



GUIDANCE TO CENTRES

Updated in consideration of the Age Discrimination Act

The following extracts were taken from the CPCAB Tutor Reference Manual. They have been revised in the light of age discrimination legislation introduced in 2006 and will be incorporated in qualification support documents with effect from September, 2007.

GENERAL GUIDANCE

Potential trainees must possess a level of literacy and numeracy that is sufficient for the programme concerned.

Applicants must be made aware that the qualifications are not suitable for those who are in a state of severe emotional difficulty and/or severe psychological confusion, and that if this entry requirement is not adhered to, he/she will normally be asked to leave the course and seek professional support.

This includes, for example, those:

- » Currently experiencing – without ongoing and appropriate professional support – a recent, major life crisis such as marital breakdown or a close bereavement.
- » Currently experiencing moderate to severe mental health problems including, for example, clinical depression, severe anxiety disorders, eating disorders, personality disorders or any form of psychosis.
- » Currently involved in substance misuse.

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 development activities.

We would also recommend that, where applicable, Centres advise applicants against joining the same training group as their partner.

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GUIDANCE SPECIFIC TO INDIVIDUAL QUALIFICATIONS

Level 2 Certificate in Introduction to Counselling Skills (ICSK-L2):

This qualification is accredited for candidates aged 16-18, 18+ and 19+.

Level 2 Certificate in Counselling Skills (CSK-L2):

This qualification is accredited for candidates aged 18+ and 19+.

Criteria considered important in selecting applicants for a programme leading to CSK-L2
<ul style="list-style-type: none">✓ Able to cope with course content.✓ Possess the ability to translate intra-personal experience into language.✓ Able to benefit from self development.✓ Be motivated towards developing as a helper.✓ Possess emotional stability.✓ Identify reasons for training beyond just personal development.✓ References (Centre option).✓ Be aware of the time resources required to meet demands of the course.✓ Awareness of difference and diversity.

Level 3 Certificate in Advanced Counselling Skills (CSK-L3):

This qualification is accredited for candidates aged 19+. They must have already acquired **either:**

- » CPCAB's prior qualification – i.e. CSK-L2 (90 GLH); or ...
- » The equivalent (minimum 75 hours GLH) of CSK-L2, ascertained by pre-course APL and/or APEL Centre assessment.

Criteria considered important in selecting applicants for a programme leading to CSK-L3
<ul style="list-style-type: none">✓ Identify reasons for training beyond just personal development.✓ Be aware of the time and other resources required to meet demands of the course.✓ Provide references.✓ Be academically and 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.✓ Possess the ability to form a helping relationship.✓ Have self-awareness, insight, honesty and the ability to make links.✓ Possess emotional stability and the absence of personality disturbance.✓ Ability to challenge and be challenged.

Level 3 Certificate in Counselling Studies (CST-L3):

This qualification is accredited for candidates aged 19+.

Candidates are required to have undertaken counselling skills training – e.g. CPCAB’s *Level 2 Certificate in Counselling Skills (CSK-L2)* or its APL and/or APEL equivalent.

Criteria considered important in selecting applicants for a programme leading to CST-L3
<ul style="list-style-type: none">✓ Possess the ability to translate intra-personal experience into language.✓ Able to benefit from self-development..✓ Possess emotional stability.✓ Evidence personal insight.✓ Possess the ability to form a helping 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).✓ Be aware of the time resources required to meet demands of the course.

Level 4 Diploma in Therapeutic Counselling (TC-L4):

This qualification is accredited for candidates aged 19+. They must have already acquired **either:**

- » CPCAB’s *Level 2 Certificate in Counselling Skills (CSK-L2)* and CPCAB’s *Level 3 Certificate in Counselling Studies (CST-L3)*; or ...
- » The equivalents of CSK-L2 and CST-L3, as ascertained by pre-course APL and/or APEL Centre assessment.

Tutors can allow progression onto the first year of TC-L4 to candidates who have not yet completed their assessment for CST-L3. However, candidates must successfully complete the assessment prior to entry into the second year of TC-L4.

Special arrangements can occasionally be made to allow entry of suitably qualified trainees into year two of TC-L4 – please contact the CPCAB head office for further details.

Criteria considered important in selecting applicants for a programme leading to TC-L4
<ul style="list-style-type: none">✓ Identify reasons for training beyond just personal development.✓ Be aware of the time and other resources required to meet demands of the course.✓ Provide references.✓ Be academically and 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.✓ Possess the ability to form a helping relationship.✓ Have self-awareness, insight, honesty and the ability to make links.✓ Possess emotional stability and the absence of personality disturbance.✓ Ability to challenge and be challenged.✓ Ability to respond sensitively and empathically to others.

Centres need to ensure that all potential TC-L4 trainees (especially those that have not completed the prior CPCAB qualifications):

- » Are made aware of the nature of the course (and “what they’re letting themselves in for”) and have been asked to self-assess themselves with regard to the necessary personal resources to cope with the demands of the programme.
- » Have provided evidence of personal development and their ability to cope with this aspect of the course.
- » Have provided evidence of their ability to cope with the academic level of the course.
- » Have the 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.

Level 4 Diploma in Consultancy Supervision (CSU-L4):

This qualification is accredited for candidates aged 19+. They must have already acquired **either:**

- » CPCAB’s prior qualification – i.e. CSK-L3 (90 GLH); **or** ...
- » the equivalent of CSK-L3, ascertained by pre-course APL and/or APEL Centre assessment.

Candidates must **also:**

- » be working as helping professionals (paid or voluntary) using counselling skills as part of their work; and ...
- » provide evidence of at least 150 hours of post-CSK-L3 experience of using counselling skills in a helping relationship; and ...
- » have in place the opportunity, during the training course, to work with supervisees who are working in a helping capacity using counselling skills as part of their work.

Criteria considered important in selecting applicants for a programme leading to CSU-L4
<ul style="list-style-type: none">✓ Identify reasons for training beyond just personal development.✓ Be aware of the time and other resources required to meet demands of the course.✓ Provide references.✓ Be academically and 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.✓ Possess the ability to form a helping relationship.✓ Have self-awareness, insight, honesty and the ability to make links.✓ Possess emotional stability and the absence of personality disturbance.✓ Ability to challenge and be challenged.✓ Have access to work place experience with supervisees✓ Have access to workplace supervision✓ Be previously trained as a professional with a helping role

Level 5 Diploma in Psychotherapeutic Counselling (PC-L5):

This qualification is accredited for candidates aged 19+. They must have already acquired either:

- » CPCAB's prior qualification – i.e. TC-L4 (420 GLH); or ...
- » The equivalent (minimum 420 GLH) of TC-L4, ascertained by pre-course APL and/or APEL Centre assessment.

Plus appropriate pre-TC-L4 (or equivalent) training.

Criteria considered important in selecting applicants for a programme leading to PC-L5
<ul style="list-style-type: none">✓ Identify reasons for training beyond just personal development.✓ Be aware of the time and other resources required to meet demands of the course.✓ Provide references.✓ Be academically and 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.✓ Possess the ability to form a helping relationship.✓ Have self-awareness, insight, honesty and the ability to make links.✓ Possess emotional stability and the absence of personality disturbance.✓ Ability to challenge and be challenged.✓ Ability to respond sensitively and empathically to others.

Level 6 Diploma in Therapeutic Counselling Supervision (TCSU-L6):

This qualification is accredited for candidates aged 19+. They must have already acquired either:

- » CPCAB's PC-L5 qualification (or its Centre-assessed APL and/or APEL equivalent – minimum 450 GLH, including prior qualifications), plus a minimum of 150 hours of supervised clinical experience (post-PC-L5); or ...
- » CPCAB's TC-L4 qualification (or its Centre-assessed APL and/or APEL equivalent – minimum 450 GLH, including prior qualifications), plus a minimum of 300 hours of supervised clinical experience (post-TC-L4).

Criteria considered important in selecting applicants for a programme leading to TCSU-L6
<ul style="list-style-type: none">✓ Identify reasons for training beyond just personal development.✓ Be aware of the time and other resources required to meet demands of the course.✓ Provide references.✓ Be academically and 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.✓ Possess the ability to form a helping relationship.✓ Have self-awareness, insight, honesty and the ability to make links.✓ Possess emotional stability and the absence of personality disturbance.✓ Ability to challenge and be challenged.✓ Ability to respond sensitively and empathically to others.✓ Ability to model professional attitudes and behaviour.