

Appendix 1b This form to be used with submission of external assessments (4 sides)

Marking Sheet for Counselling Skills

Candidate Name: _____ **Centre:** _____

TAPE ASSESSMENT CRITERIA	MINIMUM MARKS	MAXIMUM MARKS	ACTUAL MARKS
<p>1) Opening Session:</p> <ul style="list-style-type: none"> • Explains what is on offer • Time boundaries • Agrees working agreement • Specifies ethics: particularly confidentiality limits <p>Format:</p> <p>0-7 Introduces self to speaker and mentions briefly the key points</p> <p>8-14 Explains the key points to the speaker and invites comments</p> <p>15-20 As above but ensures that the speaker fully understands the issues</p>	7	20	
<p>2) Uses:</p> <ul style="list-style-type: none"> • Attentiveness and rapport building • Active listening, including the use of minimal encouragers and the managing of silence • Empathic listening • Effective questioning • Paraphrasing and summarizing • Focusing and challenging • Reflecting on the counselling skills process and immediacy • Awareness of boundaries, including referrals. • Works at an appropriate pace • Checks their understanding with speaker <p>NB It would be unrealistic to expect that all skills would be demonstrated within the recorded session, as certain ones may not be appropriate in the particular session. However it is reasonable to expect to see a range used consistently and appropriately</p> <p>0-10 Uses a very limited number (< 5) of the basic skills and appears to be more concerned with own agenda, to the detriment of actively listening to the client</p> <p>11-20 Uses a very limited number (< 5) of the basic skills and does not sufficiently pick up on the client's communication patterns or follow through sufficiently accurately the client's responses</p>	17	50	

21-30	Uses a number (> 6) of the basic skills and more than 50% of the time accurately reflects the thoughts, feelings and body language of the client			
31-40	Uses a number (> 6) of the basic skills and more than 75% of the time accurately reflects the thoughts, feelings and body language of the client, and regularly checks with the client that meanings have been understood by both of them			
41-50	Demonstrates competence, to the level of ownership, in the use of a number (> 6) of the basic skills and more than 75% of the time, accurately reflects the thoughts, feelings and body language of the client			
3)	Ends session: <ul style="list-style-type: none"> • Sensitivity to clients' needs and feelings • Ends within agreed time boundaries 	7	20	
0-5	Ending not planned and seems rushed			
6-10	Ending managed with attention being paid to the speaker's needs and feelings			
11-15	Ending managed with attention being paid to the speaker's needs and feelings. Also speaker invited to participate in the ending processes and the speaker's feedback welcomed and valued			
16-20	Ending managed with considerable competence with attention being paid to all elements shown above in a manner which does not seem rushed			
4)	Discretionary marks: To be awarded for other interventions that are constructively helpful for the client and which are not covered in the learning outcomes.	N/A	10	
TOTAL			100	

WRITTEN REPORT ASSESSMENT CRITERIA	MINIMUM MARK	POSSIBLE MARK	ACTUAL MARK
1) Provides profile of speaker and setting where counselling skills are being used: 0-3 Brief factual information given 4-6 Limited descriptions provided 7-10 Full description provided	3	10	
2) Session: <ul style="list-style-type: none"> • What was on offer • Time boundaries • Working agreement • Specifies Ethics: particularly confidentiality limits 0-2 Describes the need for opening the session 3-5 Explains the importance of opening the session 6-8 Demonstrates knowledge of the key points in opening a session 9-10 Evaluates the key points in opening a session as an important aid to the work with the speaker	3	10	
3) Demonstrates understanding, through examples, of: <ul style="list-style-type: none"> • Attentiveness and rapport building • Active listening, including the use of minimal encouragers and the managing of silence • Empathic listening • Effective questioning • Paraphrasing and summarising • Focusing and challenging • Reflecting on the counselling skills process and immediacy • Awareness of boundaries including referrals • Works at appropriate pace • Checks understanding with the speaker For each of the 10 skills: 0 Not mentioned 1 Defined 2 Defined with a example given 3 Explained importance with an example and when not used in recorded session indicated reason for not using 4 Evaluated the effectiveness of the skill in terms of empowering the speaker	15	40	

