

Wealden College
of
Counselling & Psychotherapy
Est. 1986
Part of Wealden Psychology Institute

UKATA Registered Training Establishment

CERTIFICATE IN COUNSELLING

STUDENT HANDBOOK

2020/2021

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WELCOME!

Dear Student,

Wealden College of Counselling and Psychotherapy Certificate in Counselling

Welcome to Wealden College of Counselling and Psychotherapy, the training department of Wealden Psychology Institute.

We seek to support your professional and personal development and ask that you take time to familiarise yourself with the course requirements that are detailed in this handbook, and in particular the mandatory requirements listed on the following pages. Your Certificate in Counselling is dependent on you fulfilling these requirements.

The college has a notice board located in the foyer, and has a website (address www.wealdeninstitute.co.uk) and we ask you to use these to keep yourself up to date with College news.

We want your time here to be both an enjoyable and enriching experience and want to say that we will be available to listen to you if there are problems you wish to discuss. In this event your Course Tutor Anna Pester is your contact person.

Best wishes,

Joanna Beazley Richards
Principal of Wealden College

CERTIFICATE IN COUNSELLING

Course Tutors:

Lead Tutor: Anna Pester

Tutors:

Joanna Beazley Richards, MSc, TSTA, C.Psychol

John Baxendale, MSc, PTSTA, CTA, BACP Accred., Adv.Dip.FCP

The Certificate in Counselling Course is a 60 hour introductory course designed to equip people with basic skills and an understanding of some of the theories underlying counselling. It is particularly suitable for:

- people who are thinking of going into professional training in counselling and psychotherapy,
- people who wish to enhance their people skills in their current work,
- people who wish to develop their understanding of counselling processes and what they may offer for their personal or professional growth.

The course is offered on 10 Mondays:

[See dates below.](#)

The course content includes:

- An overview of major theories of counselling and psychotherapy,
- Boundaries and ethics.
- Basic skills of attending, listening and questioning.
- Human development over time.
- Maintaining and developing helping relationships.
- Managing successful endings.

The course is a combination of teaching exercises and practicing and observing skills with each other.

To gain the Certificate, students must actively participate on the course and complete a learning journal, reporting what has been taught and their personal response to the experience. Feedback will be given on the best ways to fulfil this requirement and additional advice and support given for those students who have limited experience in completing written work. In the event that students cannot attend any specific module, tutors may require that the student reads a particular passage or complete a task that relates to the content of the module.

If attendance is below 90% a Certificate will not be awarded. [See mandatory requirements below.](#)

Please note that students wishing to go on to further training in counselling will be given tutors' opinion as to their suitability for such training. Certificate students will be interviewed for those courses but completing the Certificate course is not a guarantee of acceptance on other courses.

THE COLLEGE AND ITS PHILOSOPHY

Wealden College of Counselling and Psychotherapy is a part of the Wealden Psychology Institute, which specialises in the application of research findings in the behavioural sciences to a range of human situations, issues and difficulties. Institute services include: consultancy, coaching and mentoring for organisations, assessment, treatment, report writing and risk assessment in relation to criminal and civil legal proceedings, clinical psychology, counselling and psychotherapy for individuals, couples and families. We also have a small organic farm which is involved in our educational, research, therapeutic and assessment work.

All the tutors and core staff team at the college are highly trained and experienced in the field of Counselling and Psychotherapy.

Situated in the East Sussex town of Crowborough, the College building offers a unique, relaxed and comfortable environment for all our courses and services.

The College philosophy is broadly humanistic in that we believe that:

- Individuals are worthy of respect, acceptance and understanding because they are human.
- People are responsible for the decisions they make, how they think, feel and behave and can change these decisions.
- People are responsible for making their own meanings and for their beliefs about themselves and others.
- People are experts on themselves.
- People have a tendency to seek self-actualisation (to realise their own potential).
- Behaviour is functional, or at one time was functional, even if it now seems not to be.
- Ownership of positive goals will enable people to work towards them more energetically.

These values/beliefs are embedded in all our training programmes and are reflected in their content and structure and in the kind of people who are tutors.

We believe that all techniques and theories are limited and should never be used in ways that avoid or distort contactful relationship between client and counsellor or therapist. We are aware that within our society not everyone is treated equally or justly, and we are committed to doing what we can to ensure equality of treatment and seek to offer a learning environment in which people are valued for themselves.

The college believes that all students in counselling training will benefit from being in personal therapy/counselling as this experience as a client is crucial in developing the individual student's competence as a practitioner. We believe that this enables the students to deal with their own painful emotional material thus enabling them to deepen their competency as counsellors/therapists.

CODE OF ETHICS AND PROFESSIONAL PRACTICE

The College develops professional practitioners, and students are expected to make a commitment from the start of their training by joining the relevant professional body.

Our trainers, tutors and supervisors are all members of BACP and/or UKATA and adhere to the relevant codes of practice for trainers and supervisors.

College Farm. We have a small Soil Association Certified organic farm, 4 miles from the college, which is managed in a way that is sensitive to the environment. Students of the college are encouraged to become involved in our work with animals and plants.

We offer short courses in therapeutic work with animals, and a chance to join in with work with people with special needs who are learning at the farm.

CERTIFICATE IN COUNSELLING COURSE CONTENT

This course is approved as a first step for people who are interested in going on to further training in Counselling or Psychotherapy.

It is of interest to people working in voluntary or professional capacity, and to people interested in using counselling skills in their lives and relationships.

Expectations Genuine interest in learning counselling skills
Adherence to BACP code of ethics

Training Provided Ten Mondays ([See next page for actual dates](#))

Course Work Reading of relevant books
Maintenance of a personal learning journal

Course Content Overview

- An overview of the major theories, approaches and skills of counselling, listening skills and reflection.
- The counselling relationship, transference and countertransference, endings, self-care for the counsellor.
- Types of presenting problem and human development over time, depression, anxiety, stress, money worries, self-esteem and self-confidence.
- Professional practice - boundaries and ethics, assessment, diversity and prejudice.

Course dates

Summer dates 2020	Autumn dates 2020	Spring dates 2021	Summer dates 2021
Monday 27/07/20	Monday 19/10/20	Monday 25/01/21	Monday 10/05/21
Monday 03/08/20	Monday 26/10/20	Monday 01/02/21	Monday 17/05/21
Monday 10/08/20	Monday 02/11/20	Monday 08/02/21	Monday 24/05/21
Monday 17/08/20	Monday 09/11/20	Monday 15/02/21	Monday 07/06/21
Monday 24/08/20	Monday 16/11/20	Monday 22/02/21	Monday 14/06/21
Monday 31/08/20	Monday 23/11/20	Monday 01/03/21	Monday 21/06/21
Monday 07/09/20	Monday 30/11/20	Monday 08/03/21	Monday 28/06/21
Monday 14/09/20	Monday 07/12/20	Monday 15/03/21	Monday 05/07/21
Monday 21/09/20	Monday 14/12/20	Monday 22/03/21	Monday 12/07/21
Monday 28/09/20	Monday 21/12/20	Monday 29/03/21	Monday 19/07/21

OVERVIEW OF WEALDEN COLLEGE COURSES

- **60 hour Certificate in Counselling**
- **Continuing Professional Development and Short Course Programme
(including the TA 101 course)**
- **Advanced workshops in Transactional Analysis and Psychotherapy**
- **Introductory Certificate in Trauma Therapy**
- **Diploma in Trauma Therapy**
- **Introductory Certificate in Animal Assisted Therapy**
- **Diploma in Animal Assisted Therapy**
- **Introductory Certificate in Mindfulness Practice**
- **Diploma in Mindfulness Practice**
- **Introductory Certificate in Couples Counselling**
- **Programme of courses and workshops at Wealden Institute France**

MANDATORY COURSE REQUIREMENTS FOR THE CERTIFICATE IN COUNSELLING

The Certificate in Counselling course is a 60 hour introductory course designed to equip people with the basic skills and an understanding of the theories underlying Counselling. It is a starting point for people wishing to continue and train as counsellors, or for those who wish to develop counselling skills for use as part of their existing occupation or life. Successful completion of this course itself does not entitle students to describe themselves as counsellors or as offering counselling.

Students must:

- 1) Keep their learning journal up to date and hand this in, at the required time.
- 2) Comply with all other course requirements detailed in this handbook, including payment of fees.
- 3) Attend at least 90% of the training modules, and in case of absence do work agreed with the course tutor to fill the missed training hours.
- 4) Unless you already hold another recognised professional qualification allowing you to do so, you will not use attendance or graduation from this course to imply you are qualified to provide counselling.

We seek to develop practitioners who are committed to their own ongoing personal and professional development and in modelling this process in our training we expect you to take responsibility to ensure you fulfil these requirements. It is not the role of staff to remind students of course requirements.

Students who do not comply with our requirements may be asked to leave the course. In the case of unethical practice the College will pursue such other action as is available to it to ensure client interests are protected.

ASSESSMENT AND WRITTEN WORK REQUIRED

Your work as a student will be assessed in the following ways:

- **Attendance**
You are required to attend all the course modules and to arrive on time and stay for the full time [see further notes below].
- **Learning Journal**
This will be handed in and reviewed by your course tutor(s), who will be looking to see that you have understood the theory correctly, and that you are developing your awareness of your professional developmental needs.

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Satisfactory completion of the above will be essential as part of your completion of the course.

Further notes regarding attendance

Students who miss any module are required to agree with their tutor how they will make up the lost learning and achieve the learning objectives. You will normally be required to research the topic missed and write up an entry in your learning journal. You may be asked to make up the hours via attendance at one of the Wealden Institute short course programme workshops.

If you attend less than 90% of the you will not complete the course successfully without an agreed plan to recover the learning you have missed.

Written work required

The following written work is required as part of satisfactory completion of your training.

Learning Journal

This is to be handed in for assessment when requested and at the end of the course.

This is the only substantial piece of ongoing written work. It is the record of the theory, exercises, experiences of the course itself, and your accompanying professional growth and development. Almost like self-supervision, it is your chance to monitor and record your progress. It is the place to record your development. There is no prescribed format for this but as a suggestion; each entry should make reference to:

- What you learned in the taught component of the module;
- Your awareness of your own professional developmental as a result of this learning.
- A note of any background reading undertaken in relation to this course.

Overall they will expect your journal to review your strengths and what further professional development you may wish or need to do at any stage, and will also assess your ability to express yourself concisely.

Presentation of your learning journal.

- Put your name and the course and year of training in the header of every page.
- Number the pages.
- Do a title page with your name, the course and year of training.
- Do a contents page describing the sections.
- Make each module separate and easy to distinguish for the reader.
- Put the tutor name and qualifications, and the date of each module.

You are required to submit your learning journal electronically to your course tutor. In which case ensure that you send it as one electronic file, in pdf format. The file name should include

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your name and the words ‘learning journal’.

Log Book

You may wish to maintain a log book throughout the course, obtaining signatures from your therapist and/or tutor as appropriate. This is not mandatory for the Certificate in Counselling course, but if you plan to continue your training in Counselling will provide an excellent opportunity to practice and be ready to maintain your log which will be mandatory for any further training.

Certificate in Counselling Modules; Mondays 2020

MODULE	CONTENT
Modules 1 and 2	What is counselling? Listening, summarising and paraphrasing skills and reflection. Skills teaching and practice.
Modules 3 and 4 The counselling relationship.	Developing the counselling relationship Maintaining and developing counselling relationships Transference and Countertransference Repairing counselling relationships Ending with counselling clients Self care for the counsellor Counselling Skills practice
Modules 5 and 6 Types of presenting problem.	Self esteem and self confidence Relationship issues Anxiety and depression Stress Counselling Skills practice
Modules 7 and 8: Models of Counselling Humanistic and Psychodynamic models in counselling.	Humanistic and Psychodynamic Philosophy and practice Counselling Skills practice
Module V: Professional Practice.	Assessment of clients Diversity and prejudice in counselling Ethics in counselling Counselling Skills practice Review of the course. Farewells

Recommended Reading

Saunders, P., (2011), *First Steps in Counselling, A Students Companion for Introductory Courses*, PCCS Books, Ross-on-Wye.

Suggested Reading

NB. This list is by no means exhaustive.

- Corey & Corey, (2011), *Becoming a Helper*, Brooks Cole
- Cully, S., & Bond, T., Ed. Windy Dryden, (2004), *Integrative Counselling Skills in Action*, Sage, Los Angeles, London.
- De Board, R., (1998) *Counselling for Toads – a psychological adventure*, Routledge, London.
- Evans, G., (2007), *Counselling Skills for Dummies*, Wiley and Sons, Chichester.
- Houston, G., (), *The Now Red book of Gestalt*, Gaie Houston
- James, M., (), *Born to Win*,
- McLeod, J., & McLeod, J., (2011) *Counselling Skills – A practical guide for counsellors and helping professionals*, McGraw Hill, Open University Press, Maidenhead.
- McLeod, J., (2003), *An Introduction to Counselling*, Open University Press, Maidenhead.
- Mearns, D, & Thorne, B. Ed. Windy Dryden, (1999) *Person Centred Counselling in Action*, Sage Publications, London, Thousand Oaks, Dehli.
- Rogers, C., (1967) *On Becoming a Person*, Constable & Robinson, London
- Stewart, I., & Joines, V., (1987), *TA Today - A New Introduction to Transactional Analysis*, Lifespace Publishing, Nottingham, Chapel Hill
- Spurling, L. (2017), *An Introduction to Psychodynamic Counselling (Basic Texts in Counselling and Psychotherapy)* Macmillan Education, London