



Course Document

Level 5 Diploma in Psychotherapeutic 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 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).

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.



The only awarding body
run by counsellors
for counsellors

2. Level 5 Diploma in Therapeutic Counselling

The Course

This course is a part time course covering 132 guided learning hours. This qualification is designed to give learners the knowledge, skills and competencies to work as self-employed counsellors in independent practice. It also equips learners to take on a senior counselling role in an organisational context where client assessment, referral and routine evaluation are part of the role.

The Course Content

Applicants are invited to bring their own core theoretical approach to the course and together, we will look at ways in which your own theoretical understanding can be used to work at depth with a wide range of client problems arising out of maladaptive schemas which have adversely impacted on the very foundations of the self.

We will look at implicit processes and patterns that both we as therapists and our clients bring to the work and explore the impact of these on our practice and client outcomes.



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Entry Requirements

You need to have completed a 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 challenge 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 journal, self reviews and tutorials. You will need to allow around 3-4 hours per week for homework.

You will need to complete 60 hours of counselling practice either in independent practice or in the role of a senior counsellor in an agency setting. It will be your responsibility to find either clients for independent practice or a position within a counselling agency in order to complete these hours.

You will need to undertake a minimum of 10 hours of personal counselling during the course and have had a minimum of 50 hours of personal counselling by the end of the course. Personal counselling costs are not included in the course fee. You will also need to have supervision which most placement providers will provide, 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 process 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 5. 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 a CPCAB 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 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 practice 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, 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. 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 course work 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 moderators visit.



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 reflective learning journal (portfolio) which will contribute to building a portfolio of work which will 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 both the internal and external assessments to qualify from 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.

External Assessment

You will need to write a structured case review (3000-3500 words) of your work with a client that you have worked with in independent practice or as a senior counsellor in an agency. This doesn't have to be written under exam conditions, but will need to be completed in time for a deadline we will advise you of, so that it can be sent to CPCAB for assessment.

12. Reading List

You may find the following titles useful while studying on this course.

Between Therapist and Client – Michael Kahn

Essential Research Findings in Counselling and Psychotherapy - Mick Cooper

The Journey to Emotional Fulfilment Dyan Yacoveli

The Interpersonal World of the Infant - Daniel Stern

Guided Imagery—Hall, Hall, Stradling and Young

The Body Keeps The Score - Bessel Van Der Kolk

Handbook of Psychotherapy Integration - John C. Norcross, Marvin R. Goldfried

