



# NEWSLETTER *January 2004*

## *Information for Centres on developments at CPCAB*

### **Final Standardisation Training for 2003/4**

Centres and tutors are reminded that all new tutors (with the exception of those delivering only ICSK02) and one experienced tutor from each Centre must attend standardisation training. Centres must provide CPCAB with evidence that all other experienced tutors have been standardised by 'cascading'.

**Standardisation training is the cornerstone for ensuring the validity of CPCAB internal assessment. Centres are therefore reminded that failure to attend standardisation training or 'cascade' training could result in internal assessments being declared invalid.**

The final Standardisation Training Day for 2003-4 assessment will be held on:

**31st January 2004**

The venue is the **Town and Country Lodge** on the A38 Bridgwater Road just outside Bristol (BS13 8AG) and will take place in the Brandon Room beginning at 10 am, finishing at 3.30 pm. This venue is situated mid-way between Bristol city centre and Bristol airport. Lunch and bar facilities will be available.

Delegates must contact Lin Green at CPCAB to let her know if they plan to attend.

### **Advanced Notification Of New Awards**

CPCAB will soon be offering the following Awards. These Awards represent important and exciting additions to the progression routes within the counselling and helping work. Please note that these Awards are not accredited by the QCA into the National Qualifications Framework. Centres should, therefore, contact their regional Learning & Skills Council to request course funding and do so well in advance of the planned course start date. We are developing guidance on the funding of Awards and would be grateful if you would let us know the outcome of your enquiries.

### **Advanced Certificate in Counselling Skills (CS-AC): 1 year, 120-150 GLH**

For people who want to continue their training in counselling skills rather than counselling. Participants will learn advanced counselling skills useful for working with a range of professional helping relationships. Successful candidates may wish to progress onto the Diploma in Consultancy Supervision award.

*Details of this award available Spring 2004.*

### **Diploma in Consultancy Supervision (CSU-D): 1 year, 120-150 GLH**

For experienced helping professionals who plan to provide consultancy-style supervision for people working within their particular helping profession. Participants will have completed the Advanced Certificate in Counselling Skills or equivalent.

*Details of this award available Spring 2004.*

### **Higher Diploma in Therapeutic Counselling (TC-HD): 1 year, 210-270 GLH**

This is a post-diploma qualification (TC03 or equivalent) designed for counsellors wishing to work in independent practice, a primary care setting or as a senior counsellor within an agency.

*Details of this Award available Spring 2004.*

### **Diploma in Therapeutic Counselling Supervision (TCSU-D) - 1 year, 120-150 GLH**

For counsellors planning to offer clinical supervision of therapeutic counselling practice. Candidates must have two years of post-diploma (TC03 or equivalent) part-time counselling practice prior to registering for the qualification. Candidates may progress onto a Higher Diploma in Therapeutic Counselling Supervision.

*Details of this award available Spring 2004.*

### **Higher Diploma in Therapeutic Counselling Supervision (CSU-HD) – 1 year, 120-150 GLH**

For candidates wanting to develop understanding and skills in the in-depth supervision of counsellors working at Service Level B2, Group Supervision, Training Supervision (of counsellor trainees) and Group Process Supervision.

*Details of this Award available Summer 2004.*

### **Applications to offer the Awards:**

Please contact CPCAB for further details and a Qualification Approval Pack.

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## Feedback on the new docs, please!

You will all have had the chance to assess the new qualification documentation. We have endeavoured to simplify the documentation and hope that you have found it generally easier to follow.

The feedback received so far has been very positive. We would welcome further feedback from tutors with respect to the Tutor User Guides (TUG) and associated support materials (on the website) together with an idea of what sort of comments they have had from students about the Candidate User Guides (CUG).

As a result of feedback received, CPCAB will be reviewing the TUG and CUG for TC03 with the intention of including more guidance on client work, work placements and supervision.

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## Don't forget to claim your LSC funding after re-sits!

Following clarification with the Learning and Skills Council National Office, CPCAB can now advise that Centres whose candidates have successfully completed a qualification following an External Assessment re-sit, can claim the 10% 'achievement' element of the funding. However candidates will not be funded for any additional Guided Learning Hours to take the re-sit.

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## Candidate Registration Fees from 1<sup>st</sup> September 2004

Having held our fees at the same level for many years, we are now planning to raise them slightly. From Sept 2004 the new fees will be:

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

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 re-sit fees remain unchanged and are set as follows:

<b>ICSK02</b>	<b>£20</b>
<b>CSK02</b>	<b>£45</b>
<b>CST02</b>	<b>£45</b>
<b>TC03</b>	<b>£125</b>

## External Assessment Dates 2004-2005

### External Assessment 2004

ICSK02 – Week commencing 22<sup>nd</sup> November

### External Assessment 2005

<b>ICSK02</b> – week commencing	14 <sup>th</sup> March 13 <sup>th</sup> June 22 <sup>nd</sup> August
<b>CSK02</b> – week commencing	17 <sup>th</sup> January 25 <sup>th</sup> April 4 <sup>th</sup> July (re-sit only)
<b>CST02</b> – week commencing	17 <sup>th</sup> January 25 <sup>th</sup> April 4 <sup>th</sup> July (re-sit only)
<b>TC03</b> – week commencing	7 <sup>th</sup> February* 13 <sup>th</sup> June**

\* Audio Tapes from January 17<sup>th</sup> to February 7<sup>th</sup>.  
Review Paper 7<sup>th</sup> – 12<sup>th</sup> February.

\*\* Audio Tapes from 16<sup>th</sup> May to 11<sup>th</sup> June. Review Paper 13<sup>th</sup> – 18<sup>th</sup> June.

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## Has your Centre thought about Initial Counselling Skills for 16–18 year olds?

ICSK02 is accredited for funding for both adults (19 and over) and young people (16-18). We are now able to supply – for use with groups comprised solely of young people – specially adapted versions of our external assessment video and associated practice video, which feature young people using the skills. We are also able to supply for these groups specially adapted versions of our Tutor and Candidate User Guides that have additional appendices sign-posting Key Skills. **Students develop skills useful within helping work, whilst at the same time referencing the relevant Key Skills.** The aim is that both the initial counselling skills course and the Key Skills programme become more attractive, meaningful and challenging. The new appendices provide clear guidance on how to sign-post and evidence 'Communication' and 'Working with Others' Key Skills criteria. The ICSK02 qualification itself represents an additional stepping stone for students heading towards the Health and Care sector.

**ICSK02 also provides excellent support for young people's peer-support programmes in, for example, anti-bullying** – programmes as advocated by the Peer Support Forum, Peer Support Networker and Peer Support Works.

Please contact CPCAB if your Centre will be running ICSK02 candidate groups comprised solely of young people and you would like to make use of the adapted materials outlined above. Centres new to ICSK02 will need to contact Head Office for a Qualification Approval Pack.

*Maureen Moore*

## Report on Standardisation Training Autumn 2003

CPCAB held 13 standardisation training days for over 200 tutors across the UK (including Northern Ireland) plus Gibraltar. The team this year - consisting of Bill, Julia, Fiona and Maureen - worked in different combinations to a standard format where the explicit emphasis was on:

- explaining the CPCAB assessment model and process
- working collaboratively to establish the standard
- communicating any changes in internal assessment
- answering Centre concerns
- preparing tutors to cascade

We also had clear implicit aims of:

- meeting tutors and establishing personal relationships
- communicating the ethos that underpins CPCAB's approach to assessment
- building confidence in tutors' abilities as assessors
- building confidence that CPCAB can and will respond to feedback

As part of its policy of review and evaluation we have collated the feedback received from participants. Our overall impression is that Standardisation Training Days have worked well this year, with many tutors commenting on a sense of it being very different from last year for a variety of reasons. The number of positive comments on the feedback sheets vastly outweighed the negative.

### What tutors liked

Tutors liked the assessment exercises and the opportunity to work on them in small groups. The great majority commented specifically on this and felt that this had helped them identify good evidence at each level. The added bonus to this process seemed to be the opportunity to network, make contact with other tutors and to build confidence in being able to make assessment decisions.

Many participants felt that the information they received was clear and helpful and that the forum provided an opportunity for sharing good practice. The facilitators received many favourable comments on their approach and responsiveness which helped to put a 'human face' to CPCAB. Many Centres felt that their individual concerns had been answered or responded to and a few tutors asked for the opportunity for more Standardisation Training and more time for discussion.

### What tutors didn't like

The small amount of unfavourable feedback was focused on a few areas. Some experienced tutors found some of the material repetitious; a couple of new tutors found the pace too fast. This is likely to

be a perennial problem at standardisation training and CPCAB is considering how best to manage this. A small number of tutors commented on poor premises and other organisational matters such as timetabling, lunch arrangements and accessibility of the venue. Five tutors felt that the standard was not made sufficiently clear and several tutors did not like the presentation style. There were a number of individual comments from tutors reflecting their experiences that were not shared by others but these have also been noted.

### Areas to keep under review

CPCAB will continue to explore how to manage the increasing dynamic of meeting the needs of new tutors together with the growing group of experienced tutors. All awarding bodies face this dilemma. Feedback on premises will be taken into account, while balancing factors of location, expense and practicality. Feedback on wider CPCAB issues such as:

- special arrangements for external assessment
- difficulties with accessing CPCAB materials
- conflicts between tutor assessment decisions and Centre internal appeals procedures
- ways of building structures for tutor contact (e.g. web-site discussion board, tutor contact list)
- 'cascade' training

is being discussed by the Head Office teams.

*Fiona Ballantine Dykes  
Head of Qualifications*

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### An invitation to share your ideas and expertise

It is very clear, as we visit Centres and talk to tutors at Standardisation days, that there is a vast tutor resource of expertise and creativity 'out there'. CPCAB is keen to support tutors in sharing this creativity both for the benefit of new tutors and experienced ones.

If you've found something that works that you would like to share in this way please contact us and we will aim to include it in, for example, a special section of our website. (We will, of course, acknowledge the source of this help.) CPCAB is also exploring other possible ways of supporting the development of a 'learning community' including the possibility of a tutors' online discussion forum within the website and another conference in 2005 (see also the Amsterdam conference recommendation below). Ideas on how we might develop this 'learning community' are also most welcomed.

So - when it works - don't keep it a secret, let us know. Send your creative gems to:

[mmoore@cpcab.force9.co.uk](mailto:mmoore@cpcab.force9.co.uk)

*Maureen Moore*

## Credit Accumulation and Transfer System (CAT Points)

Currently there are no established CATS for Further Education qualifications. Vocationally-related qualifications have no direct equivalent to university standards but work achieved by TC03 students will have direct relevance for certain university courses.

Students wishing to continue training in HE are therefore advised to apply to the university for an individual CAT by presenting the CPCAB Diploma as evidence of achievement. The interviewing academic tutor will then assess whether the level of achievement meets the entry level set by the Quality Assurance Agency and to what extent the content meets any of the areas of the course applied for. If the application is successful the credits granted will count towards the application and may reduce the number of modules needed to complete the degree for which they are applying.

Please note that QCA is currently developing a CAT system for the FE sector. The outcome will have an impact on all counselling qualifications.

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### Much more info now available on our Website: [www.cpcab.co.uk](http://www.cpcab.co.uk)

Over the past few months CPCAB has been making many additions to the website and it now contains a broad range of information. For example, you can access information about a particular qualification, download copies of our Tutor Reference Manual or print out a copy of our trainee-group registration form.

Probably the most important web-pages are those concerning each of our currently-available qualifications. From these pages qualification-specific documents can be downloaded – ranging from Candidate and Tutor User Guides to example forms related to internal assessment. **Please therefore check the website for new downloadable documents, e.g. TC03 mock assessment.**

In terms of site navigation there are standard buttons and text links and the home page contains a search facility. Each page also contains a CPCAB logo and clicking this will return you to the home-page.

Over the coming months we plan to continue to develop the website: if you have any comments, feedback or suggestions please email these to

[roldfield@cpcab.force9.co.uk](mailto:roldfield@cpcab.force9.co.uk)

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## QCA monitoring

The QCA is the regulatory body that monitors our activity as an awarding body. CPCAB is currently involved in our first QCA audit since our current suite of qualifications was accredited. As part of this audit QCA will be contacting a wide sample of Centres (via a questionnaire) requesting information regarding various areas of CPCAB's activity. QCA may also choose to attend certain CPCAB functions such as Standardisation Training.

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## External Assessment Criteria

The criteria being assessed externally in 2003-4 are those identified in the Mock Papers (available on the CPCAB website as downloadable documents). Please also note that, as from September 2004, CPCAB is considering focusing the external assessment questions on the learning outcomes rather than on the individual criteria.

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## Conference in Amsterdam (24 – 27 June 2004)

**Why not ask your Centre to pay for you to attend a valuable conference in Amsterdam next summer as part of your CPD?**

Hilde Rapp (Chair of the CPCAB Vocational Board) is also Programme Chair for the next Society for Exploration of Psychotherapy Integration (SEPI) international conference in Amsterdam. The conference theme is 'What makes a "good" psychotherapist?' and it will explore a range of issues of relevance to the CPCAB model and the CPCAB approach - visit [www.cyberpsych.org/sepi](http://www.cyberpsych.org/sepi) for more details. Workshop and presentation submissions are still welcome (deadline mid-January 2004) – if you are interested in presenting then email Hilde a.s.a.p. on [rapp.biip@blueyonder.co.uk](mailto:rapp.biip@blueyonder.co.uk)

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## External Verifiers

We are holding an **initial Training Day** for potential External Verifiers on Saturday, 7 February 2004 at CPCAB in Baltonsborough, Somerset. If you are interested in joining the CPCAB External Verification Team, please contact Head Office:

### CPCAB

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