



THE SHEP CERTIFICATE IN SOCIAL AWARENESS AND COMMUNITY EMPOWERMENT APPLICATION FORM (COURSE REF CN3645) CORK 2022

A Transformative Journey Renewing You, Your Community, Your World

This application form is for the **Cork SHEP Certificate in Social Awareness and Community Empowerment (SACE) course in SHEP Project Centre, Ardfoyle, Ballintemple, Cork City**. It will consist of five non-residential weekend workshops between October and December 2022. This course is open:

- A. **To people who have already completed SHEP’s Certificate in Personal Development**, this course being Part Two of the SHEP Foundation Program in Social and Personal Health Education. For these, it is a continuation of their personal journey of growth and development, through deepening awareness of the wider social relationships with which we are all involved
- B. **To people as an alternative entry point to SHEP’s training pathway** than the Personal Development course, so as to include participants whose main starting interest is their community, their involvement in a local organization, and want to bring deeper awareness to that involvement

While this programme was delivered on-line over the last two years, the Project’s heart remains primarily with offering face-to-face experiences for participants in groups. Therefore, this Autumn we discern the time is right to return fully to the typical pre-pandemic format of this course – in-person, over five non-residential weekends, totaling 78 hours. While we will follow public health advice and cannot rule out disruption, we are envisioning that the course will complete fully in-person.

- The course fee this autumn is €550
- A number of reduced fee places of €250 are available (i.e. a bursary of €300) where eligible (see Reduced Fee information below)
- There is no booking deposit
- It is facilitated by 2 SHEP trainers
- Fully in-person
- It is 78 hours in length (five weekends and one Friday nights session)
- The group will have 18-24 participants

SACE CORK GROUP 2022

Venue - SHEP Project Centre, Ardfoyle, Ballintemple, Cork City (Eir Code T12 XDH2)

Trainer Team - Ben Kimmerling, Kevin McCaughey & Geraldine O’Connell & Abigail Joffe

The schedule of dates will be finalised in the first week of September before offers of places are issued. The course will commence Early October, completing before Christmas 2022, in time for the intake process to the SHEP Facilitation and the SHEP Continuing Personal Development courses. Typical weekends days and times are

Saturday 9.30am – 5.30pm

Sunday 9.30am – 5pm

A Certificate of Successful Completion will be awarded on satisfactory completion of the course. Completion of both the SHEP Certificate in Personal Development and the SHEP Certificate in Social Awareness and Community Empowerment Foundation Courses is necessary for entry to the SHEP's Facilitation, Continuing Personal Development and Specialised Practitioner Training courses. This is important, and of immediate relevance for those considering progressing to SHEP's Facilitation course in early 2023 or Tutor Training in Autumn 2023. Admission to those courses will be subject to availability of places and selection will be on the basis, both of the quality of involvement in the Foundation Courses, and of the nature of the voluntary or professional work with people that applicants are engaged in (or plan to be engaged in). Priority of places is also given on the Continuing Personal Development courses, to applicants who have completed the full Foundation Prog. Part I & II.

Name of Applicant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

E-mail address: _____

Which address for correspondence? (Please tick) Home: Work:

Date of birth: _____ **Occupation:** _____

Relevant voluntary work (if any) _____

What is your interest in doing this course? _____

How/where did you hear about the course?

Have you completed any previous courses on any aspect of health-education, personal development or group work? Please specify

Do you have any special needs that we should be aware of for practical purposes? Please specify

Is there any other information about yourself that you would like on file?

Course Fee

The **total cost** of the SHEP Cert in Social Awareness & Community Empowerment 2022 is **€550**. When a place is offered, and **before the course begins**, the fee should be paid in full. For those who wish, special arrangements may be made to spread payments over the duration of the course. Details of how to do this will be enclosed with the course place offer.

A number of **Reduced Fee places at €250** will be available for those who qualify. Reduced Fee Places will be awarded to those who meet the eligibility criteria. Please read carefully, the accompanying information sheet '**Important Information on SHEP Fees, Payment Methods and Frequent Questions**' as it contains important information on reduced fees and other special payment arrangements.

N.B For all places, Full Fee, Reduced Fee Places you are advantaged by applying early.

Please choose One.

I am applying for this course on the basis that **I will be paying the full fee.**

or

I am seeking a **reduced fee place** (please also complete the **Reduced Fee Application Form**)

Please Confirm

I have read and I understand the '**Important Information on SHEP Fees, Payment Methods and Frequent Questions**'

I understand and give my consent to how SHEP will use my personal data as outlined below (please contact the Project on 021 4666180 if you want to talk through any aspect of this)

(Where applicable) I am also enclosing the completed Reduced Fee/Funded Place Application form.

I have reconciled all outstanding fees

SHEP Mailing list

Please indicate if you wish to be join SHEP's 'Mailing List' to receive information about Project news and future programs you may have interest in. You can 'Unsubscribe' from the SHEP Mailing List at any time in the future.

For assistance to complete this form and/or further information phone: (021) 466 6180

Signature: _____

Date: _____

Please return this form to the Programme Administrator preferably online to

info@socialandhealth.com

Alternatively you can post to The Programme Administrator,

The Social & Health Education Project,

Old National School, Ardfoyle Avenue, Ballintemple, Cork. T12 XDH2.

Applications Accepted up to Friday 9th September 2022

Offers of places may issue before closing date if we can fill the group earlier - please apply early.



Reduced Fee Application Form

2022 SHEP Social Awareness & Community

If you need assistance to complete this form (and/or further information) please feel free to phone us on (021) 466 6180 (Cork); 087 7728089 (Kerry); 085 8626844 (Limerick)

Name of Course you wish to apply for: _____
Location of Course you wish to apply for: _____

Name: _____	Home Phone: _____
Address: _____	Mobile Phone: _____
_____	E-mail Address: _____

SHEP offers a Reduced fee for some courses

SHEP recognises that for some people, the course fee, even though it is a subsidised fee, may still be prohibitive. To make our courses accessible we offer a reduced fee on some SHEP courses offered in Cork, Kerry and Limerick. For the Cork SACE course in Autumn 2022, reduced fees places for **Cork and Kerry** are funded by the **SHEP Bursary Fund** (to which people and companies have made donations), **For Limerick, Clare and Tipperary** applicants (Mid-West region), reduced fee places are funded by the support of the MWRDA Forum to the SHEP programme in that area.

If you intend to submit this application, please read our information document 'Important Information on SHEP Fees, Reduced Fees & Frequent Questions'.

Eligibility for a Reduced Fee place

You may apply for a **reduced fee** if you are: (i) a social welfare recipient, * (ii) are eligible for support provided by the MWRDAF support to the SHEP programme in Counties Limerick, Clare and Tipperary, or (iii) a full-time student or (iv) if you are experiencing financial hardship.

*You may apply to SHEP for the **reduced fee place** if you are *in receipt of one of the following Social Welfare benefits/allowances*:

<ul style="list-style-type: none">• Blind Person's Allowance• Carer's Allowance• Carer's Benefit• Disability Allowance• Working Family Payment• Farm Assist	<ul style="list-style-type: none">• Illness Benefit• Invalidity Pension• Job Seeker's Allowance• Job Seeker's Benefit• One Parent Family Payment
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We cannot guarantee, therefore, that all applicants will be successful. Reduced fees will be awarded to those who meet the eligibility criteria on a **'first-come, first-served'** basis. **Early applications therefore have an advantage.**

If you need assistance to complete this section please feel free to phone us on (021) 466 6180

OPTION: REDUCED FEE

I am applying for a **reduced fee**, on the basis that:

I am a Social Welfare recipient: Name of Payment: _____

I am are eligible for support provided by the MWRDA Forum support to the SHEP programme in Counties Limerick, Clare and Tipperary :

I am a full-time student: Name of Course & College: _____

I am experiencing financial hardship. Please set out your case separately.

If a Reduced Fee place is **not available** to you please tick one of the following:

(a) If a reduced fee is not available to me I am willing to pay the full fee.

(b) If a reduced fee is not available to me and I am not able to pay the full fee I will withdraw my application for a course place.

Please confirm that you are enclosing the following: (Please tick)

I am enclosing my **course application** form

I am enclosing evidence of the **Social Welfare** payment being made to me (where relevant) **or** (if not in receipt of Social Welfare a letter setting out the case for a reduced payment)

I understand that the **information** provided here will be used in determining whether I am to be offered a place.

Signature: _____

Date: _____

When completed please return this form, along with the required supporting documents, and the application form, to

The Programme Administrator, preferably online to info@socialandhealth.com

Alternatively you can post to The Programme Administrator,

The Social & Health Education Project,

Old National School, Ardfoyle Avenue,

Ballintemple, Cork. T12 XDH2

Applications Accepted up to Friday 9th September 2022

Offers of places may issue before closing date if we can fill the group earlier - please apply early.

How will SHEP use Personal Data of course participants?

SHEP asks only for the minimum information from course applicants, sufficient enough to process applications and course participations. You have rights in relation to your own personal information used by SHEP, including right to object to processing and right of access to your own personal information. We genuinely encourage you, if you have any queries or concerns about how your personal data will be used or stored, to talk with SHEP training staff on 021 4666180 or email us at info@socialandhealth.com. SHEP's purposes for gathering information are:

- To contact you about your application;
- To follow up with you after the application is received and administer your application as required;
- To manage course processes (including commencement, completion, progressions, course payments where relevant, course evaluations, project statistical reporting);
- To maintain your participant training record (including personal & course details)
- To share information with course facilitators, organisations involved collaboratively in courses, or where there is a fee funding support being sought. Only necessary information is shared and SHEP will be transparent with you.
- Where information is to be disclosed beyond the purpose above, specific additional consent will be sought from you

Participant information is stored on secure, protected cloud based and in-house specialized training and education database. Hard copy information is stored in secured cabinets. Information is only accessed for the above purposes and only accessed by authorized SHEP training, administration and accounts staff.

As an applicant for one of SHEP's courses, we ask that you read and understand the above data protection statement and application form carefully. On this application form we need your signature to:

1. Confirm that you have read, understood and give consent to how SHEP will store, use and access the personal information you provide.
2. Indicate if you wish to be joined onto our 'Mailing List' to receive information about Project news and future programs you may have interest in

We are committed to ensuring that any information we collect is handled in accordance with the principles set out in the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Acts 1988 to 2018. SHEP's detailed Data Protection Policy and time scales for retention of information is available at www.socialandhealth.com.



Important Information on SHEP Fees & Payment Methods

Cork 2022

Summary

Thank you for your interest in training, or further training, with SHEP. Our philosophy is to keep our training **as affordable and as accessible as possible**. The vast majority of our courses have a participant fee which we try to keep to a minimum (and in the main the fees charged have not increased since 2008). We believe our training offers tremendous value for money. In general, the training fee to each participant is less than €8 per hour.

Because we are core-funded by the HSE, **all SHEP courses are subsidised**. Every participant benefits from this HSE support because without it the standard course fee for all courses would be significantly higher.

The HSE core grant to SHEP is used to cover most of the coordination and administration costs of SHEP courses. Fees collected from participants are used to pay the costs of the two Trainers (and where applicable the module Trainers) who co-facilitate the course and to contribute towards costs such as supervision, promotion, administration, and the presentation of certificates.

In order to make the courses accessible to those less well-off we also offer (in so far as possible) a **Reduced Fee**. We also offer an interest-free fees **Payment Plan** option.

The payment of fees is arranged between the participant and SHEP Finance Team who can be contacted if you have a query. It is a deliberate policy in SHEP not to involve Trainers in the collection of participant fees: this is to allow the Trainers to focus on their work with participants. However, should you experience difficulty the important thing is to talk to someone in the Project, and this may include approaching a Trainer if this is what you wish to do.

Depending on the course you may be able spread the payments over a number of months

Our preference is to receive the balance of the fee in one payment when the course place is being offered. We appreciate this is not possible for everyone. For the moment, for most courses, SHEP operates an interest-free fees **Payment Plan**. This means that the cost of the course may be paid over a number of months (though not longer than the length of the course) on a monthly basis, by Standing Order. If this option is available, and if you wish to apply for it, you will need to complete the Payment Plan Form and Standing Order Mandate (which you will receive with your letter of offer) and return them to SHEP by the agreed date before the course commences. Please do not arrange the Standing Order independently of SHEP - it needs to be done through the SHEP Finance Dept.

You may be able to source some grant support yourself

Some participants have been supported by their employers or by their Local Development Partnership to undertake training with SHEP. Other participants have received assistance from the Department of Social Protection. St Vincent de Paul has also provided support to some applicants who met certain requirements. SHEP cannot make such applications on behalf of participants, but we encourage you to make your own enquiries.

SHEP offers a Reduced Fee for some courses

SHEP recognises that for some people, the course fee, even though it is a subsidised fee, may still be prohibitive. The **SHEP Bursary Fund** (to which people and companies have made donations) is a small fund which helps us to make some of our courses more accessible to those facing financial difficulties. We also get some funding from the HSE each year to support concessions. The number of Reduced Fee places available for any SHEP course will depend on money available in the SHEP Bursary Fund, along with any funding available from the HSE. Priority is generally given to SHEP's two foundation courses (the SHEP Certificate in Personal Development and the SHEP Certificate in Social Awareness and Community Empowerment).

Exceptionally, a Funded Place may be available

Unlike the SCPD, where in recent years SHEP has applied each year to the Department of Social Protection for a grant to support a small number of participants on each SHEP Certificate in Personal Development Course with fully funded places, **this option is not available for the Social Awareness and Community Empowerment course**.

Eligibility to apply for a Reduced Fee place

You may apply for a Reduced Fee place if you are

- i) a social welfare recipient or
- ii) a full-time student or
- iii) if you are experiencing financial hardship.

Criteria are as follows:

- i) a social welfare recipient in receipt of one of the following Social Welfare benefits/allowances:
 - Blind Person's Allowance
 - Carer's Allowance
 - Carer's Benefit
 - Disability Allowance
 - Working Family Payment
 - Farm Assist
 - Illness Benefit
 - Invalidity Pension
 - Job Seeker's Allowance
 - Job Seeker's Benefit
 - One Parent Family Payment
- ii) Supplementary Welfare Allowance full-time student: you may apply for a reduced fee place by submitting a letter setting out your case.
- iii) financial hardship: if you are in receipt of one of the following payments and are experiencing financial hardship - *Guardian's Payment, Pre-Retirement Allowance, State Pension Widows/Widower or Surviving Civil Partner's Pension*; or if you are in other difficult financial circumstances, you may apply for a reduced fee place by submitting a letter setting out your case.

There is a very limited amount of money available in the SHEP Bursary Fund for reduced fees. We cannot guarantee therefore that all applicants will be successful. Please note reduced fees will be awarded to those who meet the eligibility criteria on a **'first-come, first-served'** basis. **Early applications have an advantage.**

How to apply for a Reduced Fee or a Funded Place:

To apply, you must complete and submit the standard **Course Application Form** and also enclose the following:

- A completed **Reduced Fee / Funded Place Application Form**
- **Evidence** of your receipt of the relevant Social Welfare payment or (if you are **not** a social welfare recipient) a letter setting out your case for a Reduced fee Place

How applications are processed

All of the applications for Reduced Fee places will be assessed by the Director. All applicants for Reduced Fee places will be notified of the result when course places are offered. In so far as possible all applicants for Funded Places will be notified of the result when course places are offered. For those who don't qualify for a Reduced Fee or a Funded Place it is important to remember that, **for most courses, a Payment Plan can be arranged** to pay the remainder of the fee in instalments over the duration of the course. Details of how to do this will be enclosed with the course place offer.

You must apply for each course

It is important to note that Reduced Fee or Funded Places must be applied for each time you apply for a course – if you received a Reduced Fee or a Funded Place previously you must apply for it again for your next course and there is no guarantee you will be successful.

What happens if you have financial difficulties?

The Project understands that from time to time a participant may experience difficulties with the payment of fees. The Project will be as supportive as possible and will make every reasonable effort to accommodate participants with financial difficulties. However, if such a situation arises, it is essential for the participant to contact either the Financial Administrator, the relevant Training and Development Officer, or the Director (in confidence) as soon as possible so that a suitable arrangement can be put in place.

A participant who has not paid the fee in full (and who has not made arrangements with SHEP to pay the balance) will not receive a Certificate (or a Statement of Attendance).

What happens if you leave the course before it ends?

It is the policy of The Social and Health Education Project that if a participant leaves the course before it ends he/she is liable to pay in full the cost of training delivered up to his/her last date of attendance, as well as a sum amounting to 20% of the cost of the remainder of the course and that in such instances the initial deposit is also forfeited.

Don't hesitate to contact us if you need assistance

Thank you again for your interest in SHEP training. If you are unsure about any of this and need assistance please don't hesitate to ring us at the main office on (021) 4666180 or on

(087) 7728089 for courses run in Kerry

(085) 8626844 for courses run in Limerick.

THE SHEP CERTIFICATE IN SOCIAL AWARENESS AND COMMUNITY EMPOWERMENT

Frequently Asked Questions for course in Cork Autumn 2022

Who is this course for?

The training is designed

- As Part Two of the SHEP Foundation Programme, the first part being the Personal Development course you have just completed
- As a continuation of your personal journey of growth and development, through deepening your awareness of the wider social relationships with which you are involved
- As an alternative entry point than the Personal Development course, to SHEP's training pathways, so as to include participants whose main starting interest was their community, their involvement in a local organization, or who want to bring deeper awareness to their involvement

What are the aims of this course?

The course aims to develop and deepen awareness of how we relate and co-operate in groups and communities, how we are shaped by the society we grow up in and how we, in turn, shape society through our lives and actions. As such the course is a continuation of a journey of awakening awareness, as to how we are in relation to ourselves and those around us, however with a widened focus for that inquiry. Through facilitated experiential exploration of these themes the course aims:

- to develop awareness of how we are **shaped by the society** we grow up in and how we, in turn, shape society through our lives and actions
- to deepen awareness and knowledge of the impact of **wider systems** on our personal development and wellbeing
- to enhance participants' ability to work on, and explore themes together, especially in relation to finding ways of working towards a better society for all
- to develop understanding and **confidence to act** in ways that represent a **balanced response to both individual and group needs**
- **to develop awareness and the skills required for effective participation** as active citizens
- to provide a focus and a starting point for those who aspire to be more involved in **community**, whether it is at a local, national or international level

Themes around which awareness grows through the course?

- Roles within groups
- Working co-operatively in a group situation
- Behaviour in groups
- Dealing with conflict constructively
- Leadership styles
- Talents, skills and strengths in leadership
- Why society is the way it is now
- What changes are needed and what we can do
- What the important issues in our community are
- How do realities of Gender, Power, Diversity, inter-culturalism, justice ... impact our lives
- Values
- Development, environmental challenges and sustainability

Is assessment part of the course?

Participants are not required to undertake any written work and there are no formal assessments or examinations. However, for their own benefit, participants are encouraged to record their learning during the course in a personal learning journal.

What is the methodology used?

Experiential group work is used throughout the course, providing opportunities for participants to make discoveries firsthand, instead of hearing or reading about others' experiences. Through active involvement, reflection and sharing, participants find meaning and gain knowledge from their own experience and the group becomes a learning community. This process allows participants to learn new skills, new attitudes or even entirely new ways of thinking.

How big will the training group be?

The group will normally consist of 18-24 participants, facilitated by 2 trainers.

Will I get a certificate?

Certificates will be awarded to those who have attended a minimum of 80% of the course.

Where and when will the course be held?

- Subject to numbers applying, one group will be run this autumn in the **SHEP Project Centre, Ardfoyle, Cork City**. The course will take place over 5 weekends, including a Friday evening session at the start of the first weekend
- An equivalent course is being offered this Autumn for the Kerry area, though specifically focusing on Climate action – detail of this options and separate application form are available on the SHEP website at <https://www.socialandhealth.com/training/shep-certificate-social-awareness-community-empowerment/>
- The SACE course is being planned in Limerick area for Autumn 2023

How much does the course cost?

The cost of the course in Cork in 2022 is €550 with a reduced fee option of €250.

How do I apply for a place on the course?

An application form can be downloaded to print out from <https://www.socialandhealth.com/training/shep-certificate-social-awareness-community-empowerment/>

or alternatively obtained from SHEP by contacting

021-4666180 for Cork, or on (087) 7728089 for courses run in Kerry or on 085-8626844/086-1451408 for Limerick.

To apply please complete and return the application form. Letters to those being offered places will issue the last week of August, or earlier if the group is full at an earlier point.