



2011-12

Qualification Document

Level 3 Certificate in Counselling Studies
(CST-L3)

CST-L3 is accredited by the Office of the Qualifications & Examinations Regulator (Ofqual) into the Qualifications and Credit Framework (QCF)

Qualification Number: 500/8009/X

Sector endorsement: Employment National Training Organisation (ENTO)

Sector subject area: 01.3 Health and Social Care

Counselling & Psychotherapy
Central Awarding Body (CPCAB)

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Find a Counsellor - www.findacounsellor.info - is an online directory sponsored by CPCAB and designed to put potential clients (or employers) in direct touch with counsellors.

It provides the ability to search for a suitable counsellor using several different search criteria, for example:

- Location (map-based search, or else via post-code, town, county, country etc)
- Area(s) of special expertise
- Language spoken
- Type of client seen
- Gender

The search facility is free to use, whilst inclusion in the directory (available only to fully qualified counsellors) currently costs just £29.95 per year!

1. Qualification information

Qualification structure	1 mandatory unit: M/600/9032 Developing Understanding of Counselling
Target candidates	This unit/qualification is intended for candidates who want to: <ul style="list-style-type: none"> » take the next step in training to become a counsellor (having already acquired counselling skills); » learn more about counselling theory and agency work
Level	3
Guided learning hours	90 (minimum)
Credit value	18
Minimum Age	19 years ¹
Entry requirements	Candidates are required to have undertaken counselling skills training – e.g. CPCAB’s <i>Level 2 Certificate in Counselling Skills (CSK-L2)</i> or equivalent units/qualifications of at least 75 GLH. See also CPCAB candidate entry requirements in section 5 and RPL guidance on the tutor CD.
Progression	Successful candidates may progress onto CPCAB’s <i>Level 4 Diploma in Therapeutic Counselling (TC-L4)</i> – provided that CPCAB’s <i>Level 2 Certificate in Counselling Skills (CSK-L2)</i> , or its RPL equivalent, is first acquired in addition to CST-L3. The unit credit can also be used towards other relevant qualifications on the QCF. See section 6 for progression route details.
Assessment	Candidate portfolio evidencing minimum assessment requirements. See section 3 .
Additional assessment requirements	Externally assessed written paper after watching a CPCAB DVD (under exam conditions). ²
Grading system	Pass

¹ This age requirement is linked to Ofqual’s system for categorising qualifications.

² Candidates must pass both the internal and external assessment to receive the unit/qualification.

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Personal counselling or therapy (for trainee)	None required.
Work-place experience (for trainee)	None required.
Staffing and other resources	Only one tutor-assessor is needed for internal assessment. See section 4 for details of tutor-assessor qualifications and experience.
Internal Moderation and Verification	Centres are required to have robust internal moderation and verification processes which are externally verified by CPCAB.
Candidate Registration Fee	£129
Centre application for CPCAB approval to offer the qualification	Centre application fee: £159 (one-off fee). Centres can design their own training programmes ³ or use approved course material written to CPCAB specifications. ⁴

³ All centre-designed courses must be submitted to CPCAB for approval before candidates can be registered. Although the delivery of courses may differ from centre to centre, all delivery must enable the candidates to achieve the learning outcomes specified in the unit.

⁴ Please contact CSCT on 0870 163 6900 or visit www.counsellingtraining.com for further details.

2. Unit summary

Qualification Number:	500/8009/X
Unit title:	Developing Understanding of Counselling
Unit Reference Number:	M/600/9032
Level:	3
Guided Learning Hours	90
Credit value:	18
Learning outcomes (<i>skills, knowledge, understanding</i>)	Assessment criteria (<i>to assess learning outcome</i>)
The learner will/will be able to:	The learner can:
1. Prepare to work within an ethical framework for counselling	1.1 Apply understanding of an ethical framework to counselling practice sessions 1.2 Explain the importance of working within limits of proficiency 1.3 Describe the ethical, legal and procedural framework in which an agency operates 1.4 Demonstrate understanding of client assessment and referral in an agency setting
2. Understand the counselling relationship	2.1 Explain the nature and constraints of the counsellor role within different settings 2.2 Establish and sustain the boundaries of the counsellor role in counselling practice sessions 2.3 Explain how the counselling relationship contributes to the counselling work 2.4 Manage the stages of the counselling relationship
3. Understand difference and diversity issues to develop empathic understanding	3.1 Identify and reflect on diversity within personal relationships 3.2 Identify and reflect on a range of diversity issues in the wider social context 3.3 Apply awareness of diversity issues to enhance empathic understanding

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| 4. Work within a user-centred approach to counselling | 4.1 Establish the client's needs and expectations when agreeing to work together
4.2 Maintain the focus on the client's agenda and needs |
| 5. Use counselling theory to develop self-awareness in counselling practice | 5.1 Use counselling theory to understand own personality
5.2 Use counselling theory to understand own personal history
5.3 Use counselling theory to understand own relationships
5.4 Evidence how self-awareness contributes to the ability to empathise with others |
| 6. Understand theories of counselling and mental health | 6.1 Explain why theory is important in counselling work
6.2 Describe the main theoretical approaches to counselling
6.3 Use counselling theory to understand the client
6.4 Explain the nature of common mental health problems
6.5 Describe how counselling can promote positive mental health |
| 7. Use feedback, reflection and supervision to support counselling studies | 7.1 Use feedback from others to develop understanding of counselling
7.2 Give constructive feedback to other counselling trainees
7.3 Describe the nature and use of clinical supervision
7.4 Use supervisee skills to contribute to, and learn from, case discussion |
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Go to www.cpcab.co.uk/downloads for a CST-L3 tutor guide which includes guidance to criteria and notes for tutors.

3. Assessment programme – minimum requirements

Candidates must be assessed as **Proficient** in all 7 learning outcomes of the mandatory unit and must be assessed as **Proficient in both internal and external assessment** to achieve the unit/qualification.

Candidates must give **two** pieces of evidence for each criterion. In addition the Candidate Learning Record, when complete, must include references to all three assessment methods (documents, tutor observation and testimony).

INTERNAL ASSESSMENT – must include all three methods of assessment		
Programme activities	Assessment method ⁵	Types of evidence (2 references for each assessment criterion)
Professional discussion and workshops Seminars, personal development workshops and group work Projects and presentations Review of skills work Review of learning	Documents	<ul style="list-style-type: none"> ❖ 1 assignment - e.g. on the professional framework (counselling in agency settings) ❖ 1 self-review ⁶ ❖ Learning review (throughout programme) ⁷
Assessed simulated counselling practice Assessed case presentations Assessed workplace simulations	Tutor observation	<ul style="list-style-type: none"> ❖ 1 tutor-observed counselling practice session ❖ 1 practice case presentation ⁸
Simulated counselling practice Group work Case presentations 10 hours simulated group training supervision Seminars and workshops Tutorial	Testimony ⁹	<ul style="list-style-type: none"> ❖ Peer feedback
EXTERNAL ASSESSMENT		
Candidates watch a 15-20 minutes (approx) CPCAB DVD of a “counselling” session and complete a 1¼ hour Candidate Feedback Paper in relation to the DVD. This is sent to CPCAB for assessment. ¹⁰		
MARKING SCHEME		
Internal assessment:	Candidates must achieve all 7 learning outcomes of the unit.	
External assessment:	Candidates must achieve 4 out of 6 marks in the written paper to be assessed as Proficient.	

⁵ Proforma and guidesheets for internal assessment can be downloaded from the tutor CD or CPCAB website.

⁶ Self-evaluation of learning, goals, progress, learning needs and completion of the learning tasks (criteria).

⁷ This is an on-going review of learning during the course (also called a “learning journal”).

⁸ For example, case presentation to training supervision group.

⁹ Testimony can include tutorial records and direct questioning by tutor-assessor.

¹⁰ Mock papers are on the tutor CD. Practice DVDs are automatically sent to your centre. External assessment takes places when at least two-thirds of the course has been completed.

4. Tutor-assessor qualifications and experience

The core tutor-assessor needs to be a therapeutic counselling practitioner, as well as a developing counselling trainer and group-worker. Additional members of the tutor-assessor team may bring varied strengths, but each needs to be a developing counselling practitioner and a developing trainer.

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Tutor	Minimum qualification	Personal therapy + professional accreditation	On-going CPD	Minimum practice experience	Minimum experience as a tutor
Core tutor	Therapeutic counselling (diploma - min 350 hours)	Experience of personal therapy AND member of a professional association	Personal Professional Current Practitioner	Either supervised counselling practice OR related professional work with others (social work, teaching etc) and volunteer helper (agency setting) AND supervisory role in related field	Counselling skills training OR trainer in related field (e.g. human relations, professional development)
Additional tutor(s)	Counselling skills (90+ hours) or equivalent		Personal Professional	Professional work with others (social work, teaching etc) OR volunteer helper (agency)	None required

5. Candidate entry requirements

This unit/qualification is not suitable for those who are currently in a state of severe emotional difficulty and/or severe psychological confusion. Centres need to ensure that all potential candidates are made aware of the nature of the course, and in particular that the course involves experiential elements that will involve some personal disclosure and associated personal developmental activities.

Title	Age	Prior qualifications/RPL	Criteria considered important for selecting candidates
CST-L3	19 or over	CSK-L2 ... or equivalent units/credit/RPL	<ul style="list-style-type: none"> ✓ Ability to translate intra-personal experience into language ✓ Able to benefit from self-development ✓ Emotional stability ✓ Evidence personal insight ✓ Ability to form a counselling relationship ✓ Awareness of difference and diversity ✓ Able to cope with course content ✓ Identify reasons for training beyond just personal development ✓ Be motivated towards developing as a counselling practitioner ✓ Provide references (centre option)

6. Progression routes

The CST-L3 qualification is one step in a series of CPCAB qualifications. Once the candidate has completed this qualification they may wish to progress to the *Level 4 Diploma in Therapeutic Counselling (TC-L4)*. Where specified, credit for CPCAB qualifications or units may be used towards other QCF qualifications.

