

**Wealden College of
Counselling & Psychotherapy**
Est. 1986

Part of Wealden Psychology Institute



CERTIFICATE IN COUNSELLING

STUDENT HANDBOOK

SUMMER 2019

Wealden Psychology Institute
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WELCOME!

August 2019

Dear Student

Wealden College Certificate in Counselling

Welcome to Wealden College, the training arm 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 upon 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, John Baxendale is your contact person.

Best wishes,

Joanna Beazley Richards

Principal

Wealden College of Counselling and Psychotherapy

OVERVIEW OF THE CERTIFICATE IN COUNSELLING SKILLS

Course Tutor: John Baxendale, MSc, PTSTA, CTA, UKCP Registered Psychotherapist, BACP Accredited Counsellor, Adv.Dip.FCP, Accredited EMDR Practitioner, Equine Assisted Psychotherapist.

Other Tutors:

Joanna Beazley Richards MSc, BA (Hons), Dip.TMHA, CPsychol, TSTA, AFBPS, MBIM. Accredited EMDR Consultant,

Anna Pester BA (Hons) Couns., Dip Couns PG, Cert.Sup., MBACP (Accred)

Andrew Hoyt Post-Grad Diploma in counselling, SDCC Certificate in Counselling Skills, BA Hons., MBACP

The Certificate in Counselling is a 60 hour introductory course designed to equip people with basic skills and an understanding of some of the theories underlying Humanistic Counselling

- 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 in 2 formats:

Either: 10 Mondays from 0930 to 1600 (next intake 27.07.2020).

Or: 5 two day weekends (in August and September) hours 09.30 to 16.00 each day.

Aims and objectives:

Aims: Our aim on the Certificate in Counselling course is to model a good therapeutic learning environment and to introduce students to:

- The basic theories of the Wealden Institute core model (Person Centred, Gestalt and Transactional Analysis)
- Basic counselling skills

- Issues that a counsellor may encounter

Objectives: Students will have a basic understanding of the core theories, have considered issues arising and have developed a level of skills which will enable them to progress to further counselling or psychotherapy training.

The course content includes:

<p>What is counselling? Listening, summarising and paraphrasing skills and reflection. Introduction to person centred counselling. Skills teaching and practice</p>
<p>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</p>
<p>Self-esteem and self-confidence Relationship issues Anxiety and depression Stress Counselling Skills practice</p>
<p>What is TA counselling? Ego states, Transactions and Games and Scripts. Introduction to Gestalt</p>
<p>Assessment of clients Diversity and prejudice in counselling Ethics in counselling Counselling Skills practice Review of the course. Farewells</p>

The course is a combination of teaching exercises, 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 attends other workshops in order to fulfil the 60 hours training requirement.

If attendance is below 90% a Certificate will not be awarded.

Please note students wishing to go on to train as professional counsellors or psychotherapists will be given tutors' opinion as to their suitability for further training. Certificate students will be interviewed for those courses by other tutors but completing the Certificate course is not a guarantee of acceptance on other courses.

Expectations	Genuine interest in learning counselling skills Adherence to BACP code of ethics
Training Provided	10 Mondays or 5 weekends in August / September
Course Work	Reading of relevant books Maintenance of a personal learning journal

THE COLLEGE AND ITS PHILOSOPHY

Wealden College 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 , family 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:

- 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 offers training in humanistic integrative counselling that is fully accredited by the British Association for Counselling and Psychotherapy.

Our advanced programme includes training in supervision, forensic counselling and psychotherapy, in therapeutic work with challenged children and families, and in the supervision of people working in the caring professions.

The college believes that all students on clinical courses need to be 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.

Diploma in Counselling trainees must be members of the British Association of Counselling and Psychotherapy and adhere to their Code of Ethics and Professional Practice.

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.

OVERVIEW OF WEALDEN COLLEGE COURSES

- [60 hour Certificate in Counselling](#)
- [Diploma in Integrative Humanistic Counselling](#)
- [Advanced Training in Transactional Analysis Psychotherapy](#)
- [Introductory Certificate in Trauma Therapy](#)
- [Diploma in Trauma Therapy](#)
- [Introductory Certificate in Animal Assisted Therapy](#)
- [Introductory Certificate in Mindfulness](#)
- [Programme of courses and workshops at Wealden Institute France](#)

COURSE CONTENTS

This course is approved as a first step for people who are interested in going on to the Wealden College BACP accredited Diploma in Humanistic Integrative . 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.

COURSE REQUIREMENTS FOR THE CERTIFICATE IN COUNSELLING SKILLS

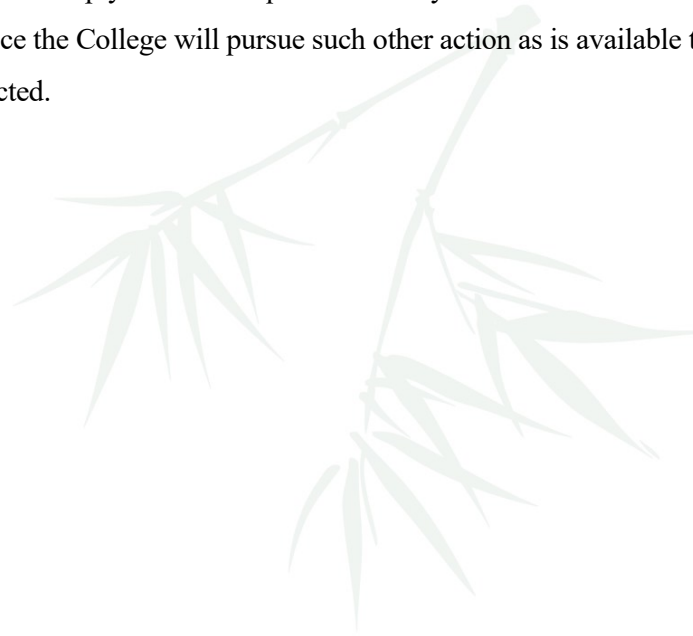
The Certificate in Counselling Skills course is a 60 hour introductory course designed to equip participants with the basic skills and an understanding of the theories underlying Counselling. It is a starting point for people wishing to continue and train as counsellors, or for those who wish to develop 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. Please submit your journal electronically, in pdf format.
- 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 WORK REQUIRED

Assessment

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.

Satisfactory completion of all 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 attend additional training related to 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 short course programme workshop.

If you attend less than 90% of the course modules 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 response to the group and the contribution made by others, and 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 development you may wish/need to do at any stage, and will also assess your ability to express yourself concisely.

Presentation of your learning journal

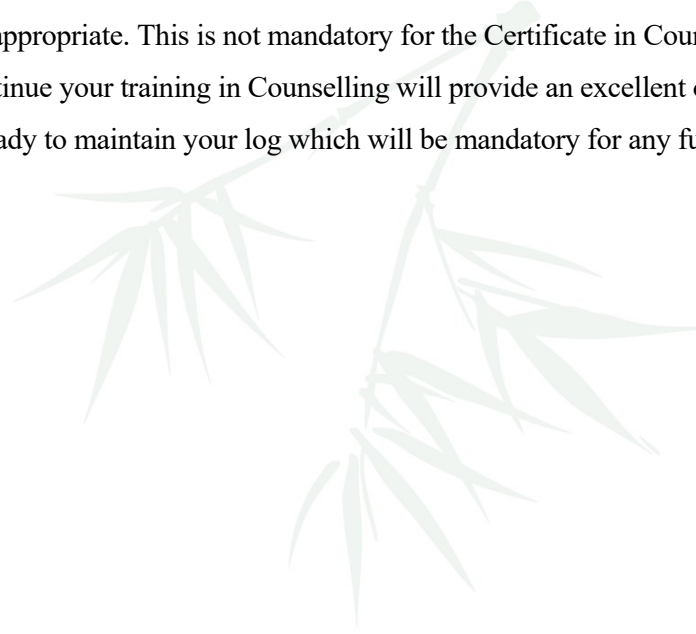
- Insert name, course and year of training in the header of every page. Number the pages.
- Produce title page with your name, the course and year of training.
- Do a contents page describing the sections.
- Make each module separate and easy to distinguish for the reader.
- Put the tutor name and the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

Please submit your learning journal electronically in PDF format. In which case ensure that you

send it as one electronic file. The file name should include your name and the words 'learning journal'.

Log Book

You may wish to maintain a log book throughout course, obtaining signatures from your therapist/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.



RECOMMENDED READING

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

Suggested Reading

NB. This list is by no means exhaustive.

Corey and Corey, *Becoming a Helper*.

Cully, S. and Bond, T., *Integrative Counselling Skills in Action*.

De Board, R., *Counselling for Toads*.

Evans, G., *Counselling for Dummies*.

Houston, G., *The Now Red Book of Gestalt*

James, M. and Jongeward, D., *Born to Win*.

McLeod, J., and McLeod, J., *Counselling Skills – A Practical Guide for Counsellors and Helping Professionals*.

McLeod, J., *An Introduction to Counselling*.

Mearns, D. and Thorne, B., *Person Centred Counselling in Action*.

Roger, C., *On Becoming a Person*.

Stewart, I., and Joines, V., *TA Today – A New Introduction to Transactional Analysis*.

**WEALDEN COLLEGE CERTIFICATE IN COUNSELLING SKILLS
HANDBOOK SUMMER 2019**

WEALDEN COLLEGE OF COUNSELLING AND PSYCHOTHERAPY

Certificate in Counselling; Weekends Summer 2019 - Times 09.30 – 16.00
Lead Tutor John Baxendale

MODULE	DATES	TUTORS	CONTENT
Module I The Humanistic Integrative Approach and Skills.	17/18 August 2019	John Baxendale - Saturday Andrew Hoyt - Sunday	What is counselling? Introduction to Humanistic Counselling. The person-centred approach Listening, summarising and paraphrasing skills and reflection. <i>Skills teaching and practice</i>
Module II The therapeutic relationship.	24/25 August 2019	John Baxendale - Saturday John Baxendale and Joanna Beazley Richards - Sunday	Developing the therapeutic relationship Maintaining and developing therapeutic relationships Transference and Countertransference Repairing therapeutic relationships Ending with therapy clients <i>Plus skills practice</i>
Module III: TA Counselling and Gestalt Counselling	31 August/ 1 September 2019	John Baxendale - Saturday Joanna Beazley Richards - Sunday	What is TA counselling? Philosophical assumptions in TA Ego states, Transactions, Games and Scripts. What is Gestalt Counselling? Gestalt Counselling, philosophy and method Unfinished business, Experiments <i>Plus skills practice</i>
Module IV: Types of presenting problems in counselling.	7/8 September 2019	John Baxendale – Saturday and Sunday	Types of issues clients bring, including: Self-esteem and self confidence Anxiety and depression Stress Relationship issues <i>Plus skills practice</i>
Module V: Professional Practice.	14/15 September 2019	Anna Pester – Saturday and Sunday	Assessment of clients Diversity and prejudice in counselling Ethics in counselling Self-care for the therapist <i>Plus skills practice</i> Review of the course. Farewells