

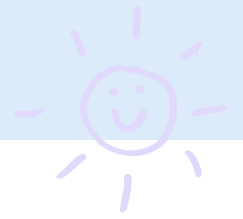
COURSE
HANDBOOK



Level 4 Diploma in Therapeutic Counselling



Welcome to the Astranti Connect Counselling Hub



We would like to extend a warm welcome to all learners enrolling on our courses.

Whether you are an experienced learner or are returning to study after a break, our aim is to support you in the successful achievement of the qualification you have chosen.

We are a specialist counselling training organisation and bring a decade of experience in the design and delivery of counselling courses to our work. We run courses from various locations and online.

Everyone involved in the work of Connect hopes that your time with us will be rewarding and enjoyable and, most importantly, that it will help you to achieve your learning goals. We are all practising counsellors and therapists, as well as experienced teachers and university lecturers. We bring our passion for teaching and counselling to the groups that we teach.





This handbook provides information on the course you have chosen and contains important information about what is required from us and from the awarding body, which in your case is the Counselling and Psychotherapy Central Awarding Body (CPCAB). CPCAB courses are nationally accredited and offer a unique pathway to the Open University foundation.

All courses are approved by Ofqual and accredited by the qualifications and credit framework (QCF)

We actively promote the ethical framework of the British Association for Counselling and Psychotherapy (BACP).

It may be that your question isn't answered within this course document, and if this is the case, do feel free to ask your course tutors, who will be delighted to answer any questions you may have.

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Level 4 Diploma in Therapeutic Counselling



The Level 4 Diploma in Therapeutic Counselling course is a two-year part-time course and is intended for candidates who want the knowledge, skills and competencies to work as a therapeutic counsellor in an agency context. It is a classroom-based course.

You need to have completed both the Level 2 in Counselling Skills and Level 3 Certificate in Counselling Studies courses or equivalent. You need to be over 19 years old.

We do not recommend that you begin this course if you are currently struggling with severe emotional difficulties. We will discuss any personal situations with you at the time of enrolment to ensure that you are in the best position to get the most out of the course and achieve your qualification.

You will need to undertake at least ten sessions of personal counselling during each of the two years of the course.



All of our courses are approved by Ofqual.





You will need to be able to read and have sufficient writing skills to meet the written work requirements for the course. We suggest that at least a GCSE Grade C or above in English would be a great advantage to you in the completion of the written aspects of the course. You will also be able to need to work independently and be able to self-motivate in order to meet coursework deadlines. You will need access to a computer and printer and have adequate IT skills.

The programme for this course includes theory lectures, demonstrations, group work, skills practices, tutor and peer-assessed observations of practice, weekly reflective writing, self-reviews and tutorials. You will need to allow around 3-4 hours per week for homework. You will need to complete 100 hours of counselling practice on placement and undertake a minimum of 10 hours of personal counselling each year with a qualified counsellor who is a member of BACP or the equivalent. You will also need to have supervision which most placement providers will provide, but occasionally you may have to fund this yourself. We also require that students join the BACP as student members by the first half of the first year as our course forms part of the BACP approved practitioner qualification. Membership fees are not included in course fees.

The course is made up of seven learning outcomes which are based on the seven processes of the CPCAB model. Successful completion of the course will give you the option to progress to the Level 5 Diploma in Psychotherapeutic Counselling.



Course Structure

Year 1 of the course will be focused on person-centred counselling, key counselling skills and the skills required to work successfully within a counselling agency, preparing you for your placement in Year 2.



Year 2 of the course will introduce you to other theoretical approaches to counselling, including cognitive behavioural therapy, solution-focused brief therapy, neuro-linguistic programming, psychodynamic and Gestalt. These introductory courses will provide you with key theory and skills from other approaches that you can integrate into your own counselling practice, allowing you to work flexibly to meet a wide range of client needs. It will also provide you with a taster of the major approaches to counselling, providing a foundation for future study.

Throughout the course, we will look at how to work with specific issues, including common life and mental health problems. preparing you to work with a wide range of presenting issues.

You will also have the opportunity to undertake regular skills practise with your peers. There is a strong emphasis on self-awareness and personal development, and you will be encouraged to identify and deal with key personal development points to ensure you have the skills and confidence to work successfully as a counsellor.

Progression Opportunities

We will help you from the time you take the first step until you have reached your goal.

At Connect, we offer a complete progression route from Level 2 through to Level 6. All of these courses are accredited by The Counselling and Psychotherapy Central Awarding Body (CPCAB). Full details of its progression route are available on its website. The progression route available through ourselves is outlined below.



Open University Foundation Degree

Learners who complete a CPCAB Level 4 course can go on to do a CPCAB Level 5 and some Open University modules in order to obtain a foundation degree. More information about this can be found on both our website and the CPCAB website.

What to Expect

A typical course session will begin with a check-in. This is a chance to share with the group something about how you are feeling and what is going on for you. It is a good way of “arriving” and an opportunity to practise empathic listening and to get to know more about the other members of the group.

This is followed by the delivery of some theory or the introduction of a new concept, and small group work, pair work and skills practices provide you with the opportunity to practise the new ideas you have learnt.

Attendance

You will need to attend 85% of sessions each year (this amounts to a maximum of 6 sessions of absence per year) in order to complete the training successfully. There may be times when there are exceptional circumstances which make this difficult and such situations will be discussed with you personally. We do reserve the right to withdraw students from courses where minimum attendance requirements are not met. Please refer to our attendance policy for further details.





Support

Pastoral tutorial meetings are available upon request. If you need to talk to a tutor, please let one of them know and arrange an appointment. In addition, formal tutorials will be offered as part of your course from time to time.

As a small organisation, we do not currently offer learning support but can signpost you to places where you could access this if required. Your application form will ask for details of any special needs you may have, and we will discuss these with you upon receipt to ensure we can accommodate your requirements.



Policies and procedures

Connect and its associates are committed to working ethically and in line with the British Association for Counselling and Psychotherapy (BACP) ethical framework.

We have a range of policies and procedures which will be available to you via our website once you have enrolled. These policies are designed to keep you safe, offer you the best opportunities, and to ensure that the learning environment is ethical, fair and adheres to legal requirements. If you would like any information on any of our policies or procedures before you enrol, please ask, and we will be delighted to provide you with a copy. Upon registration, you will be given access to the students area of the website, where these documents can easily be accessed.



Course dates, deadlines, times and important dates

A list of all course dates, times and deadlines for the internal assessment will be provided separately. Please make a note of important dates and times, such as internal assessment deadlines, as repeatedly missing these could compromise your successful qualification from the course. If you become aware of a circumstance that may affect a deadline, let your tutor know at once as they may be able to grant an extension. For helping work, commitment and reliability are important values, so continual failure to meet deadlines without a valid reason may mean you do not pass the internal assessment and therefore the course.



Additional course considerations

Our BACP-approved CPCAB Level 4 course teaches you everything you need to become a qualified counsellor and gain BACP membership. As a result, it will mean a significant investment in your time, effort and resources.

So, to make sure you are fully prepared, as well as the formal course costs please take time to consider additional costs that may arise from the following:

- Personal counselling sessions
- Clinical supervision
- Insurance
- BACP student membership
- Travel costs

Internal moderation and verification



Internal Moderation

To ensure that the assessment of your coursework is fair and consistent, a sample from each group will be examined by an internal moderator. The moderator will check the marking of coursework, such as assignments and learning reviews, and provide feedback to the teaching team on the nature, quality and consistency of their assessments. You will need to make your portfolio available for the moderator's visit.

Internal Verification

Verification is the 'BIG' picture, an overview of the whole process of developing, delivering, assessing and moderating units/qualifications.

Our internal verifier will monitor that our programmes are properly in place and are operating effectively.



Assessment

Starting from September 2024, CPCAB courses will no longer include an external assessment. Instead, to pass the Level 4 Diploma in Therapeutic Counselling as 'proficient', you will need to successfully complete the internal assessment.



Internal assessment

To earn this qualification, you will need to complete seven units, each with its own learning outcomes and assessment criteria. Throughout the course, you'll have opportunities to show your skills and gather evidence to prove you've achieved each criteria. These include:

- Written learning reviews
- Written assignments
- Case studies and presentations
- Peer observations
- Tutor observations and tutorials
- Agency (placement) and supervisor reports

To pass, you will need to have gathered two satisfactory pieces of evidence for each of the assessment criteria from the Level 4 syllabus in your portfolio. In addition, you will also need to have completed:

- A minimum of 100 hours working with clients
- Clinical supervision for all your client work
- A minimum of 20 hours of personal counselling

Your tutors will be there to guide you through the course, monitor your progress and provide feedback to help you develop as counsellor. Any concerns will be discussed with you to give you opportunity to address them before the course ends.

Reading List



You may find the following titles useful while studying this course. While there is no formal requirement, you may like to do a little background reading in addition to that provided by the course workbook.

As a Connect student, you will receive free digital access to CPCAB's two textbooks once the course begins:

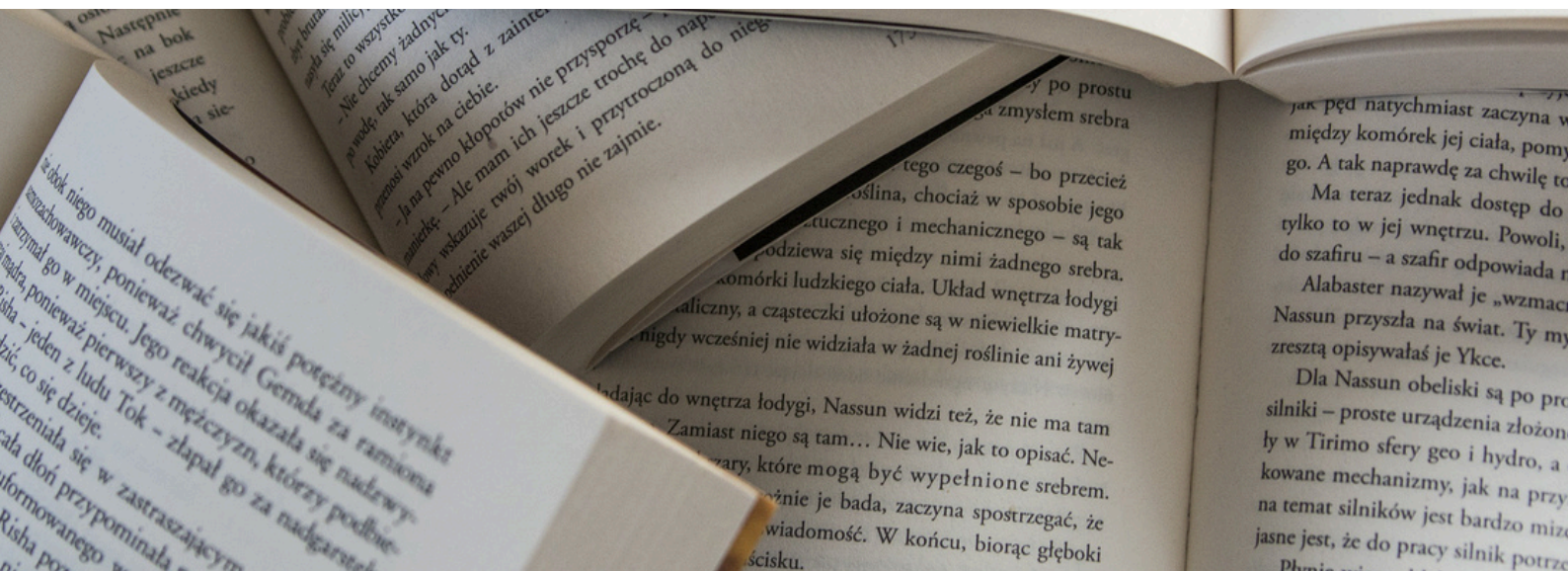
- A Student's Guide to Therapeutic Counselling (L4) - Budd, McKeever, Postings and Price
- Counselling Skills and Studies (L2-L3) by Dykes, Kopp and Postings

Alternatively, if you want your own copy, Sage College Publishing offers a 30% discount with the code UKCPCAB30.

If you would like to know more about one of the specific theoretical approaches taught in the course, you may find the following textbooks useful.

For person-centred counselling:

- Skills in Person-Centred Counselling and Psychotherapy - Janet Tolan
- On Becoming a Person: A Therapist's View of Psychotherapy - Carl Rogers





For cognitive-behavioural therapy:

- Cognitive Behavior Therapy: Basics and Beyond - Judith Becks
- Doing CBT: Comprehensive Guide to Working with Behaviours, Thoughts, and Emotions - David Tolin

For Solution-Focused Brief Therapy:

- Solution Focused Brief Therapy: 100 Key Points and Techniques - Harvey Ratner, Evan George and Chris Iveson
- Interviewing for Solutions - Peter De Jong and Insoo Kim Berg

For Gestalt therapy:

- Gestalt Therapy Verbatim - Frederik Perls
- Gestalt Therapy: 100 Key Points and Techniques - Dave Mann

For psychodynamic therapy:

- Psychoanalytic Psychotherapy: A Practitioner's Guide - Nancy McWilliams
- That was Then, This is Now: Psychoanalytic Psychotherapy for the Rest of Us - Jonathan Shedler (freely available from <https://jonathanshedler.com/writings/>)

For neuro-linguistic programming:

- NLP: The New Technology of Achievement - Charles Faulkner
- Frogs into Princes: Introduction to Neurolinguistic Programming - Richard Bandler and John Grinder

