



The only awarding body  
run by counsellors  
for counsellors

20<sup>th</sup> October 2020

Dear Counselling Agency/Placement Manager,

**Re: CPCAB Level 4 Diploma in Therapeutic Counselling candidate placement opportunities**

We at CPCAB hope that your service continues to survive and thrive even during such hard times, and that despite the ongoing restrictions your staff are all safe and well and you are able to continue providing counselling services to those in need.

I am writing to you at this unprecedented time to offer reassurance regarding the training, support, and competence of CPCAB Level 4 Diploma in Therapeutic Counselling candidates during the Covid-19 pandemic. As a specialist Awarding Organisation, we have worked throughout the pandemic to provide ongoing support, and robust adaptations to our qualifications to enable our candidates to continue with their training. We have worked alongside our Regulators, Ofqual in England, Qualifications Wales in Wales, and CCEA Regulation in Northern Ireland to adapt the format of our counselling course delivery.

Most centres are now delivering through blended/hybrid or fully remote interactive models. These models have all been checked and approved by CPCAB and are being closely monitored to ensure that candidates are receiving the same high level of course content and interaction one would expect from a practitioner level qualification.

We have also adapted our External Assessment (examination) models to enable candidates to be assessed remotely without any lowering of standards, to ensure we uphold public confidence in the robustness of the qualification.

A key aspect of the Level 4 Diploma is the opportunity for candidates to work in a counselling agency in order to continue developing their ability to form therapeutic relationships, understand the professional world of counselling, and engage in real client work. We are hugely appreciative of agencies who have offered placement opportunities to CPCAB candidates over the years and acknowledge that without their support the training of new counsellors would not be possible.

During this time, alongside our educational priorities of adapting delivery and assessment to the current situation we have also focused on ensuring that our candidates are fully prepared for Covid-safe placements. Our candidates are being well supported to convert their face-to-face skills to those of online or telephone counselling. We have enhanced our Covid guidance to highlight the importance of additional training in remote working skills. This would include areas such as remote contracting, risk management, and additional ethical underpinning required for candidates to be fully effective in a Covid-safe or remote counselling agency. Our centres are committed to supporting candidates to gain placements

t 01458 850 350 f 01458 852 055

PO BOX 1768 Glastonbury Somerset BA6 8YP

admin@cpcab.co.uk www.cpcab.co.uk twitter: @cpcab www.facebook.com/cpcab.co.uk

in order to progress to year 2 of the diploma and are also upgrading their 'readiness to work' benchmarks to ensure that candidates approach placements only when it is appropriate for them to do so.

In light of this we hope that where you have placement opportunities available you consider CPCAB candidates to be well-placed to apply for these. If you would like to review our guidance and centre support in greater detail please refer to *CPCAB's Extended Covid-19 mitigation for regulated qualifications - Guidance for centres for 2020-21*, available at <https://www.cpcab.co.uk/news>.

If you would like to discuss this further please don't hesitate to contact me at [contact@cpcab.co.uk](mailto:contact@cpcab.co.uk).

Kind regards

A handwritten signature in black ink, appearing to read 'Kelly Budd', with a long horizontal flourish extending to the right.

Kelly Budd  
Head of Qualifications - CPCAB