

Level 4 Diploma in Therapeutic Counselling

This is a Willows Course, which is recognised by the Counselling & Psychotherapy Central Awarding Body (CPCAB)

Applications and Interviews

Applications to be returned via email to:

receptiontw@willowscounselling.org.uk

Deadline for returning applications:

Monday 29th June, 12 noon

Interviews will take place via Zoom from the last week in June onwards

All questions and enquiries should be directed via email to our Tanya Wiseman, Training Coordinator:

receptiontw@willowscounselling.org.uk

Denise Brent—Training Manager

Willows Counselling Service
11 Prospect Place, Old Town, Swindon SN1 3LQ
01793 426650
e-mail: training@willowscounselling.org.uk
Website: www.willowscounselling.org.uk

Charity Number: 1037677



Willows Counselling Service



**COUNSELLING AND
PSYCHOTHERAPY
CENTRAL AWARDING BODY
(CPCAB)**

LEVEL 4 DIPLOMA IN THERAPEUTIC COUNSELLING

run by
**Willows Counselling Service
Swindon**

10th September 2020 — July 2022

What is the course?

A two year part-time Willows Level 4 Diploma awarded by the Counselling and Psychotherapy Central Awarding Body (CPCAB).

Who is it for?

It is designed for individuals who have completed a Level 3 Course and who wish to progress to Level 4 training suitable to work within a Counselling Agency.

Why is it being held?

To provide an appropriate training opportunity with a recognised qualification. To promote a professional standard of counselling training, in line with the Registration of Counsellors.

How will it be presented?

By theoretical study, practical skills training, experiential exercises, group work, supervision of counselling practice and personal development.

When and where will it be held?

Thursdays 9.30 am — 3.45 pm, 38 weeks each year, term time from:

10th September 2020 — July 2022

The Willows Centre
11 Prospect Place
Old Town, Swindon SN1 3LQ
01793 426650

**Due to the current social distancing restrictions related to COVID-19, it may be the case that this course starts online, with the view to resume face to face as and when it is deemed suitable to do so.*

Entry Requirements

Prospective applicants will have completed Counsellor Training to Level 3 with a minimum of 180 guided learning hours.

All candidates should complete the accompanying application form, and will be required to provide evidence of prior learning. There will also be an interview at Willows, as part of the selection process.

Course Fees

£3600 (payable at the beginning of the first year)

Alternatively, a payment plan consisting of a deposit of £740 and 22 monthly payments of £130.

NB Please note the following costs, in addition to course fees for weekly tuition:

- Personal Counselling
- Course books - although students will have the use of Willows library
- Supervision (if not provided by placement agency)
- 6x Saturday Willows Workshop training days
- Exam re-sit fee (if applicable)
- Student Membership of a Professional Body

Complaints Procedures

Should a student have concerns, these should in the first instance be taken up with the Course Leader. In the event that they are not satisfactorily resolved, the issue should be brought to the attention of the Training Manager. If the student is still not satisfied, then a formal complaint can be made to the Executive Director of Willows, who should provide a response within 28 days. Should the student not be satisfied, then a formal complaint in writing may be made to CPCAB, who will examine the complaint. This decision in all cases will be final and the complaints procedure will thereby be terminated.

This Complaints Procedure is in line with CPCAB's Complaints Policy.

Ethical Guidelines

Willows, as an organisation, abides by the Ethical Framework of The National Counselling Society (NCS).

Organisation of the Course

The Diploma is a two year part-time course, to be held on Thursdays, from **9.30 am until 3.45 pm**, over 38 weeks (term-time) in each year, and will also include **6 Saturday Workshops Days** (at an additional cost of approx. £50 each) **and 2 additional Saturday Training Days** over the two year period. (A total of 426 guided learning hours).

Minimum attendance on the course is 80%.

Students will be expected to attend three Tutorials each year to enable progress to be monitored, both personal and professional.

Students can anticipate that the demands of the course will require considerable commitment of time and energy beyond time spent at the course. This will vary from student to student, but minimum requirements are estimated at an additional 7—10 hours per week.

Practical training will be linked with theoretical understanding and aligned with the 7 processes (or units) of the CPCAB Model. Appropriate integration of personal faith and professional practice, along with a growth in self awareness, will be an important aspect of personal development.

Personal work on the course will include preparation of 2 Assignments, 2 Case Studies, plus Case Presentations and Seminar presentations. Students will also be required to complete a Portfolio of evidence/evidencing their learning.

There will be an external assessment examination in the second year.

Personal Counselling

During the course students will be required to undertake a minimum of 20 hours personal one to one counselling with a counsellor whose modality fits with that of the course training. *(Please note that this will be an additional cost to the student.)*

Theoretical Model

The Willows approach to therapeutic counselling uses an Integrative Model which is client centred and can be described as:

- Person centred at its core
- Drawing on and blending insights from 3 theoretical approaches: Person centred, Psychodynamic, CBT
- Is informed by developmental and attachment theory
- Holds a holistic view of human functioning
- Recognising a transpersonal world view that is Christian whilst respecting 'Spirituality' in its widest sense as being a resource on the journey to recovery and healing

We will provide additional training and psycho education to support working with survivors of early life neglect, trauma, sexual abuse, disruptive attachment and dissociative disorders.

This is to equip counsellors to meet the needs of clients with these issues.

The Diploma addresses the seven processes (or units) of the CPCAB working model.

Willows Counselling Service

Willows aims to offer a counselling service for any person and is open to all adults regardless of gender, religious conviction, ethnic or cultural background, or sexual orientation. People may seek help for themselves, or be sign posted by GPs, churches, Social Services, primary or health care professionals; each person, however, needs to make their own appointment.

Counselling is provided by volunteers who have been trained and/or accredited by Willows.

Willows place within the community

Willows endeavours to work alongside statutory agencies and, when appropriate, will encourage clients to consult their own GP – for instance: if medical or psychiatric help is required.

Range of Issues Presented for Counselling including:

- | | |
|-------------------------|-------------------------|
| • Depression | • Identity Issues |
| • Bereavement | • Spiritual Issues |
| • Marriage Difficulties | • Fears/Anxiety |
| • Childhood Trauma | • Stress and anxiety |
| • Sexual Abuse | • Eating disorders |
| • Relationship Issues | • Work related concerns |

Counselling Practice / Placement

Students will be required to complete **100 hours of Supervised Counselling Practice** during the two years and must have counselled at least 5 different clients.

It is the student's responsibility to research and source a suitable placement.

It is the responsibility of each student to make provision for these 'placement' hours, either within Willows (*for those who are Willows Counsellors*), or in external placements – by arrangement and in accordance with Willows requirements. Students must secure a suitable placement during year one or they will be unable to proceed onto year two.

Counselling practice must be supported by a minimum of 1.5 hours of Supervision per month (*in addition to the time spent in Group Supervision within the Course structure.*) The student will be responsible for the cost of personal Supervision to support their practice., should this not be provided by their placement agency.

Students may apply to Willows Counselling for a placement, but it must be noted that placements are not guaranteed and will be subject to availability, interview and selection process based on candidate's suitability to working with the issues relevant to Willows' client base at that time.



The **Learning Outcomes** specified by CPCAB as the criteria for Level 4 of their working model are described as follows.

Unit One: Working ethically, safely and professionally as a counsellor

Unit Two: Working within a counselling relationship

Unit Three: Working with client diversity in counselling work

Unit Four: Working within a user-centred approach to counselling

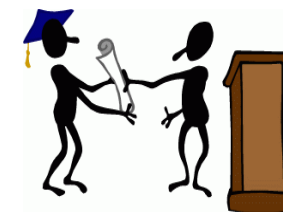
Unit Five: Working with self awareness in the counselling process

Unit Six: Working within a coherent framework of counselling theory and skills

Unit Seven: Working self reflectively as a counsellor

Service Level

On successful completion of this TC-L4 course, practitioners will be qualified to work within an Agency setting and should be proficient to work at CPCAB recommended Service Levels A, and B1/B2.



CPCAB describe these service levels as follows:

A: Practitioner proficient in:

"Counselling clients presenting with difficult life events and crises."

B1: Practitioner proficient in:

*"Working on **explicit** psychological patterns – working with clients experiencing common mental health problems or other psychological problems."*

B2: Practitioner proficient in:

*"Beginning work with **implicit** psychological patterns – working with clients experiencing common mental health problems or psychological problems."*



Assessment - Students will be assessed by a variety of methods to include the following:

- Personal Assessment
- Peer feedback
- Tutor observation and feedback
- Supervision Reports
- Marked Assignments
- External Assessment of an Audio Tape presentation, with Review Paper (*under exam conditions*)
- Students will be required to complete a personal Portfolio of evidence to support their learning, which will also be externally assessed.
- Students will also be required to keep a journal - some of which will most likely prove useful in meeting CPCAB criteria for the course.

Group Work

Course members will meet regularly each week in small groups for Skills Practice (Year 1) and Supervision Groups (Year 2), when students will be expected to bring examples from their own counselling practice for discussion and supervision.

There will also be facilitated Personal Development Groups each week. These groups will provide an opportunity to increase self awareness and self understanding. Within this space we hope to encourage and enable students to gain higher levels of confidence in being open and genuine with one another in an accepting and non judgemental way.