



Please circulate:

NEWSLETTER No.4 September 2002

Information for Centres on CPCAB developments for September 2002

This is the fourth of our *CPCAB Newsletters* aimed at informing Centres, Tutors and External Verifiers of the CPCAB Qualifications and assessment requirements and of the CPCAB support for Centres and tutor-assessors.

At last we can report QCA accreditation for four of our Qualifications. There were delays and changes required right up to the last minute at the end of August but finally we have certainty and can begin to aid Centres in their implementation of the new Qualifications.

It is a time of change throughout the Further Education sector. In addition to new and revised qualifications across all curriculum areas, there are major changes to the funding arrangements of qualifications now the Learning and Skills Council (s) are taking on all funding.

It is a time of change for CPCAB, we have new assessment and verification systems to put in place and have nearly doubled our number of active centres since last September. We are moving to new larger offices and are taking on a considerable number of professional and administrative staff to offer an increased service to our centres.

We are very aware of the anxiety felt by centres, tutors and candidates at present regarding the Qualification assessment and training requirements and funding for September. We might not have all the answers yet but aim to provide an empathic 'ear' and help centres work to practical solutions appropriate to their differing needs.

Another long Newsletter, with more details of the Qualifications and the necessary practical and organisational arrangements to absorb, so please read and try to digest!

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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 1994. 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 with nationally accredited qualifications

The CPCAB has Qualification and Curriculum Authority approval¹ as a national awarding body. Our Level 2 and 3 qualifications have been accredited onto the National Qualifications Framework through the rigorous 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 current and future workplace occupational standards, together with relevant professional standards and governmental requirements & recommendations.

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

- With more than 160² 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.

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 Counselling*⁵: 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/workplace use of counselling skills (Advanced Certificate) and counselling agency service levels A & B (Level 4 Higher Diploma).
- Other qualifications and progression routes in development.

Supported by employers and leading to employment:

Thousands of employers & voluntary agencies have supported or employed CPCAB qualified personnel, including: various counselling agencies, 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,

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

² CSCT (Central School for Counselling Training) writes Training Programmes and material specifically for CPCAB qualifications.

³ The CPCAB registers approximately 5000 counselling trainees per year.

⁴ CSK02 and CSK03.

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

Jewish, Buddhist & Sikh), housing associations, hospices, women's centres/refuges, the police service, Social Services and custodial settings, etc.

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

- The CPCAB Qualification Panels.
- Liaison with Healthworks & Community Justice NTOs in preparing the *Advanced Diploma in Working with Addictions*.

Qualification and Curriculum Authority Accreditation of CPCAB Qualifications

The Qualifications and Curriculum Authority (QCA) has now accredited the following CPCAB qualifications into the National Qualifications Framework:

Qualification	QCA Accreditation Number
Level 2 Certificate in Initial Counselling Skills (ICSK02)	100/2521/2
Level 2 Certificate in Counselling Skills (CSK02)	100/2520/0
Level 2 Certificate in Counselling Studies (CST02)	100/2453/0
Advanced Diploma in Therapeutic Counselling (TC03)	100/2329/X

Funding of Accredited Qualifications

QCA Accreditation establishes these Qualifications as part of the National Qualifications Framework and enables full funding by the Learning and Skills Council (LSC) from September 1st 2002 onwards.

Centres must use the QCA Accreditation Number in all funding claims made to the LSC.

Please note:

The titles of the qualifications above are those that will appear on candidate certificates.

The ***Advanced Certificate in Counselling Skills*** (CSK03) and ***Advanced Certificate in Consultancy Supervision*** (CSU03) have not yet gained accreditation and are not currently available.

These CPCAB qualifications will be submitted to the QCA for accreditation in the near future.

The ***Level 2 Certificate in Initial Counselling Skills*** (ICSK02) and the ***Level 2 Certificate in Counselling Skills*** (CSK02) have currently only been accredited for Section 97 funding for candidates aged 19 and older.

LSC funding is split into two categories – Section 96 funding and Section 97 funding. The above qualifications are accredited in relation to Section 97 funding, which concerns candidates aged 19 and older. In future it is possible that certain CPCAB qualifications (e.g. ICSK02) may also be accredited in relation to the part of Section 96 funding which concerns candidates aged 16 – 18 inclusive.

CPCAB Centre Support

Professional and Administrative advice and guidance

- A core professional & administrative staff team responding promptly to professional or administrative queries.
- Centre action planning from External Verifier Consultants.
- On-going support for centre action plans from head office professional staff.
- A Training Team able to visit Centres to induct/train tutors on-site.
- Annual (required) Tutor/Assessor Standardisation Training to ensure the standards of the Qualifications, help tutors meet the assessment requirements (Internal & External) and examine issues concerned with assessing vocational counselling capability.

Documentation and the CPCAB website

CPCAB will be supplying Centre and Candidate materials to all centres and all candidates to ensure the consistency of our awards and help ease the centre burden of preparing materials.

Centres will be supplied with ONE set of printed documents for each qualification and a CD-Rom containing the documentation for the qualifications. Further printed documents or CD- Rom will be available at cost from CPCAB.

For each qualification the documentation comprises:

- A '**Centre Information Document**' detailing qualification requirements (Guided Learning Hours, client work etc), the qualification Units, qualification Areas of Study, and Assessment and Evidence Requirements.
- A '**Centre Guidance to Assessment**' document including sample assessment programmes and guidance on the assessment requirements for the qualification.
- A '**Centre Guide to Standardising Assessment**' detailing programme requirements, external assessment and containing sample, copyable, assessment pro-forma for the qualification.
- A '**Candidate Guidance to Assessment**' document for each candidate.
- A '**Candidate Learning Record**' document for each candidate containing specific guidance on assessment and is where candidates collate their evidence of capability.

Website: www.cpcab.co.uk

Our up-dated CPCAB website now provides information on the four accredited qualifications and all CPCAB Qualification documentation (5 documents for each qualification). All documents are fully downloadable from the website.

The website will increasingly provide: information to support planning, delivering and assessing training programmes for the qualifications, candidate 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 candidates.

Candidate Group Registration

A **Candidate Registration Form** will need completing for each candidate group – even if all of the candidates have carried forward from a previously registered group. Centres will have received from CPCAB, or be receiving shortly, a set of these forms, along with APL & APEL forms and guidance. (Please do not use forms from previous years).

The CPCAB now supplies each candidate (via Centres) with a *Learning Record* and *Candidate Guide to Assessment* for the qualification(s) concerned. Candidates need these documents as soon as possible after the start of programmes. **However, to receive these documents Centres need to first register the candidates, which means that it is essential that Candidate Registration Forms are returned as soon as possible.**

In order for the CPCAB to make the necessary arrangements please complete a form for each new group **as soon as possible after the start of a programme**. We will not guarantee to register groups if the Candidate Registration Forms are not received within **4 weeks** of the course starting (or within **6 weeks** for courses that are spread over a full, three-term teaching year).

Once the CPCAB has received the Candidate Registration Forms, the candidate documents will be promptly despatched to the Centre.

Registration Fees 2002-2003

ICSK02	<i>Level 2 Certificate in Initial Counselling Skills</i>	£29
CSK02	<i>Level 2 Certificate in Counselling Skills</i>	£89
CST02	<i>Level 2 Certificate in Counselling Studies</i>	£89
TC03	<i>Advanced Diploma in Therapeutic Counselling</i> Year 1:	£159
	Year 2:	£159

Qualification Progression Routes

The *Level 2 Certificate in Initial Counselling Skills (ICSK02)* (30 GLH) is a ‘taster’ qualification for those who may later wish to pursue counselling skills or therapeutic counselling training, or may be a valuable beginning professional development qualification for those already in a helping role. It is not an entry requirement for the *CSK02* or *CST02* qualifications.

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

After candidates have completed the *Level 2 Certificate in Counselling Skills CSK02* (90 GLH) they can progress to *Advanced certificate in Counselling Skills CSK03* (120 GLH), a qualification aimed at those planning to, or already using counselling skills as part of a professional/workplace role.

For those wishing to follow a programme leading to therapeutic counselling qualification, we recommend that the *Level Certificate in Counselling Skills (CSK02)* be completed prior to beginning the *Level 2 Certificate in Counselling Studies CST02*, or else that both qualifications are run coherently in parallel. These are separate qualifications, with separate assessment requirements. Both qualifications (or similar qualifications for APL entry) are required for entry to the *Advanced Diploma in Therapeutic Counselling (TC03 - 420 GLH)*.

Progression to the succeeding qualification will *not* be affected. Candidates who have satisfactorily completed the CPCAB *Advanced Certificate in Therapeutic Counselling (TC02)* or CSCT *Advanced Certificate in Counselling Skills and Theory* programmes will progress to Year 2 of the *Advanced Diploma in Therapeutic Counselling*.

Clear details regarding qualification entry requirements, including accreditation of candidate prior learning and/or experience (APL/APEL), are contained within the ‘*Centre Guidance to Assessing*’ document for each qualification.

Centre 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.

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

CPCAB Approval for Centres and Training & Assessment Programmes is in two stages.

Provisional Approval is gained prior the centre running the programmes following the processing of the Centre Application form.

Full Approval is gained during the first year of running the programme through the development of the Centre Action Plan, with the support of the CPCAB head office professional staff, and following satisfactory External Verifier Consultant and External Verifier Assessor visits and Reports.

Qualification Descriptors

Centres may wish to use Qualification Descriptors to identify the detail of their own centre-devised or National Approved Training Programme, or to enhance the marketability of their centre programmes. A descriptor specifies the context within which a qualification is delivered and therefore represents a particular application of the qualification concerned. The descriptor takes the form of a word or phrase – e.g. *Working with Stress* –, which appears, in addition to the formal qualification title, on awarded certificates/diplomas. It is important to note that the descriptor does not change the formal CPCAB qualification title.

Descriptors do not change the CPCAB assessment criteria for the qualification. All candidates for all qualifications (whether they include a descriptor or not) must satisfy the associated CPCAB 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

The Central School for Counselling Training (CSCT)

CSCT can provide any registered CPCAB centre with training materials that will deliver CPCAB Approved (National) Training and Assessment Programmes for all the QCA Accredited CPCAB Qualifications.

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

Further details can be obtained from:

CSCT Email: info@csct.ltd.uk Website: www.counsellingtraining.com
Tel: 020 7928 6666 Fax: 02079286677.

External Assessment of CPCAB Qualifications

Following feedback from centres, and after detailed negotiation with QCA, the details of the External Assessment of the qualifications are as follows:

<i>Level 3 Qualifications (TC03)</i>	A) Completion of Candidate audio-tape	B) Completion of <i>Candidate Review Paper</i>
<i>Level 2 Qualifications (ICSK02, CSK02, CST02)</i>	Completion of <i>Candidate Feedback Paper</i>	

Please note that external assessed audio tapes will NOT be required for level 2 qualifications.

Full details of External Assessment can be found in the 'Centre Guide to Standardising Assessment' document for each Qualification.

Tutor Assessment Standardization Training

Standardisation Training is a CPCAB requirement for all tutors assessing CSK02, CST02 and TC03 (not tutors only assessing ICSK02). Dates for the regional standardisation days in 2003 will be issued shortly.

Proposed External Verification and External Assessment Dates

To aid centre planning please note below a proposed three year timetable for External Verifier visits and External Assessment periods. ***Please note TC03 has to be varied for 2002-2003 to give all Centres the opportunity to familiarise candidates with audio taping sessions.***

Full details of the centre's External Verifier Consultants (EVC) and External Verifier Assessors (EVA) will be forwarded following receipt of the centre's Candidate Registration Forms.

Details of the dates for External Assessment will be available shortly. One of the two set dates will be specified for each qualification for your centre according to your centre programme start date.

Certificates will be issued twice a year.

**Proposed CPCAB External Verification & External Assessment
Time Table: 2002-2003, 2003-2004, 2004-2005**

	Centre External Verifier Consultant Visits	EVC Reports & Centre Action Plans	Centre External Verifier Assessor Visits	EVA Reports
2002-2003	Quarter 4 October - December 2002	October 2002 - January 2003	Quarters 2 & 3 June-September 2003	June - September 2003
2003-2004	Quarter 4 October - December 2003	October 2003- January 2004	Quarters 2 & 3 June-September 2004	June - September 2004
2004-2005	Quarter 4 October - December 2004	October 2004 - January 2005	Quarters 2 & 3 June-September 2005	June - September 2005

Issue of Qualification Certificates					
April 2003	October 2003	April 2003	October 2004	April 2005	October 2005
ICSK02, CSK02 CST02	ICSK02 CSK02 CST02 TC03	ICSK02 CSK02 CST02 TC03	ICSK02 CSK02 CST02 TC03	ICSK02 CSK02 CST02 TC03	ICSK02 CSK02 CST02 TC03

Proposed External Assessment Dates	ICSK02	CSK02	CST02	TC03
2002	December			
2003	March June December	January May	January May	February May
2004	March June December	January May	January May	November March
2005	March June December	January May	January May	November March

Brief responses to frequently asked questions (may be useful in answering candidate queries!)

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 (GLH) been determined?

The revision of the qualifications to match workplace demands and their repositioning to better fit with levels 2 and 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 in Therapeutic Counselling* 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 Progression Route) has enabled a clearer focus to the CSK02 and CST02 qualifications. CSK02 focuses on developing a range of counselling skills for use in helping interactions, whilst CST02 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?

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 Seven Processes of Practitioner Development that are now the basis for the Seven ***Units of Assessment*** of each qualification and the levels of client work, now the ***Service Level Framework***. Together these form the two axes of the matrix that identify the Learning Outcomes for the Qualification Units.

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 Seven Units of Assessment have been developed from the Seven 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 '*Centre Guidance to Assessing the Qualification*' documents and to candidates in their *Candidate Learning Record*.

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

How are the qualification programme requirements changing?

(See *Centre Qualification Information* documents and '*Centre Guide to Assessing*' documents for each qualification. *These are available for download from the CPCAB Website, and one printed set, together with a CD-Rom, will be posted to Centres*)

⁶ The relevant Government policy guidance documents and reports can be obtained (at no charge) by visiting the website addresses given on page 9 below.

Training and Assessment Programmes

Whether using Centre-devised or National Approved Programmes (CSCT materials), the Training and the Assessment Programmes of each Qualification 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. For the Assessment Programme the mapping is to the qualification Units, elements & criteria & the Unit Assessment Requirements.

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?

Centre internal assessment (see 'Centre Guide to Assessing' document for the qualification concerned)

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 *Candidate 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 'Centre Guide to Standardising Assessment' 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.

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

Website: www.cpcab.co.uk
Fax: 01458-831271