



connect

Course Document

Level 4 Diploma in Therapeutic Counselling

1. Welcome

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 few years 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 hope that your time with us will be rewarding and enjoyable and most importantly, that it helps you to achieve your learning goals. We are all practicing counsellors and therapists as well as being 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 degree in counselling. 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). Everyone who works at The Hub are registered members of BACP.

It may be that your question isn't answered within this courser 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.



The only awarding body
run by counsellors
for counsellors

2. 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 have had at least ten sessions of personal counselling before the course starts and commit to more during the two years.

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 course work 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, a weekly learning journal, 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 October half term 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 process of the CPCAB model. Successful completion of the course will give you the option to progress to the Level 5 Diploma in Psychotherapeutic Counselling.



The only awarding body
run *by* counsellors
for counsellors

3. Progression Opportunities

Connect 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 their progression route is available on their website. The progression route available through ourselves is outlined below.



Open University Foundation Degree

Learners who complete our level 4 course can go onto 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.

4. What to Expect

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

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 practice the new ideas you have learnt.

5. Attendance Requirements

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.

6. Support

Pastoral tutorials are available on request at the start and the end of the session. If you need to talk to a tutor, please let one of them know and arrange an appointment. 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.

7. Course dates, deadlines, times and important dates

A list of all course dates, times, deadlines for course work and details of the external assessment will be provided separately. Please make a note of important dates and times, such as deadlines and external assessment dates as missing these could compromise your successful qualification from the course.

8. Policies and Procedures

Connect and its associates are committed to working ethically and in line with the British Association for Counselling and Psychotherapy's 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. Your payment of a deposit is taken as your acceptance of our terms and conditions, policies and procedures.

9. 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 course work such as assignments and learning journals and provide feedback to the teaching team on the nature, quality and consistency of their assessments.

Internal Verification

Verification is the 'BIG' picture, an over view 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.



10. Complaints and Appeals

We are confident that your learning experience with us will be an enjoyable, worthwhile and valuable experience. However if you feel that we have let you down in some way during any part of your experience with us then you can be assured that we have a complaints and appeals procedure which will ensure that your complaint or appeal is dealt with in a professional way.

Full details of the complaints and appeals policy is available in the learner area of our website. It is summarised below:

Learner Complaints Procedure

Should you have a complaint about any aspect of your experience of us as an organisation or the training you have received, then we really would like to know about it. Our complaints policy (available in the students section of the website), outlines the way in which your complaint can be presented to us and how we will deal with it.

Academic Appeals Procedure

If you have a complaint about a decision we have made regarding an aspect of your internal assessment, then we will deal with your appeal in line with the procedure described on your Learner disc. If your appeal is regarding the external assessment, then you can follow the CPCAB's appeal procedure

11. Assessment

The course is assessed both internally and externally. CPCAB have set a list of criteria for the course that you must meet in order to qualify. You will keep a learning journal which records your learning in each session, write assignments and be observed using practical skills by both tutors and peers. Together these pieces of work provide you with the opportunity to meet the criteria for the course.

Internal Assessment

We will assess the internal part of your work via your learning journal, assignments and observation. You will be given feedback by tutors and peers as the course progresses and this will help you to meet the criteria for the course as well as give you opportunities for developing your skills and understanding. You will need to demonstrate ability to meet all of the criteria to successfully pass the internal assessment of the course. Any contra indications will be discussed with you during the course to give you the opportunity to address them before the course ends.

External Assessment

You will sit an external exam as part of the course and this takes the form of writing a case study which describes how you have worked with a client on your placement. The case study is written at home in your own time, rather than under exam conditions.

Please note that we may not offer you a place in the second year as entry to the second year of the course is not automatic. In the unlikely event that this is necessary, we will discuss this with you in advance. You need to pass both the internal and external assessment requirements to obtain an overall pass.

12. Reading List

You may find the following titles useful while studying on this course. There is no requirement to read any books as the course material will provide you with all you need to know, but some people like to do a little background reading in addition to the hand outs and materials used on the course.

A Students Guide to Therapeutic Counselling - Budd, McKeever, Postings and Price
Person Centred Counselling in Action 4th Edition - Dave Mearns and Brian Thorne
Gestalt Counselling in Action 4th Edition - Petruska Clarkson
Waking The Tiger - Peter Levine
The Transpersonal 2nd Edition - John Rowan
Transpersonal Psychotherapy - Wellings and McCormick
Guided Imagery - Hall, Hall, Stradling and Young
Cognitive Behavioural Counselling in Action 3rd Edition - Trower, Jones and Dryden
The Integrative Counselling Primer - Richard Worsley

