



## **Course Handbook**

# **Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory**



The only awarding body  
run by counsellors  
for counsellors

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## 1. 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 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).

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.

## 2. Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory

### The Course

This course is a part time course covering 120 guided learning hours. This qualification is for those who want to specialise in Cognitive Behavioral Therapy (CBT) or integrate CBT into their broader counselling practice. The course encourages learners to integrate CBT skills and theory into their existing client work, focusing on practical application and development of these skills. The goal is to improve the employability of counsellors in both organisational and independent settings by providing them with a strong foundation in CBT skills and theory. Key elements of the course include:

- Working within an ethical, legal and professional framework for CBT work
- Preparing clients to work within a CBT framework
- Building, maintaining and ending the therapeutic relationship in CBT
- Using CBT strategies to identify and manage risk
- Assessing clients and making referrals in a CBT framework
- Using psychopathology to inform client assessment and referral
- Creating a case formulation, problem list and treatment plan with a client
- Using CBT theory and techniques to work with the client's beliefs, behaviours and schemas
- The CBT model of emotional disorders and mental health problems
- Developing and reviewing homework tasks with clients
- Monitoring and reviewing the client's progress in CBT work
- Integrating understanding of diversity in CBT work
- Using CBT theory and techniques to develop own self-awareness
- Monitoring and maintaining professional effectiveness
- Research on relationship factors, client factors and therapy effectiveness

You will have the opportunity to undertake regular skills practice and group training supervision with your peers.

## The Tutor

Marion Elkin-Greener, the tutor for this course, is an experienced counsellor with over 25 years in the mental health and addiction industry.

She is a licensed psychologist, supervisor, CBT and certified addictions therapist. Marion teaches levels 5 and 6 and is accredited by the BACP and NCS.

## Entry Requirements

You need to have completed the Level 4 Diploma in Therapeutic Counselling or the 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. We do ask that you ensure that you are academically and emotionally able to cope with this level of training. It is also really important at this level that you are able to work with challenges and feedback from peers and tutors and that you feel comfortable to challenge and give feedback yourself.

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. It would benefit you greatly if you are able to form a therapeutic relationship and have good self-awareness and the ability to make links. Openness to feedback from peers and tutors is also essential.

We will require you to have had at least 40 hours of personal therapy before you begin the course. You will need to have access to a computer and printer and have adequate IT skills.

## Online Courses

If you are taking this course online, you will need to make sure you have access to a good broadband signal and be able to work from a place which is private and where you will be uninterrupted during the course sessions. This is essential for privacy and for your own and others confidentiality.

## Course Requirements

The programme for this course includes theory lectures, demonstrations, group work, peer-to-peer counselling sessions, tutor and peer-assessed observations of practice, a weekly learning review, self-reviews and tutorials. You will need to allow around 3-4 hours per week for homework.

You will need to complete 30 hours of one-to-one client work with at least three clients using the CBT approach. It will be your responsibility to find clients in order to complete these hours. While you must work with the CBT approach to complete the required placement hours, it is recognised that you may be working with other approaches in your other client work.

You will also need to have external supervision for your client work, including your CBT placement hours. Many agencies will provide this, but occasionally you may have to fund this yourself.

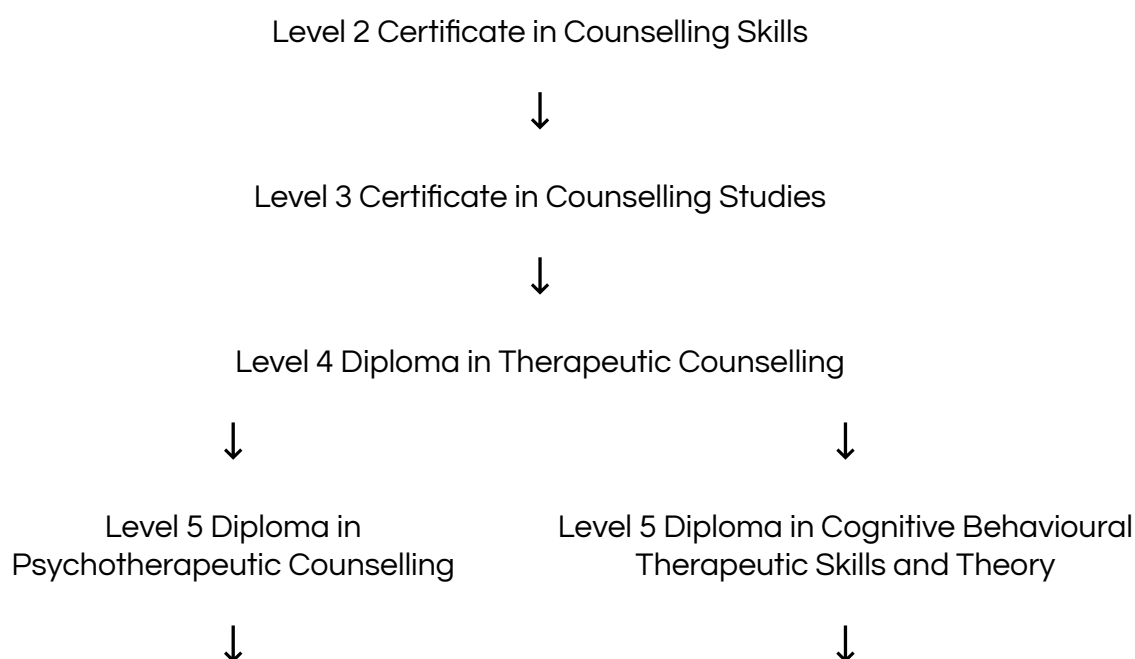
## Progression

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 6 Certificate in Therapeutic Supervision and the Open University Foundation Degree. For more information about these progression routes, please ask for details.

### 3. 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.



## Level 6 Certificate in Therapeutic Counselling Supervision

### 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.

### 4. 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.

### 5. Attendance Requirements

You will need to attend 85% of the course sessions 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.

### 6. Support

At this level of training, we promote autonomous learning, and so if you would like a tutorial to discuss any aspect of the course, you can request one. They will be available 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. Likewise, if we need to talk to you about an aspect of the course that cannot be addressed in the group, we will invite you to a tutorial.

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.

### 7. Course dates, deadlines, times and important dates

A list of all course dates, times and deadlines for course work will be provided separately. Please make a note of important dates and times, such as deadlines 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. Upon registration, you will be given access to the students area of the website, where these documents can easily be accessed.

## 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 coursework, such as assignments and learning journals, 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.

## 10. Assessment

The course is assessed internally. CPCAB has set a list of criteria for the course that you must meet in order to qualify. You will undertake weekly written reflective work which will contribute to building a portfolio of work, which will also include two 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. It is necessary to pass the internal assessment to gain your qualification.

## Internal Assessment

We will assess the internal part of your work via your written reflective work, 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.

## Assessment Appeals

Learners can appeal an assessment decision based on two grounds:

- Adverse factors affecting performance that were undisclosed to the Course Tutor.
- Material administrative error or non-compliance with regulations.

Appeals must be submitted within one month of the result publication to Astranti Connect. For grievance assessment, learners should approach the Course Tutor within five working days. The Course Director will guide and support the appeals process. If referred to an Internal Moderator, a full investigation will be conducted. Please refer to the Appeals Policy for more information: [Assessment Policy](#).

## 11. Complaints process

To make a formal complaint about Astranti Connect, a tutor, or a peer, follow a four-stage process. Begin by discussing your concerns with your tutor. If unresolved, escalate to the Course Director or a lead tutor. For further escalation, submit a formal written complaint. Appeals on unresolved complaints can be made to the Independent Complaints Reviewer.

For full details, read the complete document: [Complaints Procedure](#).

## Malpractice policy

For our full Malpractice Policy, see [here](#).

## 13. GPR Statement

Please find our GDPR statement here: [GDPR Statement](#)

## 12. Reading List

You may find the following title useful while studying 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 handouts and materials used in the course.

Cognitive Behavior Therapy, 3rd ed. by Judith S. Beck (**recommended**)

Doing CBT: A Comprehensive Guide to Working with Behaviors, Thoughts, and Emotions by David F. Tolin