



Counselling Course Handbook 2020/21

As a Counselling student, it is important that you read the general Student Handbook and familiarise yourself with its content as well as reading this handbook which makes reference to specific issues relating to the Counselling courses. College policies can also be viewed on the Spurgeon's College website.

1. ATTENDANCE AND ABSENCE

Please read in conjunction with the College Student Attendance Policy

As a Counselling student you are expected to attend all classes of your course. This is important because the courses require a high level of student participation. Absence by an individual student affects the whole class, not just the missing student. Information concerning students' attendance will be recorded on Moodle. (As a student you will be able to access the record of attendance) A minimum of 80% attendance is required in order to pass the course. The 5 Saturdays per year form an integral part of the Diploma course and attendance at them is not optional. You may only miss one of the five Saturdays per year.

1) Time and punctuality

When delivery of the courses is face to face students are expected to be present in the teaching room five minutes before the lecture starts. For a full description regarding attendance please refer to the College's Student Attendance Policy. If the delivery is remote then it is important to refer to the college guidance contained in the Digital Education Framework

<https://www.spurgeons.ac.uk/wp-content/uploads/Documents/Miscellaneous/Digital-Education-Framework.pdf>

2) Anticipated absence

Students who anticipate the need to be absent from a class should take the initiative to give apologies and explain the circumstances. This is a matter of ordinary politeness as well as a helpful way of maintaining good relationships within the community of the College. Normal procedures are as follows:

In the case of anticipated absence of less than a week, students should inform their personal tutor.

In the case of anticipated absence of a week or more, students should email a request to the Counselling tutors: counselling@spurgeons.ac.uk

3) Attending seminars etc.

Students are generally discouraged from attending seminars organised by third parties if this involves missing sessions. Only in exceptional circumstances will students be permitted to attend seminars where this involves missing College time. An exception to this is where a student is required to attend an orientation day at their chosen placement. If you wish to request such permission you should:

Apply by email to your personal tutor explaining why attendance might be beneficial to your training. If granted permission, you need to inform the tutors affected giving the dates in advance

4) Responsibility for missed work

If you are absent from a session for any reason you should:

- a) Take responsibility for obtaining any handouts or other information concerning the session
- b) Catch up on work missed
- c) Be aware that you are not permitted to miss any assignments including writing weekly Learning Reviews

5) Termination of the course

If for any reason you are having doubts about continuing on your course please do not just disappear but do talk this through with your Personal Tutor. Please refer to the College's Student Attendance Policy.

2. EQUAL OPPORTUNITIES

Please refer to the College's Diversity and Equal Opportunities Policy and Special Educational Needs Guidelines. In addition the regulations of CPCAB allow for discretion and flexibility in matters relating to External Assessment where support needs are evidenced. (for example, extra time and/or use of a computer may be permitted for some students use in examinations).

See also CPCAB Equal opportunities policy

https://www.cpcab.co.uk/public_docs/equal-opportunities-policy

3. ASSESSMENT

a) Internal Assessment Deadlines

All Counselling students are required to submit a Learning Review or other assignment weekly as directed by the course tutors. If you miss more than two hand-in deadlines, your tutor will raise this with you. (See Continuous appraisal below). Every assignment needs to have been matched to the CPCAB criteria before it is submitted for assessment. Details of dates for specific assignments will be given on the first day of each course and are also be available on Moodle under the specific course title.

b) Marking and Confidentiality

As many of the assignments contain personal material it is important to notify you that they will be read by your course tutor but may also be Internally Moderated by another Counselling tutor and will be Internally Verified and Externally Verified as part of the assessment procedure. The tutors and verifiers are committed to protecting your confidentiality as much as possible and will only share material between themselves as appropriate and never outside.

c) External Assessment

CPCAB has procedures in place for students to appeal the results of external assessments. Please see

https://www.cpcab.co.uk/public_docs/enquiries_and_appeals_policy

4. VOCATIONAL DEVELOPMENT

Progression

Students should understand that acceptance by the College for training does not guarantee that a student will become a qualified counsellor.

It is not automatic that students will progress from Year 1 to Year 2 of the Diploma. A student's progression will be based on the seven CPCAB Learning Outcomes i.e. whether the student is demonstrating the expected level of professional development and personal growth through the evidence provided in written assignments, skills practices and group interaction.

If there is outstanding work remaining after Year 1 a student will not be able to proceed to Year 2.

5. COLLEGE POLICY AND PRACTICE REGARDING PROFESSIONAL DEVELOPMENT

a) Continuous appraisal

The College Governors delegate responsibility for the Counselling courses to the Counselling tutors who are responsible for the process of formation and assessment. It is the practice of the tutors to review the progress of students on a regular basis throughout the year and at the end of each academic year.

Counselling Students are on probation for the whole of their course and must fulfil their training satisfactorily in all its aspects before they can graduate.

Throughout the courses, the tutors will help you to gauge your progress, not just academically but also in skills and self-awareness. To this end the tutors will meet with you for tutorials during which progress will be reviewed and areas of struggle identified. Progress will be monitored using the seven CPCAB Learning Outcomes as a basis. Following each tutorial you will need to complete a tutorial record and submit it to the tutor to be signed. The tutor will also keep a record. (These records may become relevant evidence for a professional development review).

Any tutor concerns will be discussed with you in tutorials and aims and objectives for the future will be agreed which hopefully will support you to work on the areas of concern. If the agreed aims and objectives are not met or you do not show the expected progress and development within the agreed timescale, following further discussion with you a meeting will take place between you and two counselling tutors.

b) Personal Counselling and Supervised Work Experience (SWE)

Personal Counselling and SWE are crucial components of the Diploma course of equal importance to the academic study and failure to engage in them early enough seriously affects your learning. All relevant documents must be approved and signed by the relevant tutor before such work begins.

You need to have arranged your own personal Counselling by the end of term one in year one.

You need to have arranged a placement for supervised work experience (SWE) by the beginning of year two. A placement file is available to assist you in the search for a suitable agency.

If you do not have these arrangements in place by the times stated above the course tutor will discuss the situation with you and will monitor it closely and you may be unable to proceed with your course.

As we have a duty of care to clients, if the Counselling tutors have serious concerns about a student's SWE with regard to deficient practice or fitness to practise (using the British Association for Counselling and Psychotherapy (BACP) Ethical Framework as a basis) they will speak with the student's Supervisor and Agency Manager and may convene a meeting to include the student where such concerns can be discussed.

If the Supervisor or Agency Manager have serious concerns about a student with regards to deficient practice or fitness to practise they are asked to contact the course tutor so that a meeting can be convened and the issues addressed.

6. COLLEGE POLICY AND PRACTICE REGARDING COMPLAINTS

If the complaint is about a member of the Counselling team it is important that in the first instance the student raises the issue with that tutor. It is hoped that matters could be resolved informally but if this is not possible then the student may make a formal complaint.

In such a circumstance it is important that the correct procedure is followed. The College Student Complaints Procedure can be found on Moodle.

Document control box			
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