

NOTE: THIS GUIDANCE IS APPLICABLE ONLY FOR REGISTRATIONS UP TO AND INCLUDING 31ST AUGUST 2024.

CYP-L5 - Guidance to Writing External Assessment Case Review

Purpose of the Case Review:

The external assessment Case Review is expected to show that you have developed the skills, knowledge and attitude needed to work safely and effectively with children and young people (CYP) between the ages of 11 and 18, within the therapeutic relationship at level 5.

The Case Review should provide a coherent summary of your therapeutic counselling work with ONE CYP client (covering at least six sessions) undertaken during the life of the course. You need to give specific examples from your work throughout, which may include brief examples of what was said, if relevant, but the Case Review should not be a transcript, nor should it be a session-by-session account. **Confidentiality must be maintained at all times.**

The Case Review should:

- evidence your work as a safe, ethical and professional CYP counsellor
- demonstrate a coherent framework for assessing CYP clients which is in line with your core theoretical approach
- show awareness of diversity issues
- evidence a clear understanding of the therapeutic relationship and process
- reflect on your use of self awareness
- evidence your CYP work within a coherent framework of integrated theory and skills
- show a mature use of supervision appropriate to working with CYP

Writing the Case Review:

The Case Review does not have to be completed under exam conditions, but it must be all your own work and must not have been previously assessed by your tutor.

The total word count - including all quotations must be between 3,000 – 3,500 words.

The seven section headings, footnotes and the bibliography are not included in the word count. Appendices and other material are not required and will not be assessed. Case Reviews exceeding the maximum word count of 3,500 will be deemed **Not Proficient**.

Please reference your work accurately and include a bibliography at the end. Attach and sign the cover sheet given to you by your tutor prior to the date for submission of your Case Review.

Case Reviews are only accepted as a word-processed document. CPCAB are unable to accept Case Reviews in PDF format. The document should be created using double line spacing, wide margins and page numbering, with your name and candidate number on the top or bottom of each page. The word count should be noted per section, with a summative count at the end.

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Hard copies of Case Reviews, unless agreed in advance with CPCAB in the form of a Reasonable Adjustment, are not able to be assessed.

Please discuss any additional needs with your training centre's learning support department.

Where candidates have selected a client for a verbal case presentation as part of the Internal Assessment (IA) the same client could also be selected as the subject of the Case Review submission for External Assessment (EA). It is however essential that a candidate does not plagiarise their own work and the Case Review for EA is an entirely new piece of work and has not been previously assessed in any way by the tutor.

Common mistakes are –

- not providing specific evidence to demonstrate how your ethical framework informs your CYP work
- not being able to show how you keep your CYP client at the centre of the counselling work
- being unable to integrate skills, theory and creative tools sufficiently
- not showing adequate critical reflection and evaluation
- not showing effective use of supervision, and/or application of learning from supervision
- running out of word count by sections 6 and 7

Resits and Not Proficient candidates:

If you are Not Proficient in the external assessment your tutor can book an appointment with CPCAB to get verbal feedback in order to offer you guidance for re-sitting the Case Review. If you choose to re-sit this assessment **you must write a new Case Review based on a different client**. You will be required to sign the cover sheet to confirm that your resubmission is based on a different client.

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Structure of the Case Review:

The Case Review must be structured using each of the **seven section headings** below. Under each section there are ticked bullet points which state what you must evidence in order to achieve full marks for that section.

1. Context and boundaries of work

- *Describe the context in which you work showing understanding of the boundaries and ethical framework when counselling CYP*

You must:

- ✓ Describe the context and setting where you provide therapeutic counselling for CYP
- ✓ Evaluate how you established a client/counsellor agreement or contract
- ✓ Explain how an ethical framework informs your work as a counsellor of CYP

2. Assessment

- *Use a coherent framework to arrive at an initial assessment of your client and their needs*

You must:

- ✓ Evaluate how you initially assessed your CYP client, with clear reference to your core theoretical approach
- ✓ Evidence how you established an age and developmental stage appropriate focus for your work together

3. Awareness of diversity issues

- *Work with awareness of diversity issues in relation to your work with this CYP*

You must:

- ✓ Critically reflect on issues of difference and diversity relevant to the work between you and this client
- ✓ Evaluate the skills you used to communicate empathy, understanding and acceptance appropriate to the age and developmental stage of the client

4. Development of the therapeutic relationship

- *Show how you used the therapeutic relationship to work collaboratively and creatively to inform and enhance the counselling work*

You must:

- ✓ Evidence how the therapeutic relationship was established, and maintained, taking account of the CYP's age and stage of development
- ✓ Evaluate how you collaboratively managed conflicts and challenges to the therapeutic relationship

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- ✓ Identify how you worked with the changing needs of your client

5. Use of self-awareness

- *Reflect on how your self-awareness impacted on the therapeutic work*

You must:

- ✓ Identify how reflecting on your own childhood influenced your work with this client
- ✓ Critically reflect on your own process - your response to your CYP client and your impact on the therapeutic work

6. Theory underpinning skills

- *Work within a coherent framework of theory and skills when counselling your CYP client*

You must:

- ✓ Evidence how you have coherently adapted your core theoretical understanding and associated skills to work with this CYP client
- ✓ Critically evaluate your experiential use of play and creative skills/interventions with this client
- ✓ Explain whether your work together was client or counsellor led and what prompted this/these approaches

7. Use of supervision

- *Critically reflect on your use of supervision.*

You must:

- ✓ Critically reflect on how you used supervision, as a CYP counsellor, to explore key issues from your work with this client
- ✓ Show how you integrated insights and learning from supervision into your work with this client

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Marking scheme:

Each section of the Case Review is awarded between 0 and 3 marks on the following basis:

0 = no evidence 1 = minimum evidence

2 = satisfactory evidence 3 = robust evidence

You must achieve at least ONE mark in each section and an overall mark of 11 out of 21 to be assessed as Proficient. ½ marks can be awarded.

Please note that each section carries equal marks (3), so you are advised to take this into account when deciding how much to write in each section.