

Information for Centres on developments at CPCAB

**Letter from Dr Anthony Crouch,
 Chief Executive Officer of CPCAB**

Dear Course Co-ordinator,

The teaching year is coming to an end and we can all breathe a larger than normal sigh of relief. The immense changes to the national qualifications system, initiated by the government, have caused confusion. Changes of this magnitude are destined to cause confusion and we have been working very hard throughout the year to help Centres overcome their difficulties. Despite this, I do recognise that the year has been very difficult indeed, particularly for certain tutors and Centres. I think, however, it is safe to say that we can now look forward to a much smoother, and even an enjoyable, time next year.

I am feeling optimistic because we have been listening carefully to your feedback and, in response, have made amendments to the qualifications designed to ensure their user-friendliness. For example, many of the criteria have been re-worded and the documentation is being re-designed so that each qualification will now have:

- a Candidate User Guide and a Tutor User Guide
- a single Reference Manual with an index and a glossary

I am also feeling optimistic because we have made two new senior appointments.

Fiona Ballantine-Dykes is our new Head of Qualifications - Fiona is a former CPCAB counselling courses co-ordinator and is well aware of the difficulties we experienced this year. Maureen Moore is our new Qualifications Development Manager and Maureen will be carrying forward the development of a range of qualifications and awards.

Other reasons to be cheerful: the technical side of producing external assessment videos

was initially quite challenging but we have, over the year, managed to establish Psychodynamix as a video production unit and now plan to develop a range of videos to support the qualifications and associated training courses. We are also considering developing a Continuing Professional Development programme for tutors wishing to enhance their skills as counselling trainers. Suggestions for both videos and CPD are most welcome!

Finally I am feeling particularly optimistic because, despite all the difficulties, the various teams that we have developed within the CPCAB are genuinely working really well together.

Therefore, I very much look forward to the next teaching year and, in particular, to helping Centres to put back the 'passion' into the 'process'.

With best wishes
 Anthony Crouch

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CPCAB staff:

Anthony Crouch, the Chief Executive of CPCAB, is also involved in revising and developing the suite of counselling qualifications, and in directing and producing training videos.

Guna Powell is the CPCAB finance manager.

Fiona Ballantine-Dykes will shortly take up the post of Head of Qualifications and will be responsible for all aspects of the professional side of the service.

Maureen Moore will be joining the awarding body in August as Qualifications Development Manager and will be helping to extend and expand the current qualifications.

Richard Oldfield is in charge of liaison with the QCA, the development of more user-friendly documentation and the CPCAB website.

Clare Bewley is our co-ordinator at Baltonsborough for all CPCAB services.

Bill Hawkins, Jan Mojsa and **Amanda Poyner** are on-site External Verifiers/Assessors and between them, they take calls from Centres and try to resolve any problems you might be experiencing.

Julia Shaw is our Senior Assessor and is part of the core team working from both head office and an office in the north of England. We also have an extensive team of external verifiers and assessors.

Mary Priest-Coburn is the Psycho-dynamix producer, responsible for the video films for external assessment and training purposes.

Lynda Ogborne is co-ordinating the qualification service and is in charge of various projects including arrangements for the standardisation training days.

Eve Longridge is PA to the Chief Executive and is the Newsletter Editor.

Irene Helps is our senior administrator and is helped in the administration and reception office by **Trudy Berry, Lin Green**, and **Marina Richards**.

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Amendments to the qualification specifications for 2003/4

The basic design and structure of the qualifications will not be amended for 2003/4 - the unit titles and learning outcomes, for example, will not be altered. Following feedback from Centres, we are in the process of amending the element titles and criteria for all qualifications with the aim of making them easier to understand, evidence and assess. We will also be amending the guidance to the criteria.

We will make these available to Centres before the start of the new teaching year. We are also examining the internal assessment process with the aim of making it more user-friendly.

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New user-friendly design of the qualification documentation

As described in the February circulars we will be replacing the qualification documentation with a reference manual, a tutor user-guide and a candidate user-guide.

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Amendments to external verification arrangements

The roles of External Verifier Consultant (EVC) and External Verifier Assessor (EVA) will now normally be carried out by the same person.

For Centres running only ICSK02 courses (and subject to approval by the QCA):

- There will be a *postal EVA process* (instead of an EVA visit) at the end of the course.

Instead of an EVC visit, tutors will be invited to attend a voluntary one-day structured support session at the CPCAB Head Office early in the Spring.

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Incomplete internal assessment

Centres need to make their own arrangements with individual candidates who have not completed their internal assessment by the end of the course. It is important that internal assessment is carried out by an internal assessor based at the Centre. Once internal assessment is successfully completed, the Centre needs to inform CPCAB as soon as possible.

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Standardisation Training 2003

Undergoing standardisation training day is mandatory for all tutors each year to ensure that internal assessment is carried out to the national standard. We will be arranging training days throughout the autumn term in each of the regions, with a selection of venues and a choice of dates. Details of these will be included with this mailing. One experienced tutor from each Centre, plus all new tutors, will be expected to attend the day. The experienced tutor will then cascade information to the rest of the tutor team. Those tutors who do not attend one of the regional training dates will have to attend the one arranged for January 2004 in Somerset.

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Certification process

Following notification of external assessments results, Centres must send the list of candidates who have successfully passed the internal assessment procedures. Candidates who have also passed the CPCAB external assessment process, are issued with certificates which are then sent to the Centres for distribution to the individual candidates.

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New CPCAB leaflets

These coloured leaflets, giving details of the company and our qualifications are now available.

If you would like to order a supply, please telephone: **01458 850350**

ICSK02 videos for 16-19 year olds

In response to feedback from tutors, CPCAB have developed special external assessment videos where young people are using counselling skills in a relevant setting. Additionally we have produced a training video for these groups of students showing young people talking about a series of seven concerns. The video also asks questions related to each of the seven units and is designed to stimulate discussion about these units.

Clearly we value feedback from Centres and especially during this first year of implementing the new qualifications. So please keep it coming and thank you.

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Student exchange with Florida Atlantic University

CPCAB have received an invitation from Professor William G Nicoll inviting CPCAB Centres in the UK to collaborate with Florida Atlantic University. It is envisaged this might involve some form of student exchange.

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Piloting new CPCAB qualifications

CPCAB are in the process of developing new qualifications, including TC04 and CSK03, which will follow on from qualifications already being run at many Centres throughout the UK. We invite applications from Centres who might wish to pilot these new qualifications.

You will need to apply to the Learning and Skills Council (LSC) for funding of these pilot qualifications, in the usual way. You will need to obtain a Learning Aim reference for the course/qualification by completing form Annex 1 of the Individualised Learner Record (ILR) that can be downloaded from the LSC website.

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Entry to TC03 for candidates who have not fully completed a prior qualification

Entry to TC03 is through a combination of CSK02 and CST02 or other equivalent qualifications. Tutors can allow progression into the first year of TC03 to candidates who have not yet completed their external assessments for Level 2 courses.

Candidates must, however, successfully complete the assessment prior to entry into the second year of TC03.

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TC03 External Assessment Review

We are completing a review of the TC03 external assessment (EA). Feedback from Centres included widely differing views. However, the general consensus amongst assessors was a realisation of not only the value but the importance of this type of assessment. In future there will probably be minor amendments designed to make the EA process more flexible and user-friendly.

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Policy for Candidates re-sitting external assessments

- Candidates should not re-sit external assessments unless they have a satisfactory internal assessment from their Centre.

- For candidates prior to 31 July 2003 the first re-sit of any CPCAB qualification is **free**.

- The second re-sit for ICSK02 is charged at £20 for the 2002/3 academic year

- There will be no re-sits for this summer's TC03 until February 2004

The current scale of fees for re-sits ends 31 July 2003.

- From September 2003 all re-sits of existing qualifications are charged as follows, and second and any subsequent re-sits will be charged at the same rate:

ICSK02	£20
CSK02 and CST02	£45
TC03	£125

- Additional re-sits may only be taken providing the evidence used to achieve the satisfactory internal assessment is still valid.

For VQ evidence this is usually considered to be two years but we may have to review this at a future date.

- Apart from exceptional circumstances re-sits will therefore be limited to within two years from the date of the satisfactory internal assessment.

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Psychodynamix

We have set up Psychodynamix, a video production unit, which is making external assessment and training videos. We have for example produced a series of videos with Stephen Munt. Stephen is currently chair-elect of the Division of Counselling Psychology of the British Psychological Society.

One of our actresses, **Rachael Clyne** is a practising psychotherapist as well as a writer, so she has been able to help with script writing, which has been an invaluable bonus.

Professional actors have taken part in many of the videos and we have included young amateur actors from the local FE college for those tapes aimed at young people undertaking the Initial Counselling Skills qualification.

We have all undergone a steep learning curve in getting to grips with the intricate practicalities of script writing and editing, rehearsals, shoots and video editing. Although Psychodynamix is a new venture, the videos for this first year's external assessment have generally received very positive feedback. We plan to continue to build on this success.

Mary Priest-Cobern

Producer, **Psychodynamix**

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