://www.gestalt.org.nz)



# Gestalt Institute of New Zealand

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Phone: (03) 379 2040 or Freecall: 0800 437825

Fax: (03) 3792 041

Email: admin@gestalt.org.nz

## FINANCIAL ARRANGEMENTS 2010

Full name .....

Address .....

Method of fee payment/s: Please fill out only one Section below

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**SECTION A. *If paying by your own means***

**My Deposit Payment will be made by:**

- Enclosed cheque of \$869.00 made out to 'The Public Trust'
- Online bank transfer of \$869.00 \*\*
- First of 4 auto-bank transfers \$869.00 \*\*

\*\*Please contact the Executive Officer for account and reference line details for electronic transactions.

**My method of final payment will be:**

- Full balance by cheque or single online payment.  
These must be received by 25th January 2010, Balance due will be \$ 2,607.00
- 3 x Automatic bank payments or online direct transfers

For automatic or online payments the break down is as follows: The Course Fee for the year is \$3,476. Less the deposit with application leaves 3 automatic payments of \$869.00 on 29<sup>th</sup> January 2009, 26<sup>th</sup> February 2009 and final payment on 26<sup>th</sup> March 2009.

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**SECTION B. If payment being made by Studylink or Government support funding**

**Studylink Loan**                      Date loan applied for .....

**Government support**            Please specify (i.e. WINZ) .....

Case Manager Name .....

Direct Dial Phone .....

**I have read, fully understand and agree to the Gestalt Institute of New Zealand refund policy as provided in the 2010 course application information pack.**

Name: (please print) .....

Signed..... Date:.....

## Gestalt Institute of New Zealand Student Identification Card

If you would like a student Identification card then please complete the form below and return it with your application pack including a cheque for \$16 made out to Gestalt Institute of New Zealand. If you prefer to pay by online banking please contact the Executive officer for payment details

Your card will have your name, address and photograph, year of study and signature as well as the Institute Logo and will be valid for two years after which time you will need to renew the card.

These are produced while you are attending the February workshop. They are only available at the February workshop each year.

Please note:

Payment for Student ID card must be made as a separate transaction from your training fees.

I wish to pay by: (tick one box below)

- Enclosed cheque for \$16.00 made out to 'The Gestalt Institute of NZ'
- via online bank transfer (you will be invoiced for this by the institute)

Full Name: .....

ID Card Name display: .....

Signature: ..... date.....

(for security check purposes only)

Address: .....

Date of Birth: .....



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## 2010 Contact Information Form

*Please fill out the information below and include with your application form.*

**FULL NAME**.....

Please print name, postal address and telephone number as you wish it to appear on the trainees contact list.

**Name:**.....

**Address:** .....  
.....  
.....Post code .....

(Please do not make it my job to find out your post code)

**Home Phone Number** (.....).....

**Work Phone Number** (.....).....

**Mobile Phone number** (.....).....

**Email Address:** .....

**For Office use only**

**Emergency contact name:** .....

**Emergency contact phone number:**.....

I give my permission for my name, address, telephone and email details to be placed on the list which is available to all Trainees, Trainers and Faculty in the Institute.

**Please circle one** **Yes** / **No**

**Signature** .....

**Date** .....



# Gestalt Institute of New Zealand

PO Box 1612 Christchurch  
Phone (03)379-2040 or 0800 437-825  
Fax (03)379-2041  
E-mail [admin@gestalt.org.nz](mailto:admin@gestalt.org.nz)

## Certificate Course Confirmation of Attendance at February 2010 Workshop

**Workshop**                      **Friday 5<sup>th</sup> – Sunday 8<sup>th</sup> February**                      **9.00am until 5.00pm**  
   **Monday 8<sup>th</sup> February**    **9.00am until 3.30pm**

**To confirm your space at the February workshop please fill out this form and return to us with your application**

It is not compulsory for Certificate Trainees to Live-in, however if you are from out of Christchurch you may prefer to accommodate on site. If so please indicate your accommodation and meal requirements by ticking the boxes below. Lunch at the workshops is provided as part of training fee

If you are requiring Accommodation & evening meals please fill in the box below.

You will be charged \$59.00 per night for Bed and Breakfast and \$18.50 for Dinner. We will invoice you for the additional cost of meals and accommodation and it is expected that the trainee pay in advance or on the first day of the workshop.

<u>Day</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Bed &amp; Breakfast</u>
Thursday 4 <sup>th</sup> February		<input type="checkbox"/>	<input type="checkbox"/>
Friday 5 <sup>th</sup> February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday 6 <sup>th</sup> February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday 7 <sup>th</sup> February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday 8 <sup>th</sup> February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are arriving before the Friday morning please provide your estimated day, date & time of arrival at College House as Security will need to be informed:

**Day** ..... **Date**..... **Time** .....

### All Trainees

**Please indicate if you have any special dietary requirements.**

.....  
.....  
.....

**Name**..... **Signed** .....



# Gestalt Institute of New Zealand

P O Box 1612, Christchurch, 8140

Phone: (03) 379 2040 or Freecall: 0800 437825

Fax: (03) 3792 041 Email: admin@gestalt.org.nz

**Confidential Application for the 2010 Certificate Course  
An Introduction to Gestalt Theory and Practice**

**Surname**.....

**Given Names** .....

**Phone (Day)** ..... **(Evening)** .....

**Date of birth**..... **Male / Female**

**Educational Background:** (highest school or tertiary qualifications and year attained)  
.....  
.....

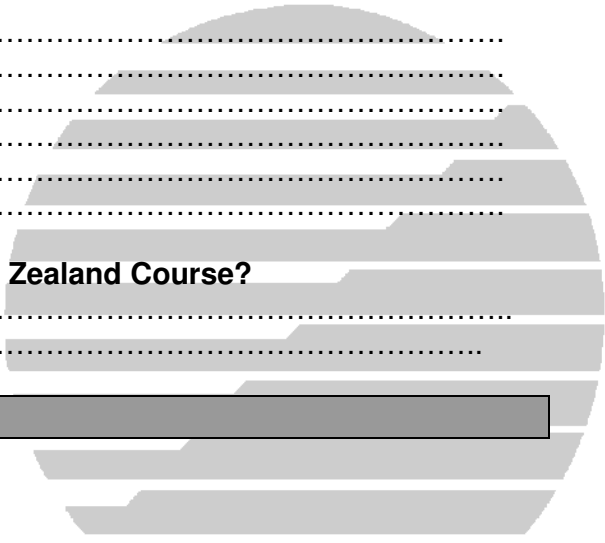
**Vocational Background:**  
(Present position, company or agency; jobs held now or in the past which are most relevant to work in the helping professions, with approximate dates)  
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**Prior work in Gestalt Therapy and/or humanistically orientated seminars & workshops:**  
Please name leaders worked with, approximate dates of workshop, locations, & approximate total number of workshop hours. Has your experience been predominantly academic or experiential? (Use reverse side of sheet if necessary)  
.....  
.....  
.....  
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.....

**Are you in Therapy now/or have ever been?**  
If so, indicate what kind of therapy, with whom & dates  
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.....

**How did you hear about the Gestalt Institute of New Zealand Course?**  
.....  
.....

**Referee Information**



Please provide the names, postal address & phone numbers of three people whom we may contact for a confidential reference. (Please print)

*If any of your referees are based outside of New Zealand please include an email address.*

1. Name.....  
Relationship to applicant.....  
Postal Address..... (BH)  
contact number.....  
Email address (if not NZ based).....

2. Name.....  
Relationship to applicant.....  
Postal Address..... (BH)  
contact number.....  
Email address (if not NZ based).....

3. Name.....  
Relationship to applicant.....  
Postal Address..... (BH)  
contact number.....  
Email address (if not NZ based).....

**Personal Information - for Health and Safety purposes only**

Name of your personal physician:.....

Please list any medications you are currently taking:.....  
.....

Have you ever been hospitalised for emotional problems? Yes/No  
If Yes, please indicate dates & circumstances.....  
.....  
.....

Next of Kin .....

Address .....

Phone Number .....

**Please also provide the following:**

- One recent passport style photograph of you.
- A brief statement of what you wish to gain from training at the Gestalt Institute of New Zealand. (On a separate sheet paper)

**or**

- I have submitted both of above electronically to [admin@gestalt.org.nz](mailto:admin@gestalt.org.nz)  
(Note: Combined attachment file size must be under 1Mb)

**Signed**.....**Date**.....  
**(Applicant)**