



Please circulate:

NEWSLETTER

No.3 March 2002

Information for Centres on CPCAB developments for September 2002

CPCAB Newsletters

This is the third 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.

We are very aware of the frustration and anxiety felt by centres, tutors and students at present regarding the uncertainties to do with changes to qualifications and funding for September. Unfortunately the piecemeal nature of our information to you relates directly to the nature of the QCA approval process we have been undergoing and our consequent decision to inform you of as much as we can as soon as we can so that you can begin preparation for September.

Another long Newsletter, with more details of the revised Qualifications to absorb, but we do aim to keep you fully informed! This factual information may help address some of the rumours and confusions resulting from the general uncertainty in the field.

We believe that the information contained below (and enclosed) will enable Centres to further plan and promote their courses for September and begin to think about the details of course programme delivery.

We have enclosed a *CS02 Centre Information Document* as an example to show how the qualifications will look.

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CPCAB - an approved, specialised national awarding body

A specialised awarding body

We have been offering qualifications on a national basis since 1993. We are the only awarding body to specialise in this field and are one of the leading awarding bodies in this sector.

A nationally approved awarding body

CPCAB has Qualification and Curriculum Authority approval¹ as a national awarding body. Level 2 & 3 Qualifications are in the final stages of the QCA approval process.

Vocationally related qualifications (VRQs)

The CPCAB provides high quality, vocationally related qualifications, based on coherent models of trainee development that prepare candidates for the workplace. It seeks to ensure that its qualifications fit well with workplace occupational standards, together with relevant professional standards and governmental requirements & recommendations.

EmpNTO support for CPCAB qualifications

Our new NQF Level 2 & 3 qualifications (beginning August 2002) have now received support from the Employment National Training Organisation (EmpNTO) and we can state that:

“The Employment National Training Organisation (EmpNTO) formally supports the following qualifications”:

- *ICS02 Level 2 Certificate in Introductory Counselling Skills*
- *CS02 Intermediate Certificate in Counselling Skills*
- *C02 Intermediate Certificate in Counselling Studies*
- *CS03 Advanced Certificate in Counselling Skills*
- *TC03 Advanced Diploma in Therapeutic Counselling*

With regard to CSU03: since there are, as yet, no National Occupational Standards for counselling supervision, EmpNTO views CSU03, *Advanced Certificate in Consultancy Supervision*, within the generic setting of the implementation and support of counselling services, as designed to meet a specific need.”

This formal support is recognition of the national validity of our qualifications and their relevance to a changing workplace and a prerequisite for QCA approval of the qualifications.

Approved training centres across the UK & 1000's of trainees each year

- With more than 130² Approved Training Centres and several 1000's of Registered Trainees³ each year, the CPCAB is one of the largest awarding bodies in this field.
- 1000's of candidates have come from, or (once qualified) been employed within, the statutory, voluntary and independent mental health services sector.
- Approved Centres span the United Kingdom and beyond.
- The CPCAB's pro-active approach to diversity issues has attracted large numbers of trainees from non-white ethnic origins such that, in certain areas and on certain courses, non-white trainees are now in the majority

¹ QCA Part A, Awarding Body, Approval gained July 2001

² CSCT (The Central School for Counselling Training) will be writing Training Programmes and course material specifically for CPCAB Qualifications and we expect to see many more centres registering with CPCAB in the coming year

³ The CPCAB registers approximately 4000 counselling trainees per year.

CPCAB counselling qualifications & progression routes

- Counselling skills progression route: for a large range of trainees who often wish to add these user-centred skills to their professional portfolio⁴.
- Advanced Diploma in Therapeutic Counselling: counselling clients (*in agency settings*) adjusting to life events or coping with common mental health problems.
- Higher Diploma in Therapeutic Counselling⁵ : counselling clients (as independent practitioners) coping with common mental health problems, together with working *supportively in agency settings* with clients with more severe problems.
- Consultative supervision progression route: supervision of agency service level A & B (Advanced Certificate) and agency service level C (Level 4 Higher Diploma).
- Other qualifications and progression routes in development.

External Assessment & Verification

- An External Verification Team for each centre (External Verifier Consultant, External Verifier Assessor & External Assessor) to support centres in meeting CPCAB requirements
- External assessment to ensure the consistent standards of awards (all candidates will demonstrate application of understanding and/or skills)

Centre Support and materials

- A core staff team responding promptly to professional and administrative queries
- On-going centre support and action planning from External Verifier Consultants
- An Induction Team eager to visit Centres to induct/train all your tutors on-site
- Centre and Trainee materials to ensure the consistency of our awards and help ease the centre burden of preparing materials. These will include:
 - A '*Centre Guidance to Assessment*' document for each qualification, including sample assessment programmes and the necessary professional Areas of Study for each qualification,
 - A '*Candidate Guidance to Assessment*' document 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
- Free annual 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.
- The CPCAB Website will increasingly provide a wealth of information on CPCAB assessment, qualification Programmes and material and the practicalities of running the programmes.

Supported by employers and leading to employment

Thousands of employers & voluntary agencies have supported or employed CPCAB qualified personnel, including various MIND agencies, mental health services, addictions centres, bereavement agencies, NHS Trusts & GP practices, victim support agencies, educational institutions and student counselling services (schools, colleges & universities), religious organisations (Islamic, Christian, Jewish, Buddhist & Sikh), housing associations, hospices, women's centres/refuges, Social Services and custodial settings.

Fully engaged in research and current developments in the field (for example)

- The CPCAB Vocational Board
- Liaison with Healthworks & Community Justice NTOs in preparing the Advanced Diploma in Working with Addictions

⁴ CS02 & CS03

⁵ In preparation for future QCA accreditation. There will be no QCA approved and hence LSC funded Level 4 qualifications until September 2003.

Brief responses to frequently asked questions.

Why are the Qualifications changing?

A series of UK Government policy guidance documents and reports have recently been published⁶ relevant to how counselling and psychological therapies contribute to improving the health of the population. Foremost among these are the National Service Framework for Mental Health (NSFMH), including mental health promotion, and the Department of Health *Treatment Guidelines for Psychological Therapies* which give an outline of the 'capable' practitioner.

The CPCAB has specifically and practically responded by implementing major revisions to its qualification framework and within its qualifications to ensure that these address the forthcoming major changes to the UK workplace for counsellors and psychotherapists.

In this context CPCAB qualifications seek to:

- Help to meet the identified NSFMH workforce needs.
- 'Mesh' with the wider field through implementing the broad theme of a user-centred partnership mode of working for all health and social care professionals
- Contribute to government initiatives, including suicide prevention for example.

How has the length of qualification and guided learning hours been determined?

The revision of the qualifications to match workplace demands and their repositioning to better fit with levels 2 & 3 of the National Qualification Framework has determined the levels of capability necessary to work at each Service Level and hence the assessment criteria of each qualification.

It has thus been clearly determined that the Advanced Diploma enables the development of capability at Agency practitioner level and requires 420 GLH to train to take account of Department of Health criteria for 'the capable counsellor'.

The development of clear counselling skills and therapeutic counselling routes (see The Progression Route Map below) has enabled a clearer focus to the CS02 and C02 qualifications. CS02 focuses on developing a range of counselling skills for use in informal helping interactions while C02 focuses on preparation for therapeutic counselling in agency settings.

We believe this clear focus enables candidates to meet the criteria in a minimum of 90 GLH for each qualification

How is the structure of the Qualifications changing?

(See the enclosed *CS02 Centre Qualification Information Document*)

While the format and some of the terminology of the qualifications may seem different, the underlying principles and approach remains the same.

The basis for all qualifications remains a capability matrix consisting of the 7 processes of training and development (see page 6) which are now the basis for the **7 Units of Assessment** of each qualification and the levels of client work, now the **Service Level Framework**, (see below, page 6).

The essential theoretical base for the qualifications remains: working with self, personal history and patterns of relating (both explicit and implicit patterns). This can be addressed through the preferred theoretical model used by the centre to underpin training.

The assessment criteria of the 7 Units of Assessment have been developed from the 7 processes to reflect the workplace demands outlined in the Government documents. The format looks different, as the criteria have been grouped into elements within the Unit. Guidance to each of the criteria will be provided to tutor-assessors in the *Guidance to Assessing the Qualification* and to candidates in their *Learning Record*.

The CoDAS Assessment model has been amended to PAsS- the Practitioner assessment System

⁶ The relevant Government policy guidance documents and reports can be obtained (at no charge) by visiting the website addresses given on page 10:

How are the qualification programme requirements changing?

(See *Centre Qualification Information* documents and *Planning Centre Programmes* document. These will be available on the CPCAB Website in mid-March and one set will be mailed to Centres)

Training and Assessment Programmes

Whether using Centre-devised or National Approved Programmes (CSCT materials), the Training and the Assessment Programmes of each Qualification you run must clearly map to CPCAB requirements.

For the Training Programme the focus of planning and delivery is the Service Level Framework and the qualification Areas of Study (see *example CS02 Centre Qualification Information* document)

For the Assessment Programme the mapping is to the qualification Units, elements & criteria & the Unit Assessment Requirements (see *example CS02 Centre Qualification Information* document)

Programme activities need to be designed so that they enable the candidates to develop and demonstrate their professional understanding and reflective application of skills and be clearly relevant to the qualification assessment criteria.

How are the assessment and verification requirements changing?

(See CPCAB Newsletter 1, June 2001)

Centre internal assessment.

(See *Planning Centre Programmes* document)

The External Verifier Consultant will be concerned to verify the internal assessment system, procedures and activities for all the qualifications run to ensure they meet CPCAB requirements and map to the qualification assessment criteria.

This will involve examination of centre course files, candidate guidance, detailed course programmes, a sample of candidate Portfolios and discussion with a training group to ensure assessment policy is put into practice!

The External Verifier Assessor will require to examine a randomly selected (by the verifier) selection of candidate Portfolios and Learning records to ensure centre assessment has been fair, consistent, at the Service Level of the qualification and candidates have met all assessment criteria.

Centre internal moderation and verification

(See *Planning Centre Programmes* document)

The EVC and EVA will want to examine evidence of a fair and robust internal moderation of assessments and evidence of internal verification/review of the Training and Assessment Programme

What is the Candidate Registration Fee based on?

CPCAB is professionally active and enthusiastic in carrying out its role as a specialised awarding body in the counselling field. We are well aware of our responsibility as 'gatekeepers' to the profession.

We work hard to ensure the national, professional validity, quality and currency of the Qualifications gained by our candidates at the conclusion of a long and personally challenging training.

The individual candidates registration fee funds the CPCAB External Assessment and Verification and centre support activities that ensure the standards and consistency of the Awards.

The registration fee is based on the costs of external assessment, verification visits, centre and candidate materials, tutor-assessor training, on-going research and development that ensures the currency of the qualifications and active participation in current national developments in the field.

Agency Service Level:	Definition:	Practitioner capable of:	CPCAB qualifications:
Informal	Problem is understood & appropriate help identified.	Using counselling skills within their own professional role.	<i>Intermediate Certificate and Advanced Certificate in Counselling Skills.</i>
A ⁷	Working with clients experiencing difficult life events & life crises	Using counselling concepts and skills within the context of a counselling relationship.	<i>Intermediate Certificates in Counselling Skills & Studies provide the foundation. During the CPCAB's Advanced Diploma year 1 these foundation understandings and skills are developed & applied through, for example, the supervised placement.</i>
B	Working with clients experiencing common mental health problems	Working with: B1 Explicit patterns B2 Implicit patterns in self, personal history and interpersonal relating	<i>Advanced Diploma in Therapeutic Counselling:</i> B.1: Year 1 B.2: Year 2 <i>Higher Diploma in Counselling within Health Settings</i> ⁸
C	Working with clients experiencing severe mental health problems	Working with severe & complex mental health problems: C.1 Supportive work C.2 Therapeutic work	C.1: <i>Higher Diploma in Therapeutic Counselling</i> ⁹ C.2: Proposed: <i>Higher Diploma in Psychological Therapy</i>
Clinical governance	Consultancy supervision. ¹⁰	Supervision of Service Level A & B. Supervision of Service Level C	A & B: <i>Advanced certificate in Consultancy Supervision</i> C: <i>Higher Diploma in Consultancy Supervision</i>

Seven processes:	Practitioner capable of:
1. Working ethically & safely	<i>Using a professional framework to work ethically and safely.</i>
2. Working within a therapeutic relationship	<i>Using relationship understandings and skills to facilitate the therapeutic process.</i>
3. Working sensitively with client diversity	<i>Using diversity understandings and skills to work sensitively with human difference.</i>
4. Working within a user-centred approach	<i>Managing an active listening space that focuses on client concerns.</i>
5. Working with self-awareness	<i>Using personal understanding and awareness to facilitate the therapeutic process.</i>
6. Working within a framework of theory & skills	<i>Using knowledge, understanding and skills to facilitate the therapeutic process.</i>
7. Working self-reflectively	<i>Using self-reflection to work creatively and coherently.</i>

⁷ Letters, rather than numerals, are used to avoid confusion with the National Qualifications Framework.

⁸ Including skills for working in multi-disciplinary teams in health settings

⁹ This qualification also indicates proficiency in *independent* work at Service Levels A & B (but not independent work at Service Level C.1).

¹⁰ User-centred services delivered by reflective & capable practitioners require access to casework and clinical supervision at all service levels.

CPCAB Progression Route Map

NQF LEVELS	<u>CPCAB QUALIFICATIONS</u>	<u>EMPLOYMENT OPPORTUNITIES</u>
4	<p style="text-align: center;">CPCAB QUALIFICATIONS IN PREPARATION</p> <p style="text-align: right;">→</p>	<p style="text-align: center;">INDEPENDENT COUNSELLING PRACTITIONER</p>
3	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Advanced Diploma in Therapeutic Counselling (TC03) Entry: <i>CS02 + C02 or equivalent</i> 420 GLH Training in therapeutic counselling for Agency practice (to DoH Guidelines)</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Advanced Certificate in Consultancy Supervision (CSU03) Entry: <i>TC03 or equivalent + agency practice</i> 120 GLH</p> </div> </div> <p style="text-align: center;">→</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Advanced Certificate in Counselling Skills (C03) Entry: <i>CS02 (or equivalent)</i> 120 GLH Counselling skills in the workplace</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Advanced Certificate in Counselling Skills (C03) Entry: <i>CS02 (or equivalent)</i> 120 GLH Counselling skills in the workplace</p> </div> </div> <p style="text-align: center;">←</p>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">COUNSELLING AGENCY CONSULTANT SUPERVISOR</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">COUNSELLING AGENCY PRACTITIONER</p> </div> </div> <p style="text-align: center;">←</p> <div style="border: 1px solid black; padding: 5px; width: 100%;"> <p style="text-align: center;">USE OF COUNSELLING SKILLS IN WORKPLACE SETTINGS</p> </div>
2	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Intermediate Certificate in Counselling Studies (C02) 90 GLH Preparation for training in therapeutic counselling for Agency practice</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Intermediate Certificate in Counselling Skills (CS02) 90 GLH Counselling skills in informal settings</p> </div> </div> <p style="text-align: center;">←</p> <div style="border: 1px solid black; padding: 5px; width: 100%;"> <p style="text-align: center;">Level 2 Certificate in Introductory Counselling Skills (ICS02) 30GLH</p> </div>	<div style="border: 1px solid black; padding: 5px; width: 100%;"> <p style="text-align: center;">USE OF COUNSELLING SKILLS IN INFORMAL INTERACTIONS (VOLUNTARY ROLES)</p> </div>

News

Centre Registration. A welcome to new Centres

In this continuing period of uncertainty in the 'further education' training arena we are pleased to report that new centres continue to register with CPCAB for the coming academic year. Since our December Newsletter 20 centres have 'come on board', and with many in the pipeline, this brings our total to well over 130 centres. This is a considerable proportion of all national provision.

The Central School for Counselling Training (CSCT)

We are providing consultancy support to CSCT in the development of their Training Programmes (which include an Assessment Programmes) and materials.

CSCT Training Programmes will be available as an option for any CPCAB registered Centre to use to deliver the revised qualifications as from August 2002

Further details can be obtained from:

CSCT email: info@csct.ltd.uk

web www.counsellingtraining.com

Tel: 020 7928 6666

fax: 02079286677.

Information and Centre Support

Centre Application for Programme Approval

All centres will be able to run centre-devised Training and Assessment Programmes.

Centres will be able to apply to register for approval to use their own centre-devised programmes for a small one-off fee per qualification

We have amended our Centre Registration and Approval procedures to take account of the development of Approved (National) Training Programmes and materials and Approved (National) Assessment Programmes.

As Approved (National) Programmes will be specifically designed to meet CPCAB assessment criteria, our Centre Qualification Registration and Approval administrative costs reduce considerably for any application to run new courses using such Programmes.

Any Centre, existing or new, which proposes to register to run any qualification from August 2002 using CSCT Training Programmes will be processed free of charge using a 'Fast Track' Registration and Approval System

(CPCAB Assessment Programmes will be published in the Centre Guidance for each qualification).

QUALIFICATION DESIGN	CPCAB Approved (National) Training Programme CPCAB Approved (National) Assessment Programme	Centre-devised Training Programme CPCAB Assessment Programme	Centre-devised Training Programme Centre-devised Assessment Programme
FEE: Level 2 Qualifications (ICS02, CS02, C02)	<i>Nil</i>	<i>£49</i>	<i>£99</i>
FEE: Level 3 Qualifications (TC03, CS03, CSU03)	<i>Nil</i>	<i>£99</i>	<i>£149</i>

Application Forms Information

CPCAB Approval for Centres and Training & Assessment Programmes is in two stages, Provisional, gained prior the centre running the programmes, and Full, which is gained during the first year with the support of your External Verifier Consultant.

Application Forms & supporting Material needed for Provisional & Full Approval	CPCAB Approved (National) Training Programme	Centre–devised Training Programme	Centre–devised Training Programme
	CPCAB (National) Approved Assessment Programme	CPCAB Assessment Programme	Centre–devised Assessment Programme
	1. Application Form (see Appendix 1) 2. Centre Qualification Information Document(s) 3. Approved Descriptor List 4. APL & APEL Guidance & Forms	1. Application Form (see Appendix 1) 2. Training Programme Application (see Appendices 2a & b) 3. <i>Centre Information</i> Document(s) 4. <i>Planning Centre Programmes</i> document 5. Approved Descriptor List 6. APL & APEL Guidance & Forms	1. Application Form (see Appendix 1) 2. Training Programme Application (see Appendices 2a & b) 3. Assessment Programme Application (see Appendices 3a & 3b) 4. <i>Centre Information</i> Document(s) 5. <i>Planning Centre Programmes</i> document 6. Approved Descriptor List 7. APL & APEL Guidance & Forms

Information Documents

Centre Information Documents are available for:

- *ICS02 Level 2 Certificate in Introductory Counselling Skills*
- *CS02 Intermediate Certificate in Counselling Skills*
- *C02 Intermediate Certificate in Counselling Studies*
- *CS03 Advanced Certificate in Counselling Skills*
- *TC03 Advanced Diploma in Therapeutic Counselling*
- *CSU03, Advanced Certificate in Consultancy Supervision*

These will be available on the CPCAB Website from mid-March

A *Planning Centre Programmes* document is also available. This contains the CPCAB requirements for Training and Assessment programmes, Centre internal moderation and verification.

These will be available on the CPCAB Website from mid-March

Centre Induction visits

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.

Our up-dated CPCAB Website now provides information on qualifications beginning August 2002 and CPCAB assessment and course documentation. It will increasingly provide: information to support planning, delivering and assessing training programmes for the 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.

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 have been arranged at venues strategically located around the country from April 2002 –June 2002, focusing on the requirements for the External Assessment and Verification System. A forthcoming letter will inform you of dates and venues.

We will be inviting all co-ordinators and 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.

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 Awards.

Frequently asked questions concerning BACP Accreditation

Does the BACP accredit your qualifications?

The BACP (formerly the BAC) does not accredit qualifications from any awarding body (qualifications are accredited by the Qualifications & Curriculum Authority). Centres can (optionally) apply to BACP for 'course accreditation', but this is not dependent on the qualification or awarding body concerned.

A number of CPCAB-Approved Centres have gained BACP course accreditation.

Will CPCAB qualifications be relevant for BACP individual Accreditation?

Qualifications accredited by the Qualification & Curriculum Authority have national validity.

The CPCAB Advanced Diploma contributes 420 hours towards BACP 450 hour training requirement.

Individual BACP accreditation scrutinises the theoretical model and the balance between theory and skills in this training, which would be identified in the centre-devised or national Programmes.

CPCAB qualified practitioners have gained BACP Individual Accreditation.

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1. National Service Framework for Mental Health (NSFMH): www.doh.gov.uk/mentalhealth
The NSFMH lays out the government agenda for the changing workplace. Many other reports have subsequently been produced in relation to this key document.
 2. Treatment Choice in Psychological Therapies and Counselling (February 2001):
www.doh.gov.uk/mentalhealth/treatmentguideline
This document provides an evidence based set of clinical practice guidelines that will shape the workplace of counsellors & psychotherapists for the foreseeable future.
 3. The Capable Practitioner: www.scmh.org.uk
A milestone document, now adopted by the 'NSF for Mental Health Workforce Action Team', which provides a framework and list of the practitioner capabilities required to implement the NSFMH.
 4. Workforce Action Team Final Report (August 2001): www.doh.gov.uk/mentalhealth
"The priority for the whole of the mental health workforce must be how best to deliver the NSF and NHS Plan in the context of Government priorities. Workforce planning should take account of the whole of the workforce and not just the statutory sector."

Further details can be obtained from:

CPCAB email: info@cpcab.co.uk
Tel: 01458-835333

web: www.cpcab.co.uk
fax: 01458-831271