



The only awarding body
run *by* counsellors
for counsellors

2023-2024

CPCAB Tutor CV Approval Guidance for Line Managers, Department Heads and Tutors

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1. Introduction

Welcome to this guide which covers how and why we approve the CVs of tutors seeking to teach on CPCAB regulated qualifications.

As an awarding organisation CPCAB understand what experience and qualifications are required to successfully teach each of our qualifications. Working alongside the centres running our courses, we are committed to offering the best learning experience to our candidates. For us, this means making sure that all tutor CVs submitted for approval meet the requirements to teach our courses as well as demonstrating the skills and experience needed to support and guide our candidates.

2. Line Manager Guidance

CPCAB require that line managers fully check CVs before they are submitted to ensure that any tutor you are planning on employing has the relevant qualifications and experience to enable them to teach on CPCAB qualifications. We advise that line managers ensure that all requirements are met before making an offer of employment.

If there is any uncertainty about whether an individual is a suitable applicant, please contact CPCAB for advice. Our team are able to help you map your applicant's background against our requirements and support you to get the most suitable person for your position.

Please refer to the Guide to Tutor Assessor Qualifications and Experience ([Appendix 1](#)) for full details of the requirements by qualification.

3. Tutor Guidance

Before your CV is submitted to CPCAB you need the approval of your line manager at a CPCAB approved centre.

Please refer to the Guide to Tutor-Assessor Qualifications and Experience document (see [Appendix 1](#)) for the qualification(s) you are applying to teach and ensure you meet each of the requirements. The evidence that you meet these requirements will need to be recorded accurately on the CPCAB online Tutor CV proforma.

Once you and your line manager are in agreement that you meet the requirements please complete the [online Tutor CV proforma](#) via the CPCAB website. If you are an existing tutor wishing to update your CV please access the link issued by email when submitting your most recent Tutor CV. We will ask you to supply details of the CPCAB approved centre where you will be teaching and the email address of the line manager who will be managing you in your teaching role. These may be your own details if you run your own centre.

What happens next

Once we receive your CV, it will be passed to one of our Counselling Qualifications Professionals (CQPs) to review against our requirements. They will contact you should there be any queries about your submitted CV. Please ensure that you provide us with your correct contact details as otherwise we may not be able to contact you regarding your CV.

We aim to review and respond to requests for CV approvals within 10 working days of receiving sufficient information.

Please note that we do not approve CVs verbally. A CV can only be approved via submission through the online Tutor CV proforma.

It is also important to understand that you are not eligible to teach our qualifications until we have approved your CV. A course cannot be registered without a CPCAB approved tutor and so teaching must not commence without an approved tutor. Please note that it is centre malpractice to knowingly register a group to a tutor who is not teaching the group.

If you experience any issues with the online Tutor CV proforma please email contact@cpcab.co.uk or call us on 01458 850350.

If your Tutor CV application is not approved, you will be informed by email. Please respond to this email should you have any questions regarding the decision.

For those candidates who may not quite meet the requirements to gain approval we can provide your centre with a Support Rationale Form. If they consider it appropriate, your line manager may choose to complete this form and offer a rationale and support plan which they will put in place to assist you in your delivery of the qualification you wish to teach. This may include being mentored within the centre, undertaking additional training, or having your assessments double-marked by an experienced assessor.

What you must include in your submission (to meet the requirements set out in the Guide to Tutor-Assessor Qualifications and Experience – [Appendix 1](#))

Education and training relevant to the qualification(s) you are going to teach

When completing the online Tutor CV proforma you will be expected to record the qualification(s) you have achieved which directly relate to the subject of the qualification for which you seek approval. (e.g. your counselling/life coaching qualification/s). The minimum level of this qualification is specified for each course for which you seek approval to teach.

It will be helpful to tell us the name of the awarding organisation for the qualification(s) you hold. Please note the name of the awarding organisation is usually different to that of the centre at which you studied the course. For example, a course at Summer Heights College may teach the CPCAB Level 4 Diploma in Therapeutic Counselling but they are not the awarding organisation which in this instance you would record as CPCAB.

If your qualification is not a CPCAB awarded course, we will ask you how long the course was. The length of course is usually noted as guided learning hours (GLH) and is often the same as the hours spent in the classroom learning the course. It is worth noting that if the hours you have listed for your qualification are less than those required to teach the course you are applying to teach, we may require additional supporting information to enable us to process your CV.

Teaching qualification

For most levels you will either need to already hold a teaching qualification or be prepared to work towards one during the first year of teaching the course. Examples of appropriate teaching qualifications are provided in Appendix 2. The discipline of teaching and assessing is quite different to that of counselling and an understanding of appropriate pedagogic skills is considered a requirement for qualification delivery, especially at higher levels.

Experience of teaching/training or group facilitation

In addition to a teaching qualification, we also ask you to outline what teaching or facilitation experience you already have. We ask that you have some experience in this area, the amount of which is dependent on the level of the course you intend to teach. Please refer to the Tutor-Assessor Qualifications and Experience document, see [Appendix 1](#). Please supply details of as much relevant information within context as possible.

Relevant assessment experience

Please provide information about your experience of assessment within an education setting. All CPCAB qualifications involve tutor assessed work, and therefore it is important that an approved tutor has experience of carrying out assessment to ensure that qualification standards are understood and assessed correctly.

Continuing Professional Development (CPD)

For tutors teaching ICSK-L2 and above, please include the amount of Continuing Professional Development (CPD) hours you have undertaken in the past year and any you have planned for the rest of the year.

Relevant CPD activities are any activity which improves your knowledge and skills as either a counsellor/psychotherapist/supervisor/life coaching practitioner or as a tutor. Guidance regarding the nature of counselling/psychotherapy/supervision/life coaching CPD can be sought from the professional association of which you are a member.

The SET (Society for Education and Training) sets out examples of teaching CPD including peer review, mentoring or shadowing and online learning including engagement in discussion forums and blogs.

CPD may be undertaken as a formal course of study which could offer a certificate of attendance rather than a qualification. However, there are in addition, many other activities which may be undertaken independently such as reading of relevant texts or participation in other learning experiences, usually including some form of written reflection.

Relevant experience of client work (agency and/or private) (only applicable for level 3 and above)

At level 3 and above we ask that you have current practitioner status as a counsellor/life coach. There are minor differences in the amount of practice required dependent on the course or courses you apply to teach.

Relevant experience as a supervisor or in a supervisory role in a counselling context (only applicable for level 3 and above)

For most qualifications at level 3 and above, we ask that you have some training in counselling supervision or experience of delivery of supervision in a counselling context. This is because these qualifications require you to facilitate group training supervision as part of the course delivery. This experience should be as a supervisor of counselling practitioners. Where applicants to teach CST-L3/CAST-L3 do not have this experience as a supervisor we can offer a conditional approval if applicants undertake CPD or short courses in supervision, such as the CPCAB Supervision CPD workshop.

Personal Therapy and Professional Association Membership

At level 3 or above we expect that you will be qualified as a counsellor/life coach/supervisor and therefore will have received personal therapy/life coaching. Therefore, we ask you to record these hours to meet the requirement.

At level 3 or above we expect that you are a member of a recognised professional association for counselling or psychotherapy e.g. BACP, NCPS, or a relevant professional association for life coaching practice. This must be maintained throughout your teaching.

CPCAB updates

At the bottom of the online Tutor CV proforma, you will be asked “Are you happy to receive information on CPCAB’s qualifications, counselling videos and other services by email?”. CPCAB issues a quarterly Tutor Update to our tutors with the latest regulatory updates, relevant qualification information and news from CPCAB by email using the Customer.io application. By selecting “Yes” you give your consent to receive these important communications and the latest information on our counselling videos and support materials. CPCAB will never pass your email address to other parties and details entered onto the CPCAB portal are held in accordance with [CPCAB’s Data Protection Policy](#).

Appendix 1: Guide to Tutor-Assessor Qualifications and Experience

Minimum qualification requirements for trainer/tutor	Minimum experience as a trainer/tutor
Level 2 Award in Effective Listening Skills (ELSK-L2)	
Level 2 in counselling skills. e.g. ICSK-L2 or CSK-L2 or equivalent	6 months experience of delivering training, group facilitation or tutoring in counselling skills or equivalent. (Equivalent will need to be specified on the trainer CV)
Level 2 Award in Understanding Substance Misuse (USM-L2)	
Training in Substance Misuse at level 2 or above. e.g. CPCAB USM workshop or equivalent OR 1 year workplace experience in the substance misuse field	6 months experience of delivering training, group facilitation or tutoring in substance misuse or equivalent. (Equivalent will need to be specified on the trainer CV)

Minimum qualification requirements for tutors	On-going CPD	Minimum practice experience	Minimum experience as a trainer / tutor
Level 2 Award in Introduction to Counselling Skills (ICSK-L2)			
90 hours counselling skills training at level 2 or above. e.g. CSK-L2	10 hours per year CPD activities.	1 year experience using counselling skills in a workplace setting.	Teaching qualification or be working towards one. Experience of delivering group training.
Level 2 Certificate in Counselling Skills (CSK-L2)			
150 hours counselling skills and theory qualification at level 2 and above. e.g. CSK-L2 plus CST-L3/CAST-L3	20 hours per year CPD activities.	1 year experience using counselling skills in a workplace setting.	Teaching qualification or be working towards one. Experience of teaching and assessing at level 2 or above.

Minimum qualification requirements for tutors	Personal therapy + professional association membership	On-going CPD	Minimum practice experience	Minimum experience as a trainer / tutor
Level 3 Certificate in Counselling Studies (CST-L3/CAST-L3)				
420 hours therapeutic counselling qualification at level 4 or above. e.g. TC-L4	10 hours personal therapy AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	Current supervised counselling practice AND Supervision qualification or experience of supervising groups or individuals in a counselling setting.	Teaching qualification or be working towards one AND 6 months teaching and assessing at level 2 or above.
Level 3 Certificate in Life Coaching Studies (LCS-L3)				
90 hours life coaching qualification or training at level 3 or above* e.g. LCS-L3 <i>*Training could be in a related subject e.g. solution focused counselling and mentoring.</i>	10 hours of personal life coaching AND Member of a professional association.	30 hours per year CPD activities.	Current supervised life coaching practice or counselling practice incorporating life coaching skills and techniques AND Supervision qualification or experience of supervising groups or individuals.	Teaching qualification or be working towards one AND Experience teaching and assessing at level 2 or above.

Minimum qualification requirements for tutors	Personal therapy + professional association membership	On-going CPD	Minimum practice experience	Minimum experience as a trainer / tutor
Level 4 Diploma in Life Coaching (LC-L4)				
150 hours life coaching qualification or training at level 4 or above* e.g. LC-L4 <i>*Training could be in a related subject e.g. solution focused counselling and mentoring.</i>	10 hours of personal life coaching AND Member of professional association	30 hours per year CPD activities.	2 years supervised life coaching practice or counselling practice incorporating life coaching skills and techniques AND Supervision qualification or experience of providing supervision to groups or individuals in a counselling or life coaching setting.	Teaching qualification or be working towards one AND 1 year teaching and assessing at level 3 or above.

Minimum qualification requirements for tutors	Personal therapy + professional accreditation	On-going CPD	Minimum practice experience	Minimum experience as a trainer / tutor
Level 4 Diploma in Therapeutic Counselling (TC-L4)				
Core tutor *Two required if teaching separately 420 hours therapeutic counselling qualification at level 4 or above. e.g. TC-L4	10 hours of personal therapy AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	Current practitioner with 2 years supervised counselling practice or minimum 450 counselling hours AND Supervision qualification or 1 year experience of providing supervision to groups or individuals in a counselling setting.	Teaching qualification AND 2 years teaching and assessing at level 2 and 3 or above.
Additional tutor(s) *Relevant if co-tutoring with core tutor 420 hours therapeutic counselling qualification at level 4 or above. e.g. TC-L4	10 hours of personal therapy AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	Current supervised counselling practice with a minimum of 6 months post-qualifying practice experience.	Teaching qualification or be working towards one AND 1 year teaching and assessing at level 2 and 3 or above.
Level 5 Diploma in Psychotherapeutic Counselling (PC-L5)				
Core tutor *Two required if teaching separately 420 hours therapeutic counselling qualification at level 4 or above. e.g. TC-L4 AND 30 hours of post-qualifying therapeutic qualification.	40 hours of personal therapy AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	2 years post-qualifying supervised counselling practice as an autonomous counsellor AND Supervision qualification or 1 year experience of providing supervision to individuals in a counselling setting.	Teaching qualification AND 2 years teaching and assessing at level 3 and 4 or above.

Additional tutor(s) <i>*Relevant if co-tutoring with core tutor</i> 420 hours therapeutic counselling qualification at level 4 or above. e.g. TC-L4	Min 10 hours personal therapeutic counselling AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	1 year post-qualifying supervised counselling practice AND Supervision qualification or experience of providing supervision to individuals in a counselling setting.	Teaching qualification or be working towards one AND 1 year teaching and assessing at level 3 and 4 or above.
Minimum qualification requirements for tutors	Personal therapy + professional association membership	On-going CPD	Minimum practice experience	Minimum experience as a trainer / tutor
Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory (CBT-L5)				
CBT qualification or training at level 5 or above. e.g. CBT-L5 AND 420 hours therapeutic counselling qualification at level 4 or above. e.g. TC-L4	Min 10 hours personal therapeutic counselling AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	100 hours post-qualifying supervised CBT counselling practice AND Supervision qualification or experience of providing supervision to groups and individuals in a counselling setting.	Teaching qualification AND 1 year teaching and assessing at level 3 and 4 or above.
Level 5 Diploma in Counselling Children and Young People (CYP-L5)				
Core tutor 420 hours therapeutic counselling qualification at level 4 or above e.g. TC-L4 AND Relevant training specific to working with CYP* <i>*This could have been met within your therapeutic qualification or a subsequent CPD training.</i>	10 hours of personal therapy AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	2 years post-qualifying practice and current CYP practitioner AND Experienced in providing supervision to counsellors working with CYP.	Teaching qualification AND 2 years teaching and assessing counselling qualifications at level 4 or above.

Additional tutor(s) 420 hours therapeutic counselling qualification at level 4 or above e.g. TC-L4	Member of a relevant professional association.	30 hours per year CPD activities.	Current CYP practitioner OR Experience of providing supervision to counsellors.	Teaching qualification or be working towards one AND 1 year teaching and assessing counselling qualifications at level 4 or above.
Level 5 Award in Online and Phone Counselling Practice (OPCP-L5)				
Minimum qualification requirements for tutors	Personal therapy + professional association membership	On-going CPD	Minimum practice experience	Minimum experience as a trainer / tutor
Core tutor 420 hours therapeutic counselling qualification at level 4 and above. e.g. TC-L4 AND 30 hours of post-qualifying therapeutic qualification	40 hours of personal therapy AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities including online and phone counselling	2 years post-qualifying supervised counselling practice as an autonomous counsellor AND Supervision qualification or experience of providing supervision to individuals or groups in a counselling setting	Teaching qualification AND 2 years teaching and assessing at level 3 and 4 or above.
Additional tutor(s) <i>*Relevant if co-tutoring with core tutor</i> 420 hours therapeutic counselling qualification at level 4 and above. e.g. TC-L4	Min 10 hours personal therapeutic counselling AND Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	1 year post-qualifying supervised counselling practice AND Supervision qualification or experience of providing supervision to individuals in a counselling setting.	Teaching qualification or be working towards one AND 1 year teaching and assessing at level 3 and 4 or above.

Level 6 Certificate in Therapeutic Counselling Supervision (TCSU-L6)				
Minimum qualification requirements for tutors	Personal therapy + professional association membership	On-going CPD	Minimum practice experience	Minimum experience as a trainer / tutor
<p>Core tutor *Two required if teaching separately</p> <p>420 hours therapeutic counselling qualification at level 4 and above. e.g. TC-L4</p> <p>AND</p> <p>90 hours clinical supervision qualification or training at level 6 or above. e.g. TCSU-L6</p>	<p>Min 10 hours personal therapeutic counselling</p> <p>AND</p> <p>Member of a professional association for counselling or psychotherapy.</p>	<p>30 hours per year CPD activities.</p>	<p>2 years supervised counselling practice or minimum 450 counselling hours</p> <p>AND</p> <p>2 years experience of providing supervision to groups and individuals in a counselling setting.</p>	<p>Teaching qualification</p> <p>AND</p> <p>2 years teaching and assessing at level 3 and 4 or above.</p>
<p>Additional tutor(s) *Relevant if co-tutoring with core tutor</p> <p>420 hours therapeutic counselling qualification at level 4 and above. e.g. TC-L4</p>	<p>Min 10 hours personal therapeutic counselling</p> <p>AND</p> <p>Member of a professional association for counselling or psychotherapy.</p>	<p>30 hours per year CPD activities.</p>	<p>1 year post-qualifying supervised counselling practice</p> <p>AND</p> <p>Experience of providing supervision to groups and individuals in a counselling setting.</p>	<p>Teaching qualification or be working towards one</p> <p>AND</p> <p>1 year teaching and assessing at level 3 and 4 or above.</p>

Appendix 2: CPCAB Guidance to Teaching Qualifications

For many of the levels of CPCAB qualifications new tutors will need to hold, or be working towards, a recognised teaching qualification. We are aware that there is a degree of variety in the field of teaching qualifications and have therefore produced the following guidance to help centres understand this requirement.

Below are the recognised teaching qualifications for working in the Lifelong Learning Sector: Key changes were made to the 2001 FE Teaching regulations following OFSTED recommendations in 2004 that found weaknesses in teaching in the FE sector. Further changes were made in 2007 resulting in DTLLS, PTLLS and CTLLS. 2013 was the most recent change. In 2013 CTLLS, PTLLS & DTLLS were replaced by CET, AET and DET. The course content is the same but the regulatory bodies have changed the names. Both CTLLS and PTLLS are either Level 3 or Level 4 qualifications, whilst DTLLS is a Level 5 qualification.

There is no mandatory requirement to re-qualify, re-train or upskill if you hold prior qualifications. All predecessor qualifications to these are accepted and recognised as equivalent.

Level 3 Award in Education and Training (AET) 6502

Credits: 12

GLH: 48-61

Total Qualification Time: 120

This qualification supersedes Preparing to Teach in the Lifelong Learning Sector (PTLLS) (6302)

Level 4 Certificate in Education and Training (CET) (6502)

Credits: 36

GLH: 140-204

Total Qualification Time: 360

This qualification supersedes the Certificate in Teaching in the Lifelong Learning Sector (CTLLS) (6304)

Level 5 Diploma in Education and Training (DET) (6502)

Credits: 120

GLH: 360-495

Total Qualification Time: 1200

This qualification supersedes the Diploma in Teaching in the Lifelong Learning Sector (DTLLS) (6305)

In addition to the Lifelong Learning qualifications, other teaching qualifications that are acceptable are the Post Graduate Certificate in Education (PGCE), the Professional Graduate Certificate in Post-Compulsory Education and Training (PCET), the Post Graduate Diploma in Education (PGDE), and the Certificate in Education (Cert Ed).