

This form to be used with submission of external assessments (two sides)

ABC

Marking Sheet – for Counselling Diploma

Candidate Name: _____ Centre: _____

Unit 7: Counselling Placement: Portfolio of variable length - the candidate will present a portfolio of learning for assessment comprising:

CRITERIA	MINIMUM MARKS	MAXIMUM MARKS	ACTUAL MARKS
1) Description of the agency and its organisation including team working, multidisciplinary working issues and practices, and equal opportunities policies 0-5 Describes the agency and some of its organisational features 6-10 Explains the agency's main purposes, i.e. what business it is in, and the relevance of its' organisational structure and ways of working. 11-15 Evaluates the agency and its organisation	7	15	
2) Specific legislation that is pertinent to the agency, e.g. Mental Health legislation (about 500 Words) 0-1 Describes legislation 2-3 Explains relevance of legislation to agency 4-5 Evaluates relevance of legislation to agency	2	5	
3) Copies of contracts entered into with the agency and supervisors 0-1 Only one provided 2-3 Two provided 4-5 Two provided and the benefit of using contracts is evaluated	2	5	
4) A log of the work done certified by an agency manager or supervisor 0-1 Not provided 2-3 Provided so hours of work with each client and in total are certified 4-5 Provided so hours of work with each client, together with main theme of each session, and the total hours are certified	2	5	

EXAMINER FEEDBACK TO FAILED CANDIDATES ONLY

<p>5) Two practical case studies (each about 1200 words) on clients seen: one which will concentrate on relating theory to practice and one which shows the use of supervision.</p> <p>For the theory case study:</p> <p>0-5 Descriptive work concentrating on the counselling process</p> <p>6-10 Descriptive work concentrating on the counselling process with some mention of theory (use of supervision) but with very poor linkages to practice, as described in the case study</p> <p>11-15 Analytical case study concentrating on the counselling process with some mention of theory (use of supervision) but with very poor linkages to practice, as described in the case study</p> <p>16-20 Analytical case study with good linkages to theory (use of supervision)</p> <p>21-25 Analytical case study with good linkages to theory (use of supervision) and with sound evidence of a reflective practitioner</p>	25	50	
<p>6) Two supervisors' reports (written to the format specified in Tutor Guidelines) i.e. one written after 50 hours and one written after 100 hours. The final one must include a statement that the supervisor is of the opinion that the candidate is able to practice as a professional qualified counselor for successful completion of this unit (see supervisor's guidelines)</p> <p>NB This section will be failed if two reports are not obtained.</p> <p>0-3 Supervisor's report concludes that the person should not be passed at this stage in their development</p> <p>4-6 Supervisor's report concludes that the person should be passed but indicates areas for further work and development</p> <p>7-10 Supervisor's report concludes that the person should be passed</p>	5	10	
<p>7) Commentary on learning experience</p> <p>0-3 Describes learning obtained from the placement</p> <p>4-6 Explains the importance of the learning obtained from the placement</p> <p>7-10 Evaluates the learning obtained from the placement</p>	5	10	
<p>TOTAL</p>		100	