



## Further Advice for Level 4 Diploma in Counselling

FURTHER EXPLANATIONS FOR PAGES 12/13 IN THE SCHEME SPECIFICATION

### Guided Learning Hours

As you are all aware the new re-levelled qualification has a requirement for 430 guided learning hours (glh). This is due to the fact that the placement hours have now been incorporated into the specification for the purpose of glh.

### Candidate perspective

From a candidates point of view this means that they will attend the centre for 330 glh minimum and be required to attend placement to carry out face to face work with clients for 100 hours. During this time in placement the tutor from the college/centre will have some time allocated per student to communicate with them to support them in preparation of their portfolio requirements or something more specifically to do with any aspect of the course. This could take the form of visits, observations, tutorial meetings either face to face or on the telephone. When applying for BACP membership/accreditation they will report they have had 330 glh and 100 hours in placement.

### Centre Staff Perspective

A tutor must prepare a scheme of work to cover 430 glh. The 100 hours placement unit time will be allocated between the candidate group e.g. 10 candidates = 10 hours each candidate. This time can be spent on assisting the candidate with how to write case studies, understand legislation, portfolio preparation, tutorials or anything else the candidate requires to assist them on the course or in placement. Records of the 430 hours will be needed for funding audit purposes.

Please make clear to candidates we do not expect that the 100 hours placement unit will be spent in college in addition to the more traditional 330 hours.

ADDITIONAL INFORMATION TO AMPLIFY THE ASSESSMENT CRITERIA FOR THE PORTFOLIO (UNIT 7)

### Goal of Assessment:

In all respects the Portfolio is a crucial piece of work, the successful completion of which means that the candidate is awarded a Diploma which effectively will be seen by employees as indicating that the person is competent to work as a counsellor.

Examiners should bear this in mind when assessing the quality of the portfolio against the assessment criteria provided.

### Amplification of the Criteria (based on the limited experiences to date)

1. Where a person has worked in more than one agency they should provide the required information for each agency in which they have worked, unless the client hours are below 10 and they left the agency because of lack of clients. It is accepted that this will require more words than laid down and up to 1500 words per agency may be required.
2. The legislation relevant to each agency should be submitted. The word 'specific' should be eliminated as it has caused confusion.
3. Copies of all contracts should be submitted.
4. Logs of work in all agencies are required to be countersigned by a member of the agency.

5. Only two case studies in total are required. As stated one should demonstrate the use made of supervision and the other should demonstrate the theoretical orientation(s) used. NB These do not have to be based on the theoretical orientation of the course attended. For example the course may be based on Person Centred Approaches and the case study could be grounded primarily in Cognitive Behavioural Therapy.

6. Supervisors' reports will be required from all supervisors used. Normally this will be one supervisor, but if more than one agency is used and the agency appoints their own supervisors, then reports will be required from the two supervisors. If a person changes supervisor then a report(s) will be required from the original supervisor and the subsequent supervisor. The number from each will vary with the hours so it is not possible to give precise details at this stage. Please refer exceptional cases to ABC for a decision.

7. Only one commentary on learning experience is required and both the positive as well as the negative learning should be included.