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NEWSLETTER No.2 DECEMBER 2001

Information for Centres on CPCAB developments Sept 2001 – Sept 2002

CPCAB Newsletters

This is the second of our *CPCAB Newsletters* aimed at informing Centres, Tutors and Verifiers of the unfolding planned developments to CPCAB Qualifications, Assessment requirements and CPCAB support for Centres and tutor-assessors.

This is another long Newsletter, with **significant changes** to absorb, especially at this time of the academic year, but we do want to keep you fully informed. Delays in informing Centres are not of our making.

Please read all of it carefully!

We believe that the information will enable Centres to plan and promote their courses for next September and begin to think about the details of course delivery. The information in our next Newsletter will assist with detailed programme and assessment planning.

From feedback, we believe these Newsletters are a valuable means of information, clarification, help and support to all those engaged in the exciting and demanding work of training counsellors.

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Changes in the world of Awarding Bodies (in brief!)

As identified in the last newsletter, the past few years have seen major changes in the world of further and adult education, with new bodies, new authorities and new funding and quality assurance arrangements (QCA, LSC, ALI, etc).

As with *ALL* other counselling awarding bodies, CPCAB has been, and still is, in the process of gaining QCA (Qualifications and Curriculum Authority) approval for our qualifications.

Essentially, *ALL* approved (and hence publicly fundable) Vocationally Related Qualifications (VRQs) *must* meet QCA criteria for: standardised assessment, including external assessment, of clear learning outcomes. *ALL* approved VRQs *MUST* also match the levels of the National Qualifications Framework (NQF), be assessed at the appropriate NQF level and be clearly signposted to the relevant occupational standards, which in our case are the CAMPAG Levels 3 & 4 National Occupational Standards for Counselling.

In effect, NVQs are being seen as the ‘gold standard’ of practitioner capability, gained in the workplace and VRQs as the pre-occupational training/preparation for the workplace. With an already established (but rather confused) field such as ours this may not be easy! (See the BACP website for how NVQs are incorporated into their accreditation route).

In addition, *ALL* awarding bodies have to gain endorsement from the relevant National Training Organisation (representing the interests of employers and users) for qualifications to gain QCA approval. In our case this is EmpNTO, which looks after training to do with working with people!

As you may imagine, the work involved, including the process of negotiation around fundamental counselling issues, has been challenging, thought provoking and frustrating!

The process has been subject to many delays not of our making. For example, at the time of writing EmpNTO has only just finalised the procedure whereby they can endorse counselling qualifications from any awarding body.

This means that NO counselling qualifications from any awarding body will appear on the initial Section 97 lists of Approved Qualifications published in November 2001 but will appear on subsequently issued ‘In-Year’ approval list up-dates.

Any courses currently running, or which will begin in 2002 and finish before August 2002, will *NOT* be affected, as these will continue to be funded under the current arrangements.

The CPCAB is confident of gaining QCA Approval for all the qualifications detailed below (on page 4) which means they will be eligible for public funding from September 2002.

CPCAB Qualifications Offered from September 2002

Developments of major importance affecting the counselling workplace with implications for counsellor training have also needed to be considered while re-thinking the format of the qualifications and assessment requirements.

Foremost among these developments are the National Service Framework for Mental Health, including mental health promotion, and DoH Treatment Guidelines for Psychological Therapies which give an outline of the ‘capable’ practitioner in national provision.

Along with the recent WHO Report, these documents give counselling *official* recognition at last!

More on these exciting developments in our next Newsletter!

Since our first Newsletter in June we have been considering how to combine: the demands of the QCA and national qualifications framework; our concern for the best way in which to position our qualifications to meet the needs of trainees in a changing workplace and feedback from centres, tutors, trainees, verifiers and agencies/employers, and this has led us to ***re-structure our Qualification specifications.***

This includes changes to: qualification titles, progression routes and guided learning hours.

(See Chart on page 4 below for New Qualification Titles)

We see many advantages to Centres, tutor-assessors, trainees and agencies /employers:

- Qualification titling is in line with the national framework (See below for information on ‘European’)
- There are now clear progression routes for those wishing to become counsellors and for those wishing to use counselling skills in the workplace.
- The guided learning hours for CS02 and the new C02 will be set at 90 hours (giving a total of 180 hours for both qualifications) to help centres run both courses in one academic year, giving a three-year progression to agency counsellor practitioner qualification
- The CPCAB model of seven processes of trainee development to meet levels of client work remains the underpinning to all qualifications. The assessment criteria for these processes have been refined, clarified and given a new structure to establish more easily understood and assessable national standards.
- A two-year Diploma will: reduce the assessment burden on tutor-assessors and trainees, ease some placement issues, reduce placement ‘hours’ anxiety, aid retention, reduce the entry and exit time burden on tutors and will enhance long-term planning for the course, individual learning and flexibility of centre delivery.
- We are planning post-diploma provision, for independent practice, to replace the current TC04 (ready for the QCA Level 4 approval process)

Qualifications, GLH and Progression Routes

A new ‘taster’ *ISC02 Level 2 Certificate in Introductory Counselling Skills* qualification (30 GLH) (Suitable for 16-19 and 19+ candidates) is being offered. This can be completed over 10-15 weeks or be offered as a series of days (5).

Centres will be able to offer prospective candidates a new progression route for developing counselling skills for the workplace.

After trainees have completed the *CS02 Intermediate Certificate in Counselling Skills* [suitable for 16-19 and 19+ candidates](90 GLH) they can progress to *CS03 Advanced certificate in Counselling Skills* (120 GLH), [For 19+ candidates only] a course aimed at those planning to, or already using counselling skills as part of a workplace role.

For those wishing to follow a programme leading to therapeutic counselling qualification, we recommend that the *CS02 Intermediate Certificate in Counselling Skills* be completed prior to beginning the *C02 Intermediate Certificate in Counselling Studies* or that both qualifications are coherently run in parallel. Both qualifications (or similar for APL) are required for entry to the Advanced Diploma in Therapeutic Counselling.

From the *TC03 Advanced Diploma in Therapeutic Counselling* (420 GLH over two years) candidates can, after a period of supervised Agency counselling practice, continue Agency level training onto *CSU03 Advanced Certificate In Consultancy Supervision* (120 GLH)

Clear details will be issued to Centres regarding qualification entry requirements including accreditation of candidate prior learning and/or experience (APL/APEL)

We are also planning NQF Level 4 qualifications for Health Counselling settings, Therapeutic Counselling (in preparation for independent practice, based on the current TC04) and in Consultancy Supervision.

An *Advanced Diploma in Working With Substance Misuse & Addictions* (NQF Level3) is also well on the way.

Clear details will be issued to Centres regarding how changes might affect candidates currently studying for CPCAB Awards.

Progression to the succeeding qualification will *not* be affected. Candidates currently on *TC02 Advanced Certificate in Therapeutic Counselling* programmes will progress to Year 2 of the *TC03 Advanced Diploma in Therapeutic Counselling*.

Current CPCAB qualifications (to August 2002) and CPCAB qualifications offered from September 2002

	Now becomes	New Qualification
<p>CSU02 - Certificate in Counselling Supervision 120 GLH</p>		
<p>NOF Level 3</p>		
<p>Level 2 Certificate in Counselling Skills 90 GLH</p>		
<p>Level 2 Certificate in Counselling Studies 90 GLH</p>		
<p>Advanced Certificate in Counselling Skills - 120 GLH</p>		
<p>3 - Advanced Diploma in Therapeutic Level 3 Counselling - 420 GLH (Over two years)</p>		
<p>Level 3 Certificate in Counselling Supervision - 120 GLH</p>		

Qualification title TC03

'European' & 'Advanced'

Qualifications approved by the QCA may not have the word 'European' in their title, so the title for our TC03 Qualification as from September 2002 will be 'Advanced Diploma in Therapeutic counselling'.

Centres will still be able to emphasise in their promotional material that the CPCAB Advanced Diploma is in line with European Association for Counselling training criteria TC03 is now entitled 'Advanced' in line with NQF requirements. Candidates currently completing TC04 will be issued with a CPCAB letter confirming this is a post-Diploma qualification if they so wish.

Registration Fees 2002 Good News!

We have decided to postpone the rise in candidate registration fees announced in Newsletter No 1 for programmes beginning from January 2002

For Programmes beginning in 2002 the fees will be:

<u>ICS02</u> Level 2 Certificate in Introductory Counselling Skills	<u>£29</u>
<u>CS02</u> Intermediate Certificate in Counselling Skills	<u>£89</u>
<u>C02</u> Intermediate Certificate in Counselling Studies	<u>£89</u>
<u>CS03</u> Advanced Certificate in Counselling Skills	<u>£129</u>
<u>TC03</u> Advanced Diploma in Therapeutic Counselling: <u>Year 1:</u>	<u>£159</u>
	<u>Year 2:</u> <u>£159</u>
<u>CSU03</u> Advanced Certificate in Consultancy Supervision	<u>£169</u>

assessment criteria. Nor does the use of descriptors involve a variation to the qualification units (all of the CPCAB's qualification units are mandatory).

Further information about descriptors (including an information document and application form for their utilisation) is available from Richard Oldfield - email: roldfield@cpcab.force9.co.uk

Trial of the External Assessment and Verification system 2001 2002

To ensure a smooth and successful transition in August 2002, we are conducting trials during the 2001-2002 academic year.

Eight Centres, at various stages of their own development and training to various models, have agreed to participate. One or two groups from each Centre will be externally assessed using the new external assessment system. Thank you very much if you have decided to participate.

Feedback from these trials will be published in the Newsletters and on the CPCAB Website to inform planning at all Centres and pass on successful practice.

CPCAB Expands. A welcome to new Centres

In a challenging and fluctuating 'further education' training arena we are pleased to report that new centres continue to register with CPCAB for this academic year. In fact 20 new centres have recently 'come on board', bringing our total to well over 100 active centres.

We have a wide range of centres, mostly in further Education Colleges, but also many service providers, such as Clouds, or independent innovators, such as Oasis.

While some centres offer only certificate level training at present, we have many large and small centres offering Diploma and further training. We are committed to supporting all our centres in their chosen means of course programme and delivery and in their further development.

Centre Support

We are very aware of the demands that these changes will make on Centres, tutor-assessors and trainees over the coming eighteen months as centres prepare for September 2002 and implement the qualifications and assessment requirements from September 2002.

We recognise the implications of change, in terms of re-organising programmes, entry procedures, and staffing, re-writing promotional, tutor and trainee handbooks and course material, and supporting trainees (and staff teams) through a period of uncertainty and different demands.

We will be providing Centre and Trainee materials to ensure the consistency of our awards and these will help ease the centre's burden of preparing materials.

These will include:

- A '*Centre Guidance to Assessment*' document for each qualification, including sample assessment programmes and the necessary professional 'topics' for each qualification,
- A '*Candidate Guidance to Assessment*' document for each candidate for each qualification,
- A '*Candidate Learning Record*' document for each candidate for each qualification,
- Sample, copyable, assessment pro-forma for all qualifications,
- Specific guidance and pro-forma for external assessment

Tutor/Assessor Training

As well as support from our EVC Team and CPCAB 'core' staff, we are offering free Tutor/Assessor Training to help 'get to grips' with: the Qualifications, the assessment requirements (Internal & External) and issues accompanying assessing vocational proficiency for a developing workplace.

Whole-Day Training Sessions will be arranged at venues strategically located around the country from March 2002 –June 2002, focusing on the requirements for the External Assessment and Verification System beginning on 1st August 2002.

We will be inviting all programme core tutors to attend these *free* sessions and strongly recommend that they do so. It will be an opportunity for direct tutor-CPCAB dialogue and feedback. Further details will be sent in January 2002.

As from August 2002 all tutors assessing on programmes leading to CPCAB Awards will be required to attend one (regional) Assessment Training Day per year in order to be eligible to assess these Award

Centre Induction

CPCAB has an Induction Team eager to visit Centres to induct/train all your tutors on-site in preparation for August 2002.

We suggest that these visits are arranged for the Summer Term 2002

There is a charge for this service.

Please contact John Anderson or Guna Powell to arrange an Induction Session to meet your particular needs.

CPCAB Website www.cpcab.co.uk

Currently the CPCAB Website provides a wealth of information on current (to August 2002) CPCAB assessment and course documentation. Our up-dated site will provide: information to support planning, delivering and assessing training programmes for our revised qualifications, trainee information and support materials, discussion of professional issues, practical suggestions and links to related sites.

Along with CD-Rom, we see the Website as *the* major information resource for Centres, tutors and trainees.

The 'Core' Staff Team [01458-835333](tel:01458-835333)

Contacting the CPCAB office will ensure a prompt response to administrative queries and ensure professional queries are passed to the appropriate person.

NAME	DESIGNATION	RESPONSIBILITIES	FUNCTIONS
Anthony Crouch	Chief Executive	Taking a professional overview of CPCAB	Seeing it all happens!
Guna Powell	Business Foundation Manager	Reception Staff resources Admin problem solving	Group Registration Certification Finances
Richard Oldfield	Qualifications Approval Manager	Qualification development Developing Descriptors	Liasing with statutory and professional bodies Website Clerk to Vocational Board
Pam Johnson-Price	Marketing Manager	Promotion of CPCAB	Supporting new Centre applications Supporting Centre development
Mike Johnson-Price	Centre Quality Assurance Manager	Principal External Verifier EVA Team EA Team EVC Team	Centre approval Assessment and EV problem-solving EV service quality assurance Archiving
John Anderson	Qualification Implementation Manager	Centre Action Plans Centre Induction Tutor/Assessor Training	Programme delivery/assessment problem-solving Centre, tutor & trainee support materials
Hilde Rapp	Chair of CPCAB Vocational Board	Raising the profile of CPCAB Liasing with statutory and professional bodies	Receiving feedback from the world of professional employment
Duncan Lawrence	Senior Verifier Equality of Opportunities Advisor	Verification Centre support	Monitoring CPCAB & Centre equalities of opportunity
Lindsay McDougal	Administrative Assistant	Documentation Verifier Reports	
Irene Helps	Administrative	Group Registration	

CPCAB Timetable for September 2001-August 2002

	<u>Usual Activities</u>	<u>Support Activities</u>	<u>New Activities</u>
	<u>For ALL Centres</u>		
September 2001	Group Registration	Centre Induction Team raring to go!	Centres invited to trial the new system with one of their TC02/3 courses.
October 2001	Allocation of programme verifiers		
November 2001	Allocation of programme verifiers		
December 2001		CPCAB Newsletter 2	
January 2002	Verifier on-programme visit (all courses)	CPCAB Website updated	External Assessment details sent to trial Centres
February 2002	Verifier on-programme visit (all courses)	CPCAB Newsletter 3	
March 2002	Verifier on-programme visit (all courses)	CPCAB Newsletter 4 <i>Centre Guidance to Assessment</i> published on CD-Rom (to Centres) and CPCAB Website <i>Candidate Guidance to Assessment</i> published on CD-Rom (to Centres) and on CPCAB Website	Tutor/Assessor Training Session Trial courses produce audiotapes for External Assessor
April 2002		Supplementary material on Working with difference, the practical issues of training (placement & supervision) & assessment issues will be appearing.	Tutor/Assessor Training Session 2
May 2002	Verifier end-programme visit (TC02/3)	CPCAB Newsletter 5	Tutor/Assessor Training Session 3 EVA visits Trial course to sample Portfolios
June 2002	Verifier end-programme visit (TC02/3)		Tutor/Assessor Training Session 4
July 2002	Verification of samples of work Certification		