

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

UKATA Registered Training Establishment

***CERTIFICATE IN COUNSELLING***

***STUDENT HANDBOOK***

***2017-2018***

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## **WELCOME!**

October 2016

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](http://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 Ellaine Sweeting is your contact person.

Best wishes,

Joanna Beazley Richards  
Principal of Wealden College

## CERTIFICATE IN COUNSELLING

### Course Tutors:

#### Lead Tutor:

Joanna Beazley Richards, MSc, TSTA, C.Psychol, UKCP Reg.

#### Tutors:

John Baxendale, MSc, PTSTA, CTA, UKCP Reg., BACP Accredited Counsellor,  
Adv.Dip.FCP

Amy Brown, DipCouns

**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 in 2 formats:

**Either:** 30 evening modules in 3 ten-week terms running from October to June on Tuesday evenings from 6.30 to 8.30 pm. (Students are asked to arrive at 6.15 in order to be ready for the start of training at 6.30.)

**Or:** 5 X two day weekends (in August and September) hours 09.15 to 16.30 each day.

### 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.

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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.

### 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.

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

We offer training in Transactional Analysis counselling and psychotherapy. This is fully recognised by the United Kingdom Association for Transactional Analysis (UKATA), which is a member of the European Association for Transactional Analysis (EATA). The UKATA is a member of the United Kingdom Council for Psychotherapy and graduates of our psychotherapy training can register as fully qualified, accredited psychotherapists. The UKCP is the main professional body for psychotherapy in the UK and represents over 70 organizations.

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.

**TA trainees** must be members of the United Kingdom Association for Transactional Analysis (or member of ITAA) and must adhere to the Code of Ethics and Professional Practice of the European Association for Transactional Analysis, or of the ITAA.

**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.

**Wealden Farm.** We have a small Soil Association Certified organic farm, 2 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.

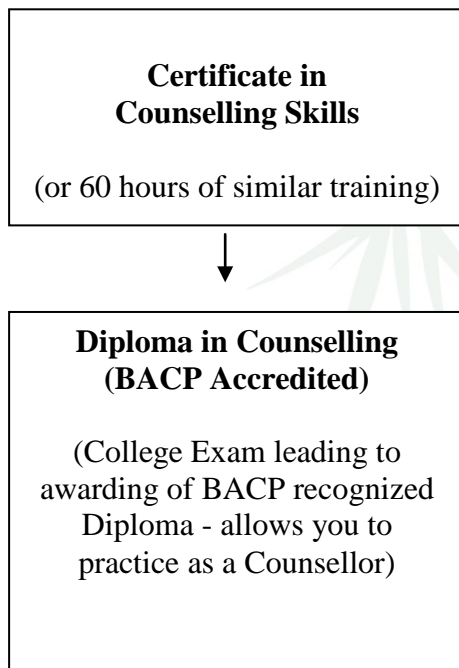
### OVERVIEW OF COURSES

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

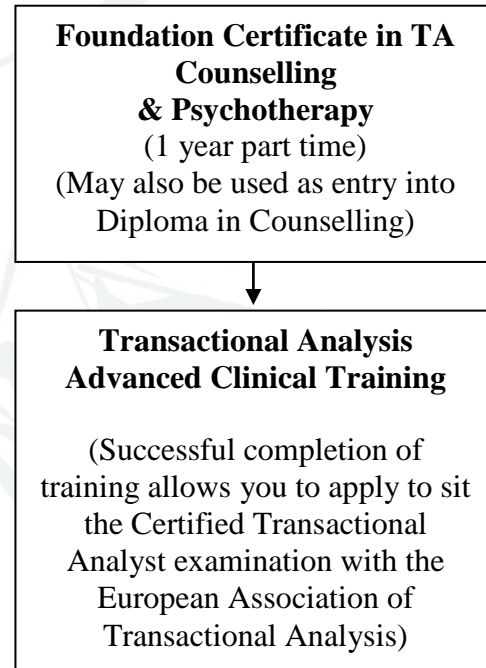
## DETAILS OF COURSES

We offer two different vocational training paths in Counselling and in Psychotherapy. The route you choose to follow will depend on a number of factors, including your interests and the kind of work you may wish to do in the future. If you are unsure as to which route is best for you please come and talk to us.

### *Training as a Counsellor*



### *Training as a Psychotherapist*





## **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**

### **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 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 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 reactions to the group and the contribution made by others, and your awareness of your own professional developmental needs 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.

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- 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 your name and the words 'learning journal'.

### Personal Diary

It is suggested that you keep a personal record of your emotional reactions and correlates of your course. This will not be viewed by your tutors, but you may discuss it with your counsellor should you wish.

### 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.

## 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 Counselling or EATA recognised TA Training. 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** One evening module per week for 30 weeks  
or  
5 weekends in August / September

**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. Person Centred approach.
- 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.
- TA counselling and theory
- Professional practice - boundaries and ethics, assessment, diversity and prejudice.

## 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.

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<b>Tuesdays 6.30 - 8.30pm Counselling Certificate</b>		<b>Joanna</b>	<b>John</b>	<b>Amy</b>	<b>James</b>	<b>Topic</b>
<b>1</b>	<b>Tue 31/10/17</b>	X	Sit in for intros	Sit in for intros		<b>Introductions. Counselling and the counselling relationship.</b>
<b>2</b>	<b>Tue 07/11/17</b>	X				<b>Active Listening skills</b>
<b>3</b>	<b>Tue 014/11/17</b>		X			<b>Person Centred counselling</b>
<b>4</b>	<b>Tue 21/11/17</b>		X			<b>Ethics</b>
<b>5</b>	<b>Tue 28/11/17</b>			X		<b>Skills evening</b>
<b>6</b>	<b>Tue 5/12/17</b>	X				<b>Gestalt</b>
<b>7</b>	<b>Tue 12/12/17</b>		X			<b>TA ; Philosophy, contractual method, ego states, scripts</b>
<b>8</b>	<b>Tue 19/12/17</b>				X	<b>TA ; Functional model, egograms, transactions, games</b>
	<b>Midwinter break</b>					
<b>9</b>	<b>Tue 16/01/18</b>	X				<b>Integration</b>
<b>10</b>	<b>Tue 23/01/18</b>		X			<b>Boundaries</b>
<b>11</b>	<b>Tue 30/01/18</b>		X			<b>Developing helping relationships</b>
<b>12</b>	<b>Tue 6/02/18</b>	X				<b>Body Language</b>
<b>13</b>	<b>Tue 13/02/18</b>	X				<b>Maintaining helping relationships</b>
<b>14</b>	<b>Tue 20/02/18</b>		X			<b>Transference and countertransference</b>
<b>15</b>	<b>Tue 27/02/18</b>			X		<b>Skills evening</b>
	<b>Spring break</b>					
<b>16</b>	<b>Tues 6/03/17</b>	X				<b>Clinical diagnostic system</b>
<b>17</b>	<b>Tue 13/03/18</b>			X		<b>Assessment</b>
<b>18</b>	<b>Tue 20/03/18</b>		X			<b>Self-care</b>
<b>19</b>	<b>Tue 10/04/18</b>		X			<b>Human development</b>
<b>20</b>	<b>Tue `17/04/18</b>		X			<b>Difference and diversity</b>
<b>21</b>	<b>Tue 24/04/18</b>		X			<b>Supervision</b>
<b>22</b>	<b>Tue 1/05/18</b>			X		<b>Skills evening</b>
	<b>May bank holiday break</b>					
<b>23</b>	<b>Tue 15/05/18</b>	X				<b>Careers in Counselling and Psychotherapy</b>
<b>24</b>	<b>Tue 22/05/18</b>	X				<b>Anxiety</b>

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<b>25</b>	<b>Tue 29/05/18</b>		X			<b>Depression</b>
<b>26</b>	<b>Tue 5/06/18</b>	X				<b>Self-esteem</b>
<b>27</b>	<b>Tue 12/06/18</b>				X	<b>Work and money issues</b>
<b>28</b>	<b>Tue 19/06/18</b>				X	<b>Relationship issues</b>
<b>29</b>	<b>Tue 26/06/18</b>		X			<b>Loss</b>
<b>30</b>	<b>Tue 03/07/18</b>	X	For a bit	For a bit		<b>Review and endings</b>

