

New!

JULY RE-SIT DATES NOW OPEN TO ALL CANDIDATES

In response to Centre requests, CPCAB is opening up the July resit dates for CSK02 and CST02 to all candidates, not just resit candidates. These dates are the weeks beginning **5 July 2004** and **4 July 2005**.

New!

ANNUAL PRACTISING CERTIFICATE

A new Annual Practising Certificate (APC) is being introduced to recognise the approved status of Centres that meet all of CPCAB's required conditions. Awarded annually, the APC will show:

- The name of the Centre
- The CPCAB qualifications and awards the Centre is approved to deliver
- The expiry date of the Certificate

The first APC's will be issued at the end of this Summer Term. For more details see the information sheet enclosed with this newsletter.

New!

STUDY FOCUS

As part of CPCAB's commitment to providing feedback on the findings identified through external assessment, external verification and contact with tutors, we are introducing "STUDY FOCUS" which will cover particular issues that have come to light.

A brief summary of the issue or topic will be provided in the CPCAB Newsletter and more in-depth guidance will be available on the website.

Please let us know if this is useful and identify any areas that you would like to see covered. Our first Study Focus topic is "**Immediacy**" and can be found on page 4 of this newsletter and on our website under Information for Centres and Courses/Support for Centres and Courses/Study Focus.

QCA MONITORING UPDATE

"... a professional and successful awarding body." April 2004, draft QCA Report

A team from the QCA came to our Baltonsborough offices on 28-29 January to conduct a central systems audit in accordance with the statutory regulations for awarding bodies. CPCAB was asked to answer questions on:

- management structures
- resources
- registration and certification
- customer service and contact with Centres
- arrangements for enquiries and appeals

Some Centres will have been contacted by QCA to complete questionnaires on these subjects to provide further evidence for their report. If so, many thanks.

We are very pleased that data from the Centre questionnaires described CPCAB as "very helpful in responding to queries" and "clear" in their administrative arrangements.

CPCAB is now in receipt of the draft report that is being checked for factual accuracy. The final report will be issued in several months time.

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DEVELOPMENTS IN COUNSELLING

NEW AWARDS

CS-AC	Advanced Certificate in Counselling Skills
TC-HD	Higher Diploma in Therapeutic Counselling
CSU-D	Diploma in Consultancy Supervision
TCSU-D	Diploma in Therapeutic Counselling Supervision
TCSU-HD	Higher Diploma in Therapeutic Counselling Supervision

New CPCAB awards will be ready for Centres to offer to trainees in September 2004 (except TCSU-HD, which will not be available until 2005). The specifications will be published in May for tutors to view and to prepare their submissions to run the courses.

Although these awards are not on the NQF they are valid qualifications. The QCA is aware that there are many qualifications not yet on the NQF and are making every effort to include awards on the NQF as quickly as possible.

As they stand, the awards do not have an External Assessment component. However they will be subject to External Verification to ensure that the Internal Assessment has been fairly and rigorously applied.

As with the qualifications, the assessment is evidence-based. The candidate is responsible for identifying and for cross referencing the coursework which clearly demonstrates their learning, in the Candidate Learning Record. There are a range of assessment methods available to the candidate, some of which are mandatory. These are clearly indicated in the table of portfolio and assessment requirements.

In counselling, as in other areas of education, the responsibility for learning is a collaborative one. CPCAB has acknowledged this by providing clearly stated learning outcomes, assessment Criteria, and guidance to those criteria. The Tutor User Guide also contains guidelines for supporting the candidates' learning process.

CPCAB is interested in working with centres that would be willing to cooperate with us to evaluate the awards. If you are planning on offering any of the awards and would be interested in a Piloting arrangement, please contact CPCAB at: info@cpcab.co.uk

Information about the awards can be found in the 'Current Qualifications' section of our website.

FORMATIVE ASSESSMENT

Formative Assessment is the most important aspect of successful teaching and learning.

It is important that tutors give feedback to trainees in order for them to recognise the areas for improvement.

At a Standardisation Day recently, it came to my attention that tutors were not writing comments on the trainee's submitted work.

I would like to point out that not only is it a requirement for successful learning to have focused feedback (ie offered at the point of relevance), but it is also a requirement of the Ofsted Inspection process that evidence of marking and feedback be visible on the trainee's work, at the point of relevance. Feedback which is formative can also be provided in other ways both written and verbal.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

CPCAB is planning to provide CPD events for its tutors. Likely topics include Creative Assessment, Working with Difference & Diversity, and Working with Difficult Student Relationships.

If there is a topic which you would like to have included in a CPD day, conference or event, please let me know by emailing me at: mmoore@cpcab.co.uk

Maureen Moore, Director of Qualifications Development

NEW INFO SHEET ON STATUS OF CPCAB QUALIFICATIONS

Employers, tutors and candidates often ask about the status of CPCAB qualifications within the wider field of counselling training. We have now prepared an Information Sheet which is available for downloading from the 'About CPCAB/Status of CPCAB' section of our website.

TC03 RESULTS SHEETS

Following the review and evaluation of the February TC03 Results Sheet we have decided to omit marks for individual criteria on the final results sheets for May TC03. CPCAB will continue to show the three separate areas of required proficiency and the overall result.

Instead, assessors will be encouraged to increase feedback on NP candidates in order to help tutors prepare candidates for resits, and tutors can still call CPCAB for feedback on their groups. The current system has placed a huge burden on the administrative staff and has not added value to the overall results and enquiry service. Please let us know your view.

CUSTOMER SERVICE QUESTIONNAIRE

Along with this Newsletter you will have received a Customer Service Questionnaire. We would be very grateful if you could take a few minutes to complete this questionnaire in order for us to assure the quality of, and to continually improve, our service to Centres. If more than one tutor wishes to complete a questionnaire further copies are available for download from the 'CPCAB Documents for Downloading' section of our website.

STANDARDISATION

Since the last newsletter the final regional "mop-up" Standardisation Day took place in Bristol on 31 January. Those centres that were unable to attend this day and still needed to send tutors have made individual costed arrangements with CPCAB for standardisation training. CPCAB is pleased to report that there has been 100% compliance with the requirement for standardisation or cascade training in all our Centres. In June, CPCAB will be publishing the venues and dates for next year's standardisation training. It is important to be aware that **all tutors who were "cascaded" this year will be required to attend in person in 2004-5** in accordance with the requirements set out in the Tutor Reference Manual. This may be important for future planning at your Centre. Full details will be published with the list of dates and venues.

SEPI CONFERENCE, AMSTERDAM 24-27 JUNE 2004

The 20th SEPI (Society for Exploration of Psychotherapy Integration) International Conference is being held in Amsterdam in June, and will provide a unique platform for dialogue between committed and open minded colleagues about what works for whom in psychotherapy, why, where, and when.

Dr Anthony Crouch, the CPCAB's CEO, will be presenting a workshop at the conference entitled ***Exploring the CPCAB Integrative Model of Counselling and Psychotherapy***.

The workshop will examine the integrative model that underpins CPCAB's qualifications and which integrates a truly broad range of counselling and psychotherapy orientations. It will include a presentation of the CPCAB model, clips from assessment videos and an exercise exploring the model in practice.

For more information on the conference see the SEPI website at: www.cyberpsych.org/sepi/conf04/

STUDY FOCUS

IMMEDIACY

External assessment has indicated some need for greater understanding about the skill of immediacy. The following notes are intended to provide guidelines for tutors. The website contains further examples and exercises for use with groups at all levels.

Definition of Immediacy

Immediacy is the ability of the counsellor/helper to use the immediate situation to invite the client/helpee to look at what is going on between them in the relationship. It often feels risky and unfamiliar. It implies the use of the present tense. It is one of the most powerful skills in counselling.

In its fullest use it involves:

- Revealing what you (the counsellor/helper) are feeling/thinking/sensing.
- Sharing a hunch or sense of what the client (helpee) may be feeling/thinking/sensing in the here and now, and possibly linking this to the client's issue.
- Inviting the client/helpee to explore what is going on between you, eg *I notice that you haven't looked at me all session which is leaving me feeling rather shut out. I feel as if you want to stop me getting too close... Is that how it feels to you?*

When to use immediacy

1. **To address any explicit or implicit pattern of relating** that may be being repeated in the helping relationship in order to help the client understand it better/deal with it.

Example: I am aware that you have said that you never get angry, yet I am sensing that you are very angry with me even though your voice is quiet.

2. **To deal with difficulties, eg an issue of difference affecting the relationship**

Example: I am aware that you are a black female and I am a white male and I wonder how easy you are finding it to tell me about your experience of racial discrimination at work. Can we talk about this?

Further examples and suggested activities to explore this skill can be found on the CPCAB website by clicking [here](#) (to activate this link on some computers you may need to hold down the control key whilst clicking).

REMINDERS

Certificates

It has come to light that some Centres have released Certificates to candidates without first signing them. Please remember that all certificates **must be signed by the Centre** in the space provided before they are given to students.

Revised Candidate Registration Fees from 1 September 2004

ICSK02	£29	(no fee increase)
CSK02	£99	
CST02	£99	
TC03 (Yr 1)	£169	
TC03 (Yr 2)	£169	

Appeal fees are set at the same level as the registration fees and will also be increased in line with the above (refunded if the appeal is successful).

External Assessment resit fees

These remain unchanged and are set as follows:

ICSK02	£20
CSK02	£45
CST02	£45
TC03	£125

Feedback from Centres and Tutors

CPCAB are always happy to receive feedback from Centres and Tutors. Please do feel free to contact us with your comments, views and suggestions

DATES

June 2004

24-27 June SEPI Conference, Amsterdam

September 2004

1 September New Candidate registration fees come into effect

11 September EV Day

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