



# **Tutor and Assessment Guidelines**

## **Level 4 Advanced Diploma in the Theory and Practice of Counselling**

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## **Assessment Guidelines**

Tutors should give a formal presentation of the assessment requirements. Tutorial assistance should be given if appropriate and needed, and any feedback should be positive, encouraging and constructively critical.

Please note that centres must use the unit titles, learning outcomes and assessments as laid down in this specification, however content is only suggested and centres therefore may make some changes to the content and time allocation to units on submission of their proposal.

### Word Counts

Where word counts are stated the learners are required to insert the number of words used. Any words submitted in excess of the word count +10% will not be marked.

### Quotes

Quotes in Case Studies are not included as part of the word-count. Quotes should only be used to add value to the Case study.

### Plagiarism

Any scripts found to contain plagiarised work that has not been cited as clearly belonging to another source will be failed.

### Criteria for Assessment<sup>1</sup>

The marking of a unit must be done according to the criteria for assessment for the appropriate unit.

- The minimum mark stated must be scored for each criterion.
- The pass mark for each unit is 40%. Work marked below this percentage will be referred for additional materials.
- Higher marks can only be achieved if the candidate's response builds on the requirement for the lower marks.
- Please ensure that Focus, Depth and Ownership underpin the marking criteria for the Diploma and are taken into account when marking all pieces of work at this level.

### Declaration of Authenticity<sup>1</sup>

Learners must verify that all work is entirely their own by completing the Declaration of Authenticity. It should be copied and given to learners to complete and add to their evidence for their externally & internally assessed portfolio.

### External Assessment Marking Sheet<sup>1</sup>

The marking sheet for unit 7 must be copied for each learner and attached to their work when sent for external assessment

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<sup>1</sup> Forms can be found on the ABC Awards website

## Unit 1 Further Therapeutic Interventions in Counselling

Providers would be expected to suggest two/three workshops for each programme that complement and extend their own preferred main theoretical model. Because providers could offer a diverse range of workshops we would not wish to specify in any detail the contents of the individual workshops offered. However, we would expect providers to submit their proposals based on the following criteria:

1. A workshop would consist of a minimum of 18 hours guided learning to avoid the danger of inadequately trained people using interventions to which they have had only a small exposure.
2. The workshops in content and process would be more experiential with didactic input kept to the absolute minimum.
3. At the end of each workshop students would be expected to submit for assessment an essay based on a structured format (see assessment section) of their learning from the workshop.

For illustrative purposes only the following are suggested as some of titles of workshops:

NLP and Counselling	Assessment Strategies	Relaxation Methods
Solution Focused Therapy	Speaking Sexually	Creative Visualisation
Use of Art Therapy Skills	Transference/Countertransference – Myth or Reality	Use of Metaphors and Stories
Psychodrama	Motivational Interviewing	Family Systems
Systemic Theory	Attachment Theory in Practice	Counselling on the Street
Bereavement Counselling	Transactional Analysis	Creative Play Methods for Adults

## Unit 2 The Practical Application of Theory in Counselling

Based on the maxim that “there is nothing so good as a practical theory” (Kurt Lewin), the aim of this unit would be to enable the student to undertake an in-depth study of a specific topic relating to the main theoretical model, as offered by the provider, that he/she has chosen to study.

Examples of Possible Project Titles

<b>PERSON CENTRED</b>	<b>PSYCHODYNAMIC</b>	<b>COGNITIVE BEHAVIOURAL</b>
Person Centred Therapy – Strong Medicine or the Cuddly Teddy Bear Approach?	Erotic Transference – A clinical expression for sexual attraction?	Cognitive Behavioural Therapy- The Quick Fix?
Person Centred as applied for Substance Users	Early Attachment and its impact on future relationships	The Treatment of Phobias
The Dangers and Pitfalls of offering Unconditionally the three Core Conditions	The value and dangers of interpretation and challenge in therapy	Irrational or rational behaviour and thinking – who decides?

## External Assessment Guidelines

UNDER NO CIRCUMSTANCES MUST THE EXTERNALLY ASSESSED UNITS BE MARKED INTERNALLY.

Please note no candidate can be given an award or be considered as successfully completing the course until their externally assessed work has been graded and it meets the scheme assessment criteria.

ABC will appoint the external Examiner. Their name and contact details will be sent to centres as soon as the appointment is made. It will be a different person to the appointed moderator.

**Work should be sent to the external Examiner as soon as possible after completion, but no later than the 1<sup>st</sup> of July each year (Based on a traditional academic year – please inform ABC or note on Entry Form (E1) if different.)**

### Preparation of Work for Submission to the external Examiner

It is recommended that all candidates be made responsible for assembling their own work for external assessment, although it is expected that reasonable help will be given by the centre staff.

Candidates are strongly advised to keep a copy of all work submitted to cover for any possible loss in the postal system. In addition, copies of work may be needed for future study/accreditation purposes. It may also be prudent for centres to record the witnessing of original documents, e.g. placement records. ABC will not be returning scripts and associated assessment material to centres, nor will ABC report breakdown of marks achieved regardless of Pass or Fail.

Learners **must** submit with their work:

- The Declaration of Authenticity
- Marking sheet.

To minimise packaging and postal costs for all parties, centres should submit the work as follows:

Each candidate should place their work in an A4 wallet or envelope, (not a hard file) which should be securely fastened to ensure that the work does not become separated, and put a label with their name and centre name and number on the wallet. All work should be indexed and cross-referenced.

Centres are advised to ensure that a procedure is in place to track/receipt candidates' work.

The centre should parcel the candidates' work together and send it to the appointed external Examiner with a completed copy of the Attendance Register (EX4). This will be supplied via the Examinations Office.

## **External Assessment Re-sits**

In the case of a failed result for the Counselling Advanced Diploma, ABC will indicate which criterion has been failed. Candidates are only required to re-sit the failed criterion.

Centres must enter learners for external assessment re-submissions at least 28 working days before the date of re-submission. Please use the EX1 form and enter the re-submission date as the examination date.

Examiners will complete a new marking sheet for a re-sit. A new marking sheet must be included with the re-submission.

Please refer to the ABC Awards web site or the Examination Officers Guide for fees.