

Summary of Changes made to the Counselling Placement Unit

Introduction

From September 2017, ABC Awards has updated the guidance and associated documents for the Counselling Placement Unit within the ABC Level 4 Diploma in Therapeutic Counselling. This document gives a summary of those changes.

Webinar

It is recommended you watch the recording of the webinar in which we explain these changes. You can access the webinar from the following link:

<https://attendee.gotowebinar.com/recording/8423842750553838082>

The webinar is 1hr 22mins in total, but a breakdown of topics and the minute they were delivered in is shown below:

Minute	Topic
00:00 – 03:00	Introduction and explanation of changes to the unit
03:00 – 07:10	New look qualification guide
	03:50 Change to Guided Learning Hours
07:10 – 21:50	The Glossary: Terms and Meanings
	08:40 ABC Awards mandatory forms requirement
	14:50 Change to age of young people
21:50 – 27:45	Learning Outcome 1
27:45 – 34:30	Learning Outcome 2
34:30 – 52:00	Learning Outcome 3
	39:00 Use of 'app' for scanning documents
52:00 – 55:45	Learning Outcome 4
55:45 – 58:15	Learning Outcome 5
58:15 – 1hr 01:55	Learning Outcome 6
1hr 01:55 – 1hr 02:50	Teaching Strategies and Learning Activities
1hr 02:50 – 1hr 03:30	Supporting document (and mandatory forms)
1hr 03:30 – 1hr 07:00	Supervision Guidance
1hr 07:00 – 1hr 08:00	Methods and Evidence of Assessment
1hr 08:00 – 1hr 16:30	AchieveLive e-portfolio
1hr 16:30 – 1hr 22:00	Webinar Q&A

Summary of changes

Updated 'Indicative Content' for all Learning Outcomes and Assessment Criteria.

- The indicative content for each assessment criteria has been reworded to be more prescriptive on its requirements.

Glossary of terms used.

- A new glossary has created which is intended to clarify the main terms used in this unit and gives guidance to trainees, centres, placements and supervisors on the its requirements.

Use of ABC Awards forms **will be mandatory**¹ from Sep 2017. These are:

- AC 2.1 Working agreement with placement and Working agreement with supervisor
- AC 3.1 & 3.2 Combined client and supervision log
- AC 6.1 Supervision report
- AC 6.2 Placement feedback report.

New comprehensive Combined client and supervision log.

- This new log contains room to complete all the required details for the trainees 100 hour placement and supervision.

Tutor / Assessor at the trainees centre to **sign off log** before submission.

- Signing the log will indicate tutors / assessors have verified the trainees' hours of placement practice and hours of supervision.

AchieveLive e-portfolio will be the **preferred** method of submission.

- Trainees may still submit hard-copy portfolios but from Sep 2017 AchieveLive will be the preferred method.

Age of Young People changed to 13 – 17 inclusive.

Updated guidance on Gaps and Breaks in Supervision; and Group, Remote and Missed Supervision.

¹ Note, learners currently compiling portfolios can still use the previous versions of the forms but new learners on this unit should use new forms from Sep 2017 onwards

Further recommendations for the Counselling Placement unit

The following are further recommendations we make to aid a successful submission process.

Mobile phone app for scanning.

- We recommend the use of a mobile app to scan documents needed to upload on to AchieveLive. Apps allow much superior quality of image obtained and allow you to combined multiple images into a single upload.
- The preferred app for scanning documents is the free CamScanner app available from the [Google Play Store](#) or [iTunes Store](#).

Counselling series reports.

- We recommend trainees, centres, placements and supervisors all read those Counselling examination series reports that highlight common areas for referrals on this unit.
- The reports are available on the ABC Awards website here:
<http://www.abcawards.co.uk/centres-2/exam-assessment-timetables-20152016/examination-and-assestement-summaries/>