



2011-12

Qualification Document

Level 4 Diploma in Therapeutic Counselling (TC-L4)

TC-L4 is accredited by the Office of the Qualifications & Examinations Regulator (Ofqual) into the Qualifications and Credit Framework (QCF)

Qualification Number: 500/8088/X

Sector endorsement: Skills for Health

Sector subject area: 01.3 Health and Social Care

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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	<p>7 mandatory units:</p> <p>Working ethically, safely and professionally as a counsellor (R/600/9346)</p> <p>Working within a counselling relationship (T/600/9355)</p> <p>Working with client diversity in counselling work (J/600/9358)</p> <p>Working within a user-centred approach to counselling (F/600/9472)</p> <p>Working with self-awareness in the counselling process (H/600/9478)</p> <p>Working within a coherent framework of counselling theory and skills (K/600/9482)</p> <p>Working self-reflectively as a counsellor (F/600/9486)</p>
Target candidates	<p>This qualification is intended for candidates who want to train to become a counsellor working in a counselling service agency. Successful completion of this course means that the trainees will be able to provide a therapeutic counselling service within the context of an agency's service framework.</p>
Level	4
Guided learning hours	420 (minimum)
Credit value	120
Minimum Age	19 years. ¹ However, please see CPCAB candidate entry requirements in section 5 .
Entry requirements	<p>Candidates must have acquired <u>both</u> CPCAB's <i>Level 2 Certificate in Counselling Skills</i> (CSK-L2) and CPCAB's <i>Level 3 Certificate in Counselling Studies</i> (CST-L3), or their RPL (prior learning) equivalent.</p> <p>See also CPCAB candidate entry requirements in section 5 and RPL guidance on the tutor CD.</p> <p>Tutors can allow progression onto the first year of TC-L4 to candidates who have not yet completed their assessment for CST-L3. However, such candidates must successfully complete the assessment prior to entry into the 2nd year of TC-L4.</p>
Progression	<p>Successful candidates may progress onto CPCAB's:</p> <ul style="list-style-type: none"> ➤ Level 5 Diploma in Psychotherapeutic Counselling (PC-L5) ➤ Level 5 Diploma in Cognitive Behavioural Therapeutic Skills & Theory (CBT-L5) ➤ Level 6 Certificate in Therapeutic Counselling Supervision (TCSU-L6)² ➤ Open University Foundation Degree in Counselling³ <p>See section 6 for details.</p>

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

² To progress directly from TC-L4 to TCSU-L6, candidates require at least two years (part-time) of additional, post-TC-L4 (or equivalent) qualifying experience.

³ To access the OU Foundation Degree, candidates need to complete TC-L4 and be working on either PC-L5 or CBT-L5. Please see our website for further details: www.cpcab.co.uk

TC-L4 Qualification document

Assessment	Tutor assessment of candidate portfolio evidencing minimum assessment requirements.
Additional assessment requirements	Externally assessed audio recording of counselling session with a peer, plus an associated written paper taken under exam conditions. ⁴
Grading system	Pass
Personal counselling or therapy (for trainee)	Minimum of 10 hours personal therapy during the life of the course (to accommodate a range of theoretical approaches), but centre requirements must be consistent with the counselling model being offered - in practice this is usually more than 10 hours.
Work-place experience (for trainee)	A minimum of 100 hours formally-contracted counselling (one-to-one) with at least 5 different clients in an agency setting.
Supervision requirements	Candidates require clinical supervision for their agency client work. ⁵ In addition, candidates require 30-50 hours group training supervision as part of the course.
Staffing and other resources	At least two tutor-assessors must be involved in all aspects of internal candidate assessment. See section 4 for details of required 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	£229 Year 1 £229 Year 2
Centre application for CPCAB approval to offer the qualification	Centre application fee: £249 (one-off fee). Centres can design their own training programmes ⁶ or use approved course material written to CPCAB specifications. ⁷

⁴ Candidates must be Proficient in both internal and external assessment to achieve the qualification.

⁵ CPCAB recommends that the candidate's agency provides appropriate clinical supervision to meet BACP supervision guidelines for trainees - currently a minimum of 1½ hours individual supervision per month (or the equivalent if in group supervision) or 1 hour of supervision for every 8 hours of client work.

⁶ 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 units.

⁷ Please contact CSCT on 0870 163 6900 or visit www.counsellingtraining.com for further details.

2. Unit/qualification summary: Unit 1

Qualification Number:	500/8088/X
Unit title:	Working ethically, safely and professionally as a counsellor
Unit Reference Number:	R/600/9346
Level:	4
Guided Learning Hours	42
Credit value:	14
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. Work within an ethical and legal framework	1.1 Work within an ethical framework for counselling 1.2 Demonstrate professional standards of conduct 1.3 Be able to maintain confidentiality in counselling work 1.4 Comply with relevant legal requirements for counselling 1.5 Explain the issues relating to the duty of care with regard to the legislation on safeguarding children, young people and vulnerable adults
2. Work within a counselling service organisation	2.1 Work within the ethical, legal and procedural framework in which a given agency operates 2.2 Use teamwork skills to work with others 2.3 Use professional skills to work with others
3. Use supervision to work within own limits of proficiency	3.1 Monitor limits of proficiency and fitness to practise 3.2 Make suicidal risk assessments and work with emergency situations. 3.3 Support referral where appropriate 3.4 Monitor own effectiveness and identify issues that require personal work

Unit 2 summary

Unit title:	Working within a counselling relationship
Unit Reference Number:	T/600/9355
Level:	4
Guided Learning Hours	84
Credit value:	22
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. Establish and sustain the boundaries of the counselling relationship	1.1 Explore the role of the counsellor in different settings and services 1.2 Establish the boundaries of the counselling relationship within specific agency settings 1.3 Sustain the boundaries of the counsellor role 1.4 Manage breaks and endings appropriately
2. Establish and develop the therapeutic relationship	2.1 Explain the nature and significance of the therapeutic relationship 2.2 Establish and develop the therapeutic relationship 2.3 Reflect on the nature and quality of the therapeutic relationship throughout the counselling work 2.4 Use the therapeutic relationship to inform and enhance the therapeutic process 2.5 Recognise and respond to difficulties and conflicts in the therapeutic relationship

Unit 3 summary

Unit title:	Working with client diversity in counselling work
Unit Reference Number:	J/600/9358
Level:	4
Guided Learning Hours	63
Credit value:	17
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. Understand and work with diversity	1.1 Explore diversity issues between self and client during the counselling relationship 1.2 Evaluate how an understanding of diversity can enhance empathy 1.3 Demonstrate sensitivity to diversity issues with individual clients
2. Challenge own issues, fears and prejudices	2.1 Explore and challenge own beliefs and values 2.2 Explore and challenge own issues, fears and prejudices concerning working with client diversity
3. Understand how diversity issues affect client access to counselling	3.1 Reflect on diversity issues which impact on clients accessing counselling within agency settings 3.2 Reflect on issues relating to working with a third party present

Unit 4 summary

Unit title:	Working within a user-centred approach to counselling
Unit Reference Number:	F/600/9472
Level:	4
Guided Learning Hours	42
Credit value:	11
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. Work within a user-centred agreement for the counselling work	1.1 Enable clients to explore their attitudes to and expectations of counselling within specific agency settings 1.2 Negotiate a shared agreement for the counselling work 1.3 Regularly review the working agreement with clients
2. Maintain a user-centred focus throughout the counselling work	2.1 Enable the client to identify, prioritise and focus on their agenda 2.2 Use regular reviews and clinical supervision to maintain the focus on the client's agenda throughout the counselling work 2.3 Enable clients to explore their unspoken agendas

Unit 5 summary

Unit title:	Working with self-awareness in the counselling process
Unit Reference Number:	H/600/9478
Level:	4
Guided Learning Hours	42
Credit value:	16
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. Use counselling theory to understand own self	1.1 Explore the nature and structure of own self 1.2 Explore own recent and formative personal history 1.3 Explore own patterns of relating
2. Work on personal issues that resonate with client work	2.1 Work on own emotional difficulties and internal conflicts that could impact on client work 2.2 Work on own recent and past life events that could impact on client work 2.3 Work on own relationship difficulties that could impact on client work
3. Use self awareness to enhance counselling work	3.1 Reflect on the importance of self awareness in counselling work 3.2 Use awareness of self during counselling sessions to enhance the therapeutic process 3.3 Use clinical supervision to develop awareness of own implicit processes

Unit 6 summary

Unit title:	Working within a coherent framework of counselling theory and skills
Unit Reference Number:	K/600/9482
Level:	4
Guided Learning Hours	126
Credit value:	30
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. Use a coherent framework of theory and skills to inform and enhance counselling work	1.1 Use theory of the self, personal history and relationships in client work 1.2 Use theory of therapeutic change to inform client work 1.3 Use research findings to enhance understanding of client work 1.4 Use counselling skills and techniques associated with own theoretical approach
2. Understand and work with client problems at different service levels	2.1 Understand and work with common life problems and obstacles to well-being 2.2 Understand and work with common mental health problems 2.3 Use clinical supervision to identify clients with severe mental health problems and support the referral process 2.4 Reflect on different approaches to understanding mental health

Unit 7 summary

Unit title:	Working self-reflectively as a counsellor
Unit Reference Number:	F/600/9486
Level:	4
Guided Learning Hours	21
Credit value:	10
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. Manage own development as a counsellor	1.1 Evaluate own progress, identify needs and plan learning 1.2 Assist other counselling trainees to identify their progress and learning needs
2. Reflect on and evaluate own counselling work within agency settings	2.1 Reflect on and evaluate the effectiveness of own counselling work in agency settings 2.2 Prepare for and use clinical supervision effectively 2.3 Investigate the use of evaluative tools in counselling work

Go to www.cpcab.co.uk/downloads for a TC-L4 tutor guide which includes guidance to criteria and notes for tutors.

3. Assessment programme – minimum requirements

Candidates must be assessed as **Proficient in all the learning outcomes** of the 7 mandatory units and must be assessed as **Proficient in external assessment** to achieve the 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 ⁸	Types of evidence (2 references for each assessment criterion)
Agency work experience Professional discussion and workshops Seminars, personal development workshops and group work Projects and presentations Review of understanding, skills and client work Review of learning	Documents	<ul style="list-style-type: none"> ❖ Learning review ⁹ ❖ 2 self-reviews ¹⁰ ❖ 2 case studies ¹¹ ❖ 2 assignments: <ul style="list-style-type: none"> a) On the service level framework (client-need and outcomes) b) On the theoretical framework (application of understanding to self and client work) ❖ Client record: 100+ hrs (one-to-one) min five different clients ❖ Clinical supervision record ¹² ❖ Therapy record: 10+ hours ¹³
Assessed counselling practice Assessed case presentations Assessed workplace simulation	Tutor observation	<ul style="list-style-type: none"> ❖ 4 tutor-observed counselling practice sessions (2 via audio or video) ❖ 2 case presentations ❖ Workplace simulations
Agency work place experience Counselling practice Group work Case presentations 30 – 50 hours group training supervision Seminars and workshops Tutorials	Testimony ¹⁴	<ul style="list-style-type: none"> ❖ 1 supervisor report ❖ 1 agency report and/or feedback ❖ Peer feedback
EXTERNAL ASSESSMENT		
Candidates submit a 30-minute audio recording of a counselling session with a peer and associated 2-hour written Candidate Review Paper which is sent to CPCAB for assessment. ¹⁵		
MARKING SCHEME		
Internal assessment:	Candidates must achieve all the learning outcomes of all 7 mandatory units to be assessed as Proficient.	
External assessment:	To be assessed as Proficient, candidates must achieve the following minimum marks in each section: <ol style="list-style-type: none"> 1. Audio recording: 5 out of 7 possible marks. 2. Candidate Review Paper (Part 1): 1½ out of 3 possible marks. 3. Candidate Review Paper (Part 2): 2 out of 4 possible marks. 	

⁸ Proforma and guidesheets for internal assessment can be downloaded from the tutor CD or CPCAB website.

⁹ This is an on-going review of learning during the course (also called a “learning journal”).

¹⁰ Self-evaluation of learning, goals, progress, learning needs and completion of the learning tasks (criteria).

¹¹ The case study and case presentation may be linked.

¹² CPCAB recommends that the candidate’s agency provides appropriate clinical supervision to meet BACP supervision guidelines for trainees – currently a minimum of 1½ hours individual supervision per month (or the equivalent if in group supervision) or 1 hour of supervision for every 8 hours of client work.

¹³ The therapy requirement should be consistent with the centre’s own theoretical model/approach. In practice this means that many centres will require more than the minimum of 10 hours.

¹⁴ Testimony can include tutorial records and direct questioning by tutor-assessor.

¹⁵ Guidance to prepare candidates for external assessment and mock papers are available on the tutor CD.

4. TC-L4 - Tutor-assessor qualifications and experience

The core tutor-assessor needs to be an experienced therapeutic counselling practitioner, an experienced trainer and group-facilitator, and at least a developing counselling supervisor. Additional members of the tutor-assessor team may bring varied strengths, but each needs to be a therapeutic counselling practitioner, a developing trainer and group-facilitator.

Level 4 Diploma in Therapeutic Counselling (TC-L4)					
Tutor	Minimum qualification	Personal therapy + professional accreditation	On-going CPD	Minimum practice experience	Minimum experience as tutor
Core tutor	Therapeutic counselling (diploma - min 450 hours)	Experience of personal therapy AND ... member of a professional association	Personal Professional Current Practitioner	Supervised counselling practice (450 hours post-qualification) in agency / independent setting) AND supervisory role in related field	Evidence of ability to teach and facilitate at level 4.
Additional tutor(s)	Therapeutic counselling (diploma - min 350 hours)	Experience of personal therapy AND member of a professional association	Personal Professional Current practitioner	Supervised counselling practice (agency / independent setting)	Trainer in related field (human relations, professional development etc)

5. TC-L4 - Candidate entry requirements

This 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 trainees 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

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Title	Age	Prior qualifications / RPL	Criteria considered important for selecting candidates
TC-L4	19 or over	CSK-L2 and CST-L3 ¹⁶ or ... equivalent units/credit/RPL	<ul style="list-style-type: none">✓ Identify reasons for training beyond just personal development✓ Provide references✓ Academically & emotionally able to cope with this level of training✓ Ability to work with difference and diversity✓ Possess personal qualities, imagination, intuition, openness and ability to benefit from self-development✓ Ability to form a therapeutic relationship✓ Self-awareness, insight, honesty and the ability to make links✓ Emotional stability and the absence of personality disturbance✓ Ability to challenge and be challenged✓ Ability to respond sensitively and empathically to others✓ Capability to begin working with clients within an agency setting✓ Are intending (and actively seeking) to begin work with clients during year 1 of the programme

¹⁶ Tutors can admit candidates to TC-L4 even if they have not yet completed their assessment for CST-L3 provided they achieve this before entry to year 2. Special arrangements can occasionally be made to allow entry of suitably qualified trainees into year 2 of TC-L4 – please contact the CPCAB head office for further guidance.

6. Progression routes

TC-L4 is part of a suite of CPCAB units/qualifications. Candidates who have completed this qualification may progress to CPCAB's *Level 5 Diploma in Psychotherapeutic Counselling (PC-L5)* or *Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory (CBT-L5)* or the *Open University Foundation Degree in Counselling* (see the CPCAB website for details: www.cpcab.co.uk). Or, following further counselling experience, they can also progress to CPCAB's *Level 6 Certificate in Therapeutic Counselling Supervision (TCSU-L6)*. Where specified, credit for CPCAB qualifications or units may be used towards other QCF qualifications.

