



TC-L4 - 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 and knowledge necessary to work safely and effectively as a counsellor in an agency setting, within a therapeutic relationship at level 4.

It should:

- evidence your work as an ethical, safe, and professional trainee counsellor
- evidence a clear understanding of the nature of the therapeutic counselling relationship
- evidence your ability to work with diversity in counselling
- evidence your ability to work with clients in a user-centred way
- evidence your ability to work with self awareness
- evidence your ability to work within a coherent framework of counselling theory and skills
- evidence your self-reflective work as a counsellor, including an appropriate use of supervision

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. You and your tutor must sign the attached cover sheet to confirm this.

The case review must be structured using each of the 7 headings below. Under each section there are one, two or three ticked bullet points which state what you must evidence in order to achieve full marks for that section.

The case review should provide a coherent summary of your work as a trainee counsellor whilst on your TC-L4 agency placement with ONE client undertaken during the life of the course. You need to give 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 ensured at all times. Please reference your work accurately and include a bibliography at the end.

The total word count, including all quotations, must be between 3,000 – 3,500 words. Case reviews exceeding the maximum word count of 3,500 will be deemed Not Proficient. Headings, footnotes, and the bibliography are not included in the word count. Appendices and other material are not required and will not be assessed.

Word processed reviews are preferred, using double 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.

If handwritten, please ensure writing is legible as papers that cannot be read cannot be assessed and will be deemed 'Not Proficient'. Please discuss any additional needs with your centre's learning support department.

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 resit this assessment you must write a fresh 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.

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.

Hints and tips:

Common mistakes are –

- not being able to show a link between negotiating a user-centred agreement and working to the client's explicit agenda
- not being able to demonstrate, with examples, sufficient evidence of integrating the skills, knowledge, and techniques of counselling work
- not showing effective use of supervision
- or running out of word count by sections 6 and 7

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.

Structure of the case review:

You **must** present your answers under the **7 headings** given below:

1. Context, boundaries, and ethical framework

- *Describe the context in which you work showing understanding of the boundaries and ethical framework within your agency*

You must:

- ✓ Describe the context and setting where you provide your counselling work
- ✓ Evaluate how well you established the boundaries of the work with this client within your specific agency setting
- ✓ Explain why an ethical framework is important in counselling work and reflect on how well you conveyed this to this client

2. Negotiating a shared agreement for the counselling work

- *Develop a counselling relationship that establishes a user-centred environment for the work*

You must:

- ✓ Explain how you used your user-centred skills to gain an understanding of this client's needs and expectations from counselling
- ✓ Evaluate how well you negotiated a shared agreement for the counselling work and what in hindsight you might have done differently

3. Working with diversity

- *Work with awareness of diversity issues in counselling work*

You must:

- ✓ Explain why it is important that a counsellor is aware of issues of difference and/or sameness in counselling work
- ✓ Identify issues of difference and diversity relevant to the work between you and this client
- ✓ Evaluate how issues of difference and diversity impacted on your ability to show empathic understanding to this client

4. Working within a user-centred approach

- *Maintain the user-centred relationship throughout the counselling work*

You must:

- ✓ Explain how you communicated an emotional warmth and safety to encourage your client to explore uncomfortable thoughts and feelings
- ✓ Evaluate how well you enabled your client to explore both their explicit and unspoken agenda

- ✓ Review how well you maintained this user-centred counselling relationship, taking account of the client's changing needs

5. Use of self awareness

- *Use self awareness to inform and enhance counselling work*

You must:

- ✓ Evidence how you have applied insights from personal awareness and self development to inform and enhance your counselling work with this client

6. Theory underpinning skills

- *Work within a coherent framework of theory and skills in counselling work*

You must:

- ✓ Outline the theoretical approach which underpinned your work with this client
- ✓ Evidence the use of a coherent range of counselling skills and techniques associated with your theoretical approach
- ✓ Demonstrate how aspects of your theoretical approach informed your understanding of your client's self, personal history or relationships

7. Use of supervision

- *Reflect on your use of supervision to support counselling work with this client*

You must:

- ✓ Identify key issues from your work with this client that you took to supervision and reflect on why you chose to take these
- ✓ Reflect on how insights from supervision informed and enhanced your subsequent counselling work with this client