



Willows Counselling Service

Lead Trainer: Briony Martin

Other Trainers:

Helen Slator
Dr Stephen Brooke
Tanya Orr

The above are experienced Counsellors, Supervisors and Trainers, who meet the training requirements of both ACC and CPCAB.

Level 4 Diploma in Therapeutic Counselling

This is an ACC/Willows Course, which is recognised by both The Association of Christian Counsellors and the Counselling & Psychotherapy Awarding Body (CPCAB)

Applications

Please return completed applications to:

Avril Fray

Training Manager
The Willows Counselling Service
The Willows Centre
11 Prospect Place
Old Town
Swindon SN1 3LQ
01793 426650

e-mail: training@willowscounselling.org.uk
Website: www.willowscounselling.org.uk

Charity Number: 1037677

COUNSELLING AND
PSYCHOTHERAPY

CENTRAL AWARDING BODY
(CPCAB)

**LEVEL 4 DIPLOMA IN
THERAPEUTIC COUNSELLING**

Recognised by the Association of
Christian Counselling (ACC)

and

run by

Willows Counselling Service

Swindon

8th September 2016 – July 2018

What is the course?

A two year part-time Association of Christian Counsellors, 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 forthcoming requirements for 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 during term time from:

8th September 2016 — July 2018

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

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 and of any counselling practice. There will also be an interview at Willows, as part of the selection process.

Fee for the two years

£2,550 (payable at the beginning of the first year) or by a deposit of £750 and 20 monthly payments of £90.

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

- Personal Counselling
- Course books
- Supervision (*if on external placement*)
- Saturday training days

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 ACC, 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 Code of Ethics of The Association of Christian Counsellors (ACC) and also the Ethical Framework of The British Association for Counselling and Psychotherapy (BACP)

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 Training Days and 2 additional Saturday Study Days 9.30 am—4.30 pm** 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 3 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 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.

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

Personal Counselling

All students will be required to undertake a minimum of 20 hours of Personal Counselling during the Course. *(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.

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 referred 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
- Bereavement
- Marriage Difficulties
- Childhood Trauma
- Sexual Abuse
- Relationship Issues
- Identity Issues
- Spiritual Issues
- Fears
- Stress and anxiety
- Eating disorders
- Work related concerns

Counselling Practice

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 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.*)

Where external placements are used to gain practice hours, the student will be responsible for the cost of personal Supervision to support their practice.

Students in practice with Willows will be required to attend a Peer Supervision/Support Group (2 hours per month) in addition to Personal Supervision.

Additionally, students in practice may have contact with their Supervisor by telephone when needed.



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

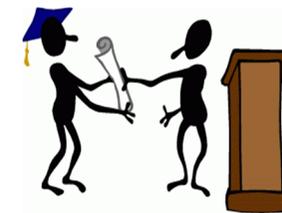
Unit Five: Working with self awareness in the counselling process

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.