

TC-L4 Quick Reference Criteria

Learning Outcomes		Assessment Criteria
Unit 1	Working ethically, safely and professionally as a counsellor	
1.1 Work within an ethical and legal framework	1.1.1 1.1.2 1.1.3 1.1.4 1.1.5	Work within an ethical framework for counselling Demonstrate professional standards of conduct Be able to maintain confidentiality in counselling work Comply with relevant legal requirements for counselling Explain the issues relating to the duty of care with regard to the legislation on safeguarding children, young people and vulnerable adults
1.2 Work within a counselling service organisation	1.2.1 1.2.2 1.2.3 1.2.4	Work within the ethical, legal and procedural framework in which a given agency operates Use teamwork skills to work with others Use professional skills to work with others Use client assessment to inform the counselling work
1.3 Use clinical supervision to work within own limits of proficiency	1.3.1 1.3.2 1.3.3 1.3.4	Monitor limits of proficiency and fitness to practise Make suicidal risk assessments and work with emergency situations. Support referral where appropriate Monitor own effectiveness and identify issues that require personal work
Unit 2	Working within a counselling relationship	
2.1 Establish and sustain the boundaries of the counselling relationship	2.1.1 2.1.2 2.1.3 2.1.4	Explore the role of the counsellor in different settings and services Establish the boundaries of the counselling relationship within specific agency settings Sustain the boundaries of the counsellor role Manage breaks and endings appropriately
2.2 Establish and develop the therapeutic relationship	2.2.1 2.2.2 2.2.3 2.2.4 2.2.5	Explain the nature and significance of the therapeutic relationship Establish and develop the therapeutic relationship Reflect on the nature and quality of the therapeutic relationship throughout the counselling work Use the therapeutic relationship to inform and enhance the therapeutic process Recognise and respond to difficulties and conflicts in the therapeutic relationship
Unit 3	Working with client diversity in counselling work	
3.1 Understand and work with diversity	3.1.1 3.1.2 3.1.3	Explore diversity issues between self and client during the counselling relationship Evaluate how an understanding of diversity can enhance empathy Demonstrate sensitivity to diversity issues with individual clients
3.2 Challenge own issues, fears and prejudices	3.2.1 3.2.2	Explore and challenge own beliefs and values Explore and challenge own issues, fears and prejudices concerning working with client diversity
3.3 Understand how diversity issues affect client access to counselling	3.3.1 3.3.2	Reflect on diversity issues which impact on clients accessing counselling within agency settings Reflect on issues relating to working with a third-party present

Unit 4	Working within a user-centred approach to counselling	
4.1 Work within a user-centred agreement for the counselling work	4.1.1	Enable clients to explore their attitudes to and expectations of counselling within specific agency settings
	4.1.2	Negotiate a shared agreement for the counselling work
	4.1.3	Regularly review the working agreement with clients
	4.1.4	Reflect on the different ways of offering counselling
4.2 Maintain a user-centred focus throughout the counselling work	4.2.1	Enable the client to identify, prioritise and focus on their agenda
	4.2.2	Use regular reviews and clinical supervision to maintain the focus on the client's agenda throughout the counselling work
	4.2.3	Enable clients to explore their unspoken agendas
Unit 5	Working with self-awareness in the counselling process	
5.1 Use counselling theory to understand own self	5.1.1	Explore the nature and structure of own self
	5.1.2	Explore own recent and formative personal history
	5.1.3	Explore own patterns of relating
5.2 Work on personal issues that resonate with client work	5.2.1	Work on own emotional difficulties and internal conflicts that could impact on client work
	5.2.2	Work on own recent and past life events that could impact on client work
	5.2.3	Work on own relationship difficulties that could impact on client work
5.3 Use self-awareness to enhance counselling work	5.3.1	Reflect on the importance of self-awareness in counselling work
	5.3.2	Use awareness of self during counselling sessions to enhance the therapeutic process
	5.3.3	Use clinical supervision to develop awareness of own implicit processes
Unit 6	Working within a coherent framework of counselling theory and skills	
6.1 Use a coherent framework of theory and skills to inform and enhance counselling work	6.1.1	Use theory of the self, personal history and relationships in client work
	6.1.2	Use theory of therapeutic change to inform client work
	6.1.3	Use research findings to enhance understanding of client work
	6.1.4	Use counselling skills and techniques associated with own theoretical approach
6.2 Understand and work with client problems at different service levels	6.2.1	Understand and work with common life problems and obstacles to well-being
	6.2.2	Understand and work with common mental health problems
	6.2.3	Use clinical supervision to identify clients with severe mental health problems and support the referral process
	6.2.4	Reflect on different approaches to understanding mental health
Unit 7	Working self-reflectively as a counsellor	
7.1 Manage own development as a counsellor	7.1.1	Evaluate own progress, identify needs and plan learning
	7.1.2	Assist other counselling trainees to identify their progress and learning needs
7.2 Reflect on and evaluate own counselling work within agency settings	7.2.1	Reflect on and evaluate the effectiveness of own counselling work in agency settings
	7.2.2	Prepare for and use clinical supervision effectively
	7.2.3	Investigate the use of evaluative tools in counselling work