

University of Aberdeen

Centre for Lifelong Learning

Counselling Skills

Programme Prospectus 2011/2012

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Welcome to the Counselling Skills Programme

The programme has been designed for the wide variety of people who wish to know more about counselling skills and a counselling approach either for use in their work or for their own personal development. The purpose of this programme is to enable participants to apply counselling skills in order to support and empower others in a variety of helping contexts.

There is a growing awareness that counselling skills can enhance performance in various interpersonal contexts that require people's voices to be heard including:

- nursing, teaching and social work contexts
- personnel work
- welfare services
- staff development and appraisal
- management relations
- residential and non-residential care

Counselling Skills:

- are essentially good interpersonal or communication skills
- are based on active listening
- involve using verbal and non-verbal skills e.g. paraphrasing, asking questions in a helpful way, summarising, attending and responding to the speaker
- insert the qualities of acceptance, genuineness and empathy into a helping relationship
- are underpinned and informed by an understanding of counselling theory

The COSCA Certificate (Counselling Skills 1 – 4):

- provides a certificated 120 hour training programme in counselling skills (Counselling and Psychotherapy in Scotland (COSCA) validated)
- it is delivered by the University of Aberdeen, Centre for Lifelong Learning over 4 modules, each 30 hours contains four strands: skills, knowledge, self awareness and ethics
- each module gives you 15 credits at degree level 1
- uses experiential learning e.g. students practice skills in groups of three
- is mainly designed for people in helping or caring professions
- helps the individuals who complete it to develop and apply counselling skills to non-counselling settings
- provides an excellent starting point for those who wish to train as a counsellor or psychotherapist

The Certificate in Counselling Skills Theory:

- a University of Aberdeen Certificate awarded for 120 Counselling Skills credits, 60 at level 1 and 60 at level 2
- an opportunity for more deeply theoretical and reflective study

Structure of Academic Year 2011/2012

The University of Aberdeen operates a semester system, structuring the academic year as two half sessions. Arrangements for teaching are:

First Half Session

Term commences:

Inverness, Aberdeenshire & Edinburgh: 12 September 2011

Aberdeen Campus: 26 September 2011

Term ends . all classes: 16 December 2011

Second Half Session

Term commences . all classes: 30 January 2012

Easter Vacation: Inverness 02 . 16 April 2012

All other areas 26 March . 16 April 2012

Term ends 11 May 2012

NB: *The above dates are not the fixed tutorial dates, but an indication of the weeks when the tutorials will be held.*

Language Requirements for Counselling Courses

Speakers of English as a second language should be able to demonstrate a minimal level of competence of C1 on the Common European Framework

User C1

- can express themselves fluently and spontaneously without much obvious searching for expressions
- can use language flexibly and effectively for social, academic and professional purposes
- can follow extended colloquial speech on a variety of abstract and complex topics
- can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices

Recognised Qualifications

- IELTS 7 overall 7 in speaking
- TOEFL iBT overall 90 24-30 speaking
- CAE Grade B, Grade B speaking
- CPE Grade C, Grade C speaking

If English is your second language and you do not have any of the qualifications above you will be required to contact the Centre to arrange a meeting for an assessment.

How to Apply

New students must apply for a place on the course by completing an application form from the Centre for Lifelong Learning. An application form can be downloaded from the CLL website: www.abdn.ac.uk/lifelonglearning . Alternatively, please contact us by phone, e-mail or letter to request one. Contact details can be found below.

Places on this course are in great demand and an early application is advised. Please read the prospectus before completing an application form. All applications should be submitted before Friday 26 August 2011, though late applications will be considered if there are places available.

Contact Details:

Barbara Foad
Counselling Skills Programme Co-ordinator

Marie Cairns
Programme Assistant

Tel: 01224 272445

Tel: 01224 272447

Centre for Lifelong Learning
Regent Building
King's College
Aberdeen
AB24 3FX

Email: counsellingskills@abdn.ac.uk
Fax: 01224 272478

Entry Requirements

There are no formal entry requirements for the first course, Counselling Skills 1. The only criteria for entry into Counselling Skills 1 is an interest in counselling, since the course is intended for those who wish to know more about counselling skills and a counselling approach. It may be possible to enter Counselling Skills 2 directly, based on prior learning (see page 6).

The Counselling Skills Certificate course run by the University of Aberdeen is accredited by Counselling and Psychotherapy in Scotland (COSCA). As part of the course you are required to participate in mock counselling sessions. You will take part in these sessions as either a client (speaker), a counsellor (listener) or an observer. COSCA require that the University makes a video recording of these sessions. You are required before being accepted on the course to sign an agreement to ensure the complete confidentiality of all material or information that is disclosed to you in these sessions.

In all courses, a variety of learning approaches will be used including discussion, exercises, counselling skills practice, recording and playback with audio visual aids, small group work, lectures, personal reading and written assignments. Students must be prepared to fully participate in all aspects of coursework in order to achieve a pass mark. The courses will be supported by learning material prepared by tutorial staff and, where appropriate, by textbooks, which students may be advised to purchase.

These courses may not be suitable for those who are currently undergoing counselling or who have attended counselling or faced a serious emotional issue in the last 6 months. Please consider this carefully before applying.

Attendance Requirements

Please note that all courses involve a mix of written and oral assessment and attendance of at least 85% of classes. Exemption to this will not be given even with a medical certificate. Students should assume that they will be required to attend 100% of the course. If you choose to take a holiday during the course you should be aware that it is not possible to make up the experiential learning that you will have missed and your absence will affect your participation mark. All elements must be fulfilled in order to pass.

Students with Disabilities or Special Needs

Applicants with disabilities or special needs are considered on the same grounds as others. Applicants are advised to liaise with the Centre for Lifelong Learning and the University's Student Support Service in order to explore any potential difficulties or to assess additional assistance required.

Student Support can be contacted on 01224 273935 (Mon-Fri 09:00-17:00), e-mail: student.disability@abdn.ac.uk and further information is available on the website: www.abdn.ac.uk/disabilities. A copy of the University's Disability Statement is available on request.

If you require a copy of the Prospectus in an alternative format, please contact us.

Fees

The fees for UK and EU students are £160.50 per 15 credit point course. Please contact the programme team for details of fees for International students.

There is an additional charge of £25.00 for each module for those taking Counselling Skills 1. 5, for COSCA material and registration fees. Those who complete the COSCA Certificate in Counselling Skills are required to pay COSCA a fee of £10.00 for the certificate, on completion of module 4. Please note that these additional fees are not covered by any fee assistance you may receive.

Payment of Fees

The University requires 50% payment of fees at the start of your studies. An invoice will then be sent for the portion of the total fee for which you are liable, ie total fee less any ILA award etc. Fees are collected by University Registry, who will invoice applicants directly via their University email account.

An option to pay in instalments will be available at the start of the year for those students who are personally liable for fees over £250.00. If you do not take up the option at this time, you must adhere to the standard University payment terms. The payment plan will be sent out by Registry with the tuition fee invoice.

Help with Fees

Scottish domiciled students in receipt of benefits or on a low income may apply for support through a Government funded fee waiver. Further information on help with fees can be found on the Centre's website at: www.abdn.ac.uk/lifelonglearning/prospective/feehelp .

Scottish domiciled students with an income of less than £22,000 per year, and are taking one or two courses, may be able to apply for an Individual Learning Account (ILA) of £200. Information can be found at: www.ilascotland.org.uk

Those taking three or more courses may be able to apply for a Part-time Fee Grant (previously known as ILA500). This scheme provides up to £500 a year towards the cost of tuition fees. Student Awards Agency for Scotland (SAAS) will no longer be issuing paper forms and all applications **must** be made by downloading the form from the website at: www.student-support-saas.gov.uk/student_support/special_circumstances/part_time_dl.htm#fee_grant Further information is available from SAAS on 0300 300 3137.

Exemptions: Accreditation for Prior Learning

If you wish to apply for entry directly to Counselling Skills 2 on the basis of your prior learning, you should submit the information outlined below. Please remember that your documentation will be expected to meet the criteria for passing Counselling Skills 1, which is an assessed course. For session 2011/12 this information should be submitted by 31 August 2011.

1. Evidence that you have completed 30 hours of counselling skills training.

Having undergone counselling training will not in itself meet this requirement. You must include evidence of passing/completing the course and a clear indication of the level of the course. An outline of the learning outcomes of this training should form part of the submission.

2. A Curriculum Vitae

Include anything that may be relevant to counselling skills such as:

- “ Work experience
- “ Voluntary experience
- “ Courses / workshops attended
- “ General interests
- “ Any experience specifically related to counselling skills

3. A Written Statement

This should be around 500 words in length, describing any personal development and learning which has occurred since beginning counselling skills training.

4. A Confidential Reference

This should be from someone who has trained you or a supervisor who is aware of the level of your counselling skills at present. Please submit this as early as possible, so that we have time to assess your submission, and to clarify your status regarding Counselling Skills 2.

Also, let us know if you **do not** wish to proceed with the exemption process. You should apply for entry to Counselling Skills 1 pending the outcome of your application, so that we may hold a place for you if the APL application is unsuccessful.

Applications are reviewed by a panel of examiners, and you should prepare your application as fully and professionally as possible. Therefore we cannot give you a decision over the phone. Once the panel has reached a decision, you will be notified by letter and, if successful, your registration will be revised to offer a place on Counselling Skills 2.

Programme Structure

Level 1 Courses (All 15 credit points): Counselling Skills 1 to 4

The Counselling Skills COSCA Certificate Programme consists of 120 hours of training divided into four courses of 30 hours each. The material in each course has been structured in units, each 2 ½ hours in length. Classes are usually held on one morning, afternoon or evening per week for 12 weeks. However, some courses are run on Saturdays for 6 weeks, to cater for those who find this more convenient. The programme is progressive so that students normally take the courses in order, i.e. Counselling Skills 1 to Counselling Skills 4. In order to progress from Counselling Skills 2 to Counselling Skills 3, you must achieve a minimum CAS mark of 12 for Counselling Skills 2. The programme usually takes two years to complete as part of the University curriculum.

This training does not endorse participants to work as independent professional counsellors, but it may support their work within an organisation.

Level 2 Courses (All 15 credit points):

Further Steps in Counselling

An Introduction to Transactional Analysis

Transactional Analysis Skills Development

A Person Centred Approach to Helping Relationships

An Introduction to the Psychodynamic Approach to Counselling

An Introduction to the Theory and Practice Mindfulness

Once students have completed Counselling Skills 2, they may enrol on some of the second level additional courses. However you are advised to complete Counselling Skills 3 and 4 first, since we have found that students cope better with the demands of these courses once they have completed the COSCA Skills Certificate courses. These courses are intended to allow students to pursue further and deeper study.

The Certificate in Counselling Skills Theory

The Certificate in Counselling Skills Theory was introduced in autumn 1999 to build on the original portfolio of credit-bearing courses in Counselling Skills. By providing courses which complement the four COSCA validated courses, an opportunity is created for more deeply theoretical and reflective study of specific aspects of counselling, including an opportunity for supervised and supported dissertation work. Students who have previously completed or are currently enrolled for Counselling Skills classes will be able to attribute their credits to this Certificate.

Course Reading

The set handbook for each course in the Counselling Skills Certificate (COSCA validated) is produced by COSCA. The Centre will provide you with your copy before the course starts. You should expect to spend at least 2 hours a week doing additional reading. For this you are required to purchase the following books:

Counselling Skills 1 & 2: 'Person Centred Counselling in Action' by Mearns and Brian Thorne published by Sage Publications Ltd. ISBN 9781412928557 (Recommended price £19.99)

Counselling Skills 3 & 4: 'Counselling Skills and Theory' by Margaret Hough published by Hodder Arnold. ISBN 9780340927014 (Recommended price £19.99)

An Introduction to the theory and Practice of Mindfulness:

↳ 'Wherever You Go, There You are: Mindfulness Meditation for Everyday Life' by Jon Kabat-Zinn published by Piatkus books ISBN 0749925485 (Recommended price £12.99)

↳ 'Heal Thy Self' by Saki Santorelli published by Crown Publications ISBN 0609805045 (Recommended price £9.99)

Days and Times of Courses

Please note that we cannot guarantee that all of the following classes will run. If for any reason class does not run students will be offered another group but we cannot guarantee that this will be in any particular place day or time.

Counselling Skills 1 (KL101Q) (First Half Session) Counselling Skills 2 (KL151R) (Second Half Session)

Day	Location	Time	Venue	No. of Classes
Aberdeen				
Monday	Aberdeen	18.30 . 21.00	University of Aberdeen	12
Tuesday	Aberdeen	10:00 . 12:30	University of Aberdeen	12
Tuesday	Aberdeen	18.30 . 21.00	University of Aberdeen	12
Wednesday	Aberdeen	10.00 . 12.30	University of Aberdeen	12
Wednesday	Aberdeen	14:00 . 16:30	University of Aberdeen	12
Wednesday	Aberdeen	14:30 . 17.00	University of Aberdeen	12
Thursday	Aberdeen	14.00 . 16.30	University of Aberdeen	12
Saturday	Aberdeen	10:00 . 16:00	University of Aberdeen	6
Aberdeenshire				
Tuesday	Banchory	19:00 . 21:30	Banchory Academy	12
Highlands				
Wednesday	Inverness	09.30 . 12.00	Fairways Golf Course	12
Wednesday	Inverness	18.30 . 21.00	Milburn Academy	12
Edinburgh				
Thursday	Dalkeith	19.00 . 21.30	New Battle Abbey College	12

Counselling Skills 3 (KL101S) (First Half Session) Counselling Skills 4 (KL151T) (Second Half Session)

Day	Location	Time	Venue	No. of Classes
Aberdeen				
Tuesday	Aberdeen	19:00 . 21:30	University of Aberdeen	12
Wednesday	Aberdeen	14:00 . 16:30	University of Aberdeen	12
Wednesday	Aberdeen	18.30 . 21.00	University of Aberdeen	12
Thursday	Aberdeen	10.00 . 12.30	University of Aberdeen	12
Saturday	Aberdeen	10:00 . 16:00	University of Aberdeen	6
Highlands				
Tuesday	Inverness	18:30 . 21:00	Milburn Academy	12
Edinburgh				
Monday	Inverness	18:30 . 21.00	Newbattle Abbey College	12

**Further Steps in Counselling 1 and 2
(First Half Session & Second Half Session)**

Day	Location	Time	Venue	No. of Classes
Thursday	Aberdeen	14.00 . 16.30	University of Aberdeen	24
Tuesday	Inverness	09.30 . 12.00	Fairways Golf Course	24

An Introduction to Transactional Analysis (First Half Session)

Day	Location	Time	Venue	No. of Classes
Tuesday	Aberdeen	18.00 . 21.00	University of Aberdeen	10

Transactional Analysis Skills Development (Second Half Session)

Day	Location	Time	Venue	No. of Classes
Tuesday	Aberdeen	18.00 . 21.00	University of Aberdeen	10

**A Person-Centred Approach to Helping Relationships:
A Counselling Skills Based Course (First Half Session)**

Day	Location	Time	Venue	No. of Classes
Tuesday	Aberdeen	10:00 . 13.00	University of Aberdeen	10

An Introduction to the Theory & Practice of Mindfulness (Second Half Session)

Day	Location	Time	Venue	No. of Classes
Tuesday	Aberdeen	10.00 . 13.00	University of Aberdeen	10

An Introduction to the Psychodynamic Approach (First Half Session)

Day	Location	Time	Venue	No. of Classes
Thursday	Aberdeen	10.00 . 12.30	University of Aberdeen	12

KL101Q – Counselling Skills 1

Course Description:

Each of the four modules that make up the Counselling Skills Course contains the four strands . skills, knowledge, self awareness and ethics which are interwoven into all aspects.

The theme of module one is Beginnings: Advanced Communication Skills. This module will introduce the theory, practice and ethics of using counselling skills. It will focus on five overlapping areas of work: theory; skills practice; professional development; personal development and self-assessment. The theory section will entail establishing a definition of counselling and distinguishing it from other helping activities as well as offering an overview of the development of counselling and introducing Rogersq Person-Centred Approach. Participants will have the opportunity to practice active listening skills and learn how to communicate empathic understanding. Professional development will comprise of ethical considerations, particularly the need for confidentiality and boundaries. The importance of on-going personal development and self-assessment will be emphasised.

Course Outline:

- Unit 1 Introductions, expectations and working agreement
- Unit 2 Formal Counselling and the %counselling approach+
- Unit 3 Introduction to practice: The significance of attending
- Unit 4 Introduction to practice: The significance of responding
- Unit 5 Introduction to self-awareness
- Unit 6 Essential qualities of a counselling approach (I): Acceptance
- Unit 7 Essential qualities of a counselling approach (II): Genuineness and empathy
- Unit 8 Listening, responding and acceptance, genuineness and empathy
- Unit 9 Introduction to Ethics: Confidentiality
- Unit 10 Practice Unit
- Unit 11 Un-programmed session
- Unit 12 Review and personal assessment

Assessment: Will be through continuous assessment: weekly learning log, 200 words (25%), oral participation (25%), oral practice (25%) and a 2000 word essay (25%).

Credits: This course carries 15 credit points at level 1

Pre-requisites: None

KL151R – Counselling Skills 2

Course Description:

Counselling Skills 2 aims to review and consolidate areas covered in Counselling Skills 1 and to consider theory in greater depth. The course will provide opportunities to practise counselling skills, focusing on communicating the core conditions of accurate empathy and acceptance as well as beginning to look at structuring the counselling context.

Five elements of theory, skills practice, professional development, personal development and self-assessment will run concurrently in this course. The theoretical part will investigate theory in greater depth, focusing on the core conditions of empathy, acceptance and genuineness. Skills practice will entail developing accurate empathy and exploring the condition of acceptance as well as introduce structuring of the counselling context. The method of working in triads as a means of developing effective feedback skills will again feature strongly. Professional development will involve further consideration of ethics, looking specifically at prejudice and its impact on unconditional positive regard. This issue will also be the focus of personal development work, and keeping a journal, or learning log will promote self-awareness in counselling.

Course Outline:

- Unit 1 Introductions, expectations and working agreement
- Unit 2 An introduction to structures: Boundaries and Beginnings
- Unit 3 Self-in-context: Transitions - Attachment, Loss and Readjustment
- Unit 4 Structures: Middles - Focusing
- Unit 5 Structures: Middles - Change & Challenging
- Unit 6 Self-Awareness: Sexuality
- Unit 7 Self-awareness: Personal Motives and Values
- Unit 8 Ethics: Self-In-Context Working with Difference . The Ethic of Justice
- Unit 9 Structures: Endings
- Unit 10 Practice Unit
- Unit 11 Practice Unit
- Unit 12 Evaluation- Review and Self Evaluation

Assessment: Will be through continuous assessment: weekly learning log, 200 words (25%), oral participation (25%), oral practice (25%) and a 2000 word essay (25%)

Credits: This course carries 15 credit points at level 1

Prerequisites: Completion of Counselling Skills 1 (or fulfilling the requirements for exemption . page 5)

KL101S – Counselling Skills 3

Course Description:

The objective of Counselling Skills 3 is to review and consolidate previous learning whilst going on to look at alternative counselling skills approaches in greater depth. The focus in both theory and skills practice will be the development of congruence and authenticity in counselling.

Counselling Skills 3 will focus on five areas of work: theory, skills practice, professional development, personal development and self-assessment. The theoretical work will include a more detailed look at other counselling approaches from the humanist, cognitive, behavioural and analytical traditions. Continuing the focus on the Person-Centred approach, the objective in this course will be to develop an understanding of congruence and authenticity. In addition, attention will be given to the beginning, middle, and end stages in the helping process. The practical element will involve integrating theory and practice with the development of congruence. Triad work will be continued. Professional development will entail discussion of values, specifically those connected with race, culture, gender and sexual orientation. The way in which client issues impinge on the helper will be investigated in personal development work and a learning log will continue to be used for self-assessment.

Course Outline:

- Unit 1 Personal Introductions, Review of Counselling Skills 2, Expectations of Counselling Skills 3
- Unit 2 Theoretical Perspectives in the Counselling Field: An Overview: Overview
- Unit 3 The Humanistic/Existential Perspective: The Person Centred Approach
- Unit 4 A Psychodynamic Perspective
- Unit 5 Self-Awareness: The Significance of Past Experience
- Unit 6 Self-In-Context: Genograms
- Unit 7 Self-Awareness: A Cognitive Behavioural Perspective
- Unit 8 Ethics: The Ethos of Care and Power
- Unit 9 Self-Awareness: Spirituality
- Unit 10 Evaluation A: Integrated Practice with Recording
- Unit 11 Un-programmed session
- Unit 12 Review and personal assessment

Assessment: Will be through continuous assessment: weekly learning log, 200 words (25%), oral participation (25%), oral practice (25%) and a 2000 word essay (25%)

Credits: This course carries 15 credit points at level 1

Prerequisites: Completion of Counselling Skills 1 (or exemption) and Counselling Skills 2, achieving a minimum CAS mark of 12

KL151T – Counselling Skills 4

Course Description:

Counselling Skills 4 aims to review and consolidate areas covered in Counselling Skills 1, 2 and 3, to continue to look at other counselling skills approaches and to focus on issues that clients bring to counselling. Participants will be expected to undertake a complete session from beginning to end using counselling skills. Professional development issues such as referral, supervision and accreditation will also be introduced.

As in the previous three courses, the elements of theory, practice, professional development, personal development and self-assessment will be present. The theoretical part will continue the exploration of other counselling approaches from different traditions. In this course client issues will be considered, particularly those involving loss and change. The aim in skills practice will be to give participants the opportunity to undertake a complete session from beginning to end using counselling skills and ensuring that the core conditions are present. Professional development will consider the issues of record-keeping, referral, use of supervision, professional accreditation and working in institutional settings. Personal development will entail looking at what happens to the helper during the helping process and some self-reflection on the process itself. Participants will be assessed on their practice session.

Course Outline:

- Unit 1 Introductions, expectations and working agreement
- Unit 2 A Humanistic/Existential Perspective: Gestalt
- Unit 3 Ethics: Boundary Issues and Violations
- Unit 4 Social Inclusion
- Unit 5 Transactional Analysis (T.A)
- Unit 6 Self Awareness: Stress - Friend or Foe
- Unit 7 Ethics: Listener's Responsibilities in Context
- Unit 8 Skills Practice: Beginnings
- Unit 9 The Middle Phase
- Unit 10 Endings
- Unit 11 Final Review and Self-Evaluation Assessment
- Unit 12 Final Review and Self Evaluation Assessment

Assessment: Will be through continuous assessment: weekly learning log, 200 words (25%), oral participation (25%), oral practice (25%) and a 2000 word essay (25%)

Credits: This course carries 15 credit points at level 1

Prerequisites: Completion of Counselling Skills 1 to Counselling Skills 3

KL2019/KL2519 – Further Steps in Counselling

Further Steps 1 – Units 1 – 6: Sept – Dec

Further Steps 2 – Units 7 – 12: Jan – May

Course Description:

The focus of this course is the further development of participants' counselling skills. It will give those who have completed Counselling Skills 1 . 4 (COSCA Counselling Skills Certificate or equivalent) the opportunity to reconnect with their previous learning and experience and update their practice and understanding of counselling skills. It will also assist participants to further deepen and develop their knowledge of counselling skills.

The core of the learning comes from participants working with their own life experiences and skills applications. As in Counselling Skills 1 . 4 the threads of Skills, Theory, Self-awareness and Ethics is embedded in all the material covered.

The course recognises that participants will have had differing experiences of Counselling Skills Training and provides sufficient information on the themes covered for everyone to participate.

Each unit has been designed to enable participants to evidence two core competencies whilst they are engaged in large and small group discussions and practice groups. Competence 1: Establish, maintain and bring to an end a supportive interaction. Competence 2: Self Monitoring.

Course Outline:

Unit 1	Review of Previous Learning, Expectations of this Course and Working Agreement
Unit 2	Attitudes and Beliefs about Human Development
Unit 3	Gender and Sexual Identity
Unit 4	Counselling Models and Process of Change
Unit 5	Understanding Trauma
Unit 6	Understanding and Working with Addictions/Dependency
Unit 7	Transpersonal Perspective and Psychosynthesis
Unit 8	Integration of Counselling Skills and video-taped practice
Unit 9	Working with Conflict
Unit 10/11	Presentation of self analysis of transcript and receiving feedback and/or working creatively using a counselling approach
Unit 12	Reflection on learning from the course and group review, evaluation and course ending

Assessment:

Further Steps 1

Will be through continuous assessment: 2000 word Essay (25%), weekly learning log (25%) and oral assessment (50%)

Further Steps 2

Will be through continuous assessment: presentation of transcript and analysis (25%), weekly learning log (25%) and oral assessment (50%)

Credits:

These courses each carry 15 credit points at level 2

Prerequisites:

Completion of Counselling Skills 1 . 4 or equivalent
A Pass at Further Steps 1 to continue to Further Steps 2

KL2010 – An Introduction to Transactional Analysis

Course Description:

In developing Transactional Analysis, Eric Berne offered a way of describing different elements of human relating in a form that is readily understandable to a broad range of people. This course will offer participants the opportunity to become more familiar with ideas and concepts that form the basis of an approach which is readily applicable to many different settings and which may provide a useful complement to existing listening skills. Participants will be introduced to concepts such as ego states, transactions, psychological games and script and will be able to consider often perplexing aspects of experience from a new and different perspective. Transactional analysis provides an integrated model of counselling skills and the course will therefore build on previous training and/or practical experience.

The course will be a mixture of presentation, discussion and guided exploration and participants will be expected to be willing and able to share and learn from their own experience.

Course Outline:

- Unit 1 Introduction to Course: Expectations and Agreements
Introduction to Transactional Analysis; its beliefs and assumptions
- Unit 2 Stroke Theory
- Unit 3 Ego States 1
- Unit 4 Transactions
- Unit 5 Psychological Games and Life Positions
- Unit 6 Rackets
- Unit 7 Ego States 2
- Unit 8 Life Script
- Unit 9 Drivers and Injunctions
- Unit 10 Frame of Reference and Discounting
- Unit 11 Contracts, Contracting and the Process of Change
- Unit 12 Concluding Session

Assessment: Will be through continuous assessment: 2 essays, one of 1200 . 1500 words (30%), second of 3000 words (50%), and weekly learning logs (20%)

Credits: This course carries 15 credit points at level 2

Prerequisites: Completion of Counselling Skills 1 & 2 (or equivalent), though you are encouraged to have completed the full COSCA Certificate

KL2518 – Transactional Analysis Skills Development

Course Description:

The course will focus on aspects of TA which describe and explain the ways in which individuals develop; the impact of childhood experiences on later life, stages of development, how these continue throughout life, the components of life scripts and the significance of internal psychological processes. It is intended to equip students with sufficient theoretical knowledge and process skills for working with individuals to bring about personal and professional change and growth.

Aims and Objectives:

To provide students with a thorough overview of TA concepts relating to the ways in which individuals (adults and children) develop and change, with plenty of practical examples, in order to:

- Deepen their understanding of specific TA concepts
- Enable them to select appropriate TA concepts to match client needs
- Demonstrate how to apply the concepts, or groups of concepts, effectively and professionally
- Stimulate them to consider how the TA approach to nature/nurture can enhance their understanding of personal relationships and communication
- Equip them to discuss TA critically with other professionals
- Encourage them to pay attention to pitfalls as well as benefits of TA models

Learning Outcomes:

Cognitive outcomes for students will include the ability to clearly describe the range of TA concepts that illuminate the processes of individual development including:

- Structural analysis of ego states
- Script matrix and related concepts, including life positions, attributions, injunctions, counter script and drivers
- Cycles of Development
- Internal processes including discounting and the racket system
- Autonomy as the goal of TA application

Skill Outcomes:

The students will include being able to:

- Analyse their own developmental history and identify personal current developmental needs
- Apply TA concepts appropriately and professionally with clients who wish to analyse their own developmental needs
- Apply TA concepts to identify developmental needs of clients and present interventions accordingly in activities such as counselling and teaching
- Work with clients to bring about personal and professional change and growth

Assessment: Will be through continuous assessment: essays, of 1200 . 1500 words (30%), of 3000 words (50%), and weekly learning logs 300-500 words (20%)

Credits: This course carries 15 credits at level 2

KL2017 – A Person Centred Approach to Helping Relationships: A Counselling Skills Based Course

Course Description:

The aim of this course is to provide an opportunity for those who are interested to develop and apply person centred counselling and interpersonal skills to non-counselling settings; it can also be a step towards Diploma training and a career in counselling. Its purpose is to enhance participants' personal and professional interaction with others and to develop the capacity to assess their own skills and abilities. The course provides the opportunity for people from a wide range of backgrounds to learn experientially through working together in a group setting.

This course will offer the opportunity in a group setting to gain personal understanding and experience of a person centred approach to using counselling skills ethically and effectively in professional helping relationships. Participants will be able to explore the connection of self-awareness and self-acceptance to practice in the process of the person centred approach.

The course learning will focus on the personal development of the helper, on person centred theory and on the development of practical skills. This course is predominantly experiential although there will be some presentation of content and theory. Course members will have the opportunity to actively work together to further each others' learning. This approach recognises and respects the creative potential of each individual and aims to provide a group setting where each participant can be free to learn in an environment that is both supportive and challenging.

Course Outline:

- Unit 1 Introduction to Course: Expectations, Outline, Agreements
- Unit 2 The Meaning of Person Centred: An overview of the key theoretical concepts and their relationship to self and to practice
- Unit 3 The theory and practice of the Core Conditions: Empathy, Congruence, and Unconditional Positive Regard
- Unit 4 Rogers' Personality Theory explored
- Unit 5 Encounter Group
- Unit 6 Life Transitions
- Unit 7 Ethical practice
- Unit 8 Different dimensions to Person Centred practice
- Unit 9 Practice Session
- Unit 10 Un-programmed Session
- Unit 11 Review and Evaluation
- Unit 12 Ending Session

Assessment: Will be through continuous assessment: weekly learning log, 200 words (25%), oral participation (25%), oral practice (25%) and a 3000 word essay (25%)

Participants: This course is of interest to people from a range of professions and interests including those working in: voluntary agencies, health care professions, human resources, teaching and those considering further person centred counselling training at diploma level

Credits: This course carries 15 credits at level 2

An Introduction to the Theory & Practice of Mindfulness

Course Description:

The course provides an introduction to theories of mindfulness and how mindfulness can be used in relation to, for example, stress and self-compassion. There are opportunities to learn various mindfulness practices and reflect on their effect: home practice of a minimum of 30 minutes a day is an integral part of this and a journal is to be kept reflecting on this as well as experiences in the group. Small group work gives students an opportunity to discuss and monitor their own learning

The course content has some flexibility in order to respond to any specific needs of the group.

- Unit 1: Introduction, expectations, course outline, working agreement for group, first practice - the raisin exercise. Introduction to daily practice: Key qualities of beginners' mind, letting go and the concept of automatic pilot
- Unit 2: The Body scan practice, theoretical core of a mindful approach, key qualities of acceptance, curiosity and patience
- Unit 3: The Body Scan week 2. Triangle of awareness- body/mind/thoughts. Key qualities of non-striving and being in the present moment
- Unit 4: The walking meditation practice. Theories of stress and how mindfulness can be used to counter the effects of stress
- Unit 5: Breathing meditation and sitting meditation practice. Theories of attachment and resilience
- Unit 6: Sitting meditation practice. Focus on habits of thinking. Link to CBT
- Unit 7: The quality of acceptance. Theory of self-compassion. Compassionate mind practices
- Unit 8: Silent practice session: students experience silence as they participate in various practices, hear poems and readings
- Unit 9: Having completed the sheet 'Review of Personal Practice' students give a short presentation to the whole group about their own progress through the course. Review sheets will be submitted to tutors at the end of this session
- Unit 10: Self-care: considering the integration of practices and learning into future life. Group ending

Assessment:

Written Assessment:

Course members are expected to write 400 words per week clearly demonstrating how they are conceptualising and working with the course learning. At all times links should be made with personal practice in class and out of class.

Oral Assessment:

Oral assessment is ongoing, based on a collaboration of students and tutors appraisal of learning and development from:

- Course teaching and mindfulness practice
- Personal mindfulness practice

In week nine of the course presentation to the group of the completed sheet 'Review of learning and Practice' is part of the assessment process.

Prerequisites: The course is suitable for those who have completed Counselling skills 1 . 2 or equivalent.

Credits: This course carries 15 credit points at level 2

KL2013 – An Introduction to the Psychodynamic Approach

Course Description:

This course offers the opportunity to gain experience and understanding of one conceptual model. Participants will also be able to overview the approach in different settings which will naturally involve an ethical underpinning. They will hopefully be able to integrate the use of psychodynamic skills with an understanding of theory, the process of practise and individual growth and personal development conducive to the nature of the course. The programme is suggested in a linear manner - each session will link with the previous sessions through practise, activity and experiential group. Everyone will be asked to take part as a listener, speaker, group member and observer at different stages of the work. There will be a mixture of presentations, discussion, activity, readings and experiential work throughout.

Course Outline:

- Unit 1 Introduction to Course, Expectations Boundaries and Agreement
- Unit 2 Historical Beginnings of the Psychodynamic approach
- Unit 3 Overview of Psychodynamic working with the Individual, the Couple, the Group
- Unit 4 Particular theories of Psychodynamic working: Free Association to linking and discovering meaning
- Unit 5 Attachment, Separation and the Family, Genogram, The need for Relationship
- Unit 6 The Couple their Family, Society: Developmental stages. Object Relations Theory
- Unit 7 Do we have a dynamic, unconscious inner world? Transference and Counter Transference
- Unit 8 Thoughts, Feelings, Identity and Belief systems
- Unit 9 The need for Defence Systems and Resistance
- Unit 10 Mirroring, Splitting, Introjections and Projection
- Unit 11 How can the process of change take place in the individual, dyad and the group?
- Unit 12 The Psychodynamic Helping Relationship/Supervision and Ethics

Assessment: Will be through continuous assessment: One Essay (2000 words) (25%), weekly learning log, 250 words (25%), oral participation (25%) and oral practice (25%)

Prerequisites: The course is suitable for health social and care workers as well as those who have completed Counselling skills 1 and 2

Credits: This course carries 15 credit points at level 2