

**DIPLOMA IN
PSYCHODYNAMIC COUNSELLING
2012 – 2014**

**HIGHGATE
COUNSELLING
CENTRE**

**Tetherdown Hall, Tetherdown,
Muswell Hill, London N10 1ND**

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Offering help with personal
and relationship problems

Highgate Counselling Centre is a Registered Charity, No. 289420

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THE CENTRE

Highgate Counselling Centre (HCC) is a registered charity and has as its stated aim “Offering help with personal and relationship problems”. It has a staff of approximately 40 trained counsellors who work on a voluntary basis, and who provide individual, bereavement, couple and family counselling. The staff includes supervisors, receptionists and administrative staff.

The main accent of the work at the Centre is expressed in the counselling relationship using psychodynamic insights. This work may last up to two years or longer. Short-term contracts of 12 weekly sessions are offered when appropriate.

The Centre was established in 1960 by the late Rev William Kyle who subsequently went on to found the Westminster Pastoral Foundation. The Centre is managed by a Council of Management whose chair is Mrs Kay Preston. The Director is Lois Elliott and Head of Training Liz Gamble.

ACCREDITED BY THE BRITISH ASSOCIATION FOR
COUNSELLING AND PSYCHOTHERAPY SINCE 1995

Summary of recent findings

In the opinion of the assessor, the Highgate Counselling Centre’s Diploma in Psychodynamic Counselling provides a thorough, high quality, professional training in counselling which continues to meet the criteria for accreditation.

THE HIGHGATE DIPLOMA IN PSYCHODYNAMIC COUNSELLING

Introduction

From September 2012 Highgate Counselling Centre will be offering its thirteenth Training Course intended to prepare individuals as professional counsellors. The Course comprises academic and clinical components. The academic part of the course covers six terms and requires attendance on Monday and Thursday evenings throughout the first six terms. The seventh term is devoted entirely to clinical work and preparing the final clinical paper. Weekly supervision and working with clients (commencing in Term Two) is in addition to the academic part of the Course. Trainees' progress in meeting the course requirements will determine whether they are eligible for the Diploma.

The core approach of the Course is psychodynamic; however, trainees will have the opportunity to explore alternative approaches to counselling. The Course is currently accredited by the British Association for Counselling and Psychotherapy for a five year period to 2015.

Though the Course will be based at the Highgate Counselling Centre at the address on the front cover, seminars and self-awareness Groups will be held at another nearby location in

Muswell Hill, N10. Trainees see their clients at the Centre, but supervision groups may be held either at the Centre or at supervisors' consulting rooms.

CRITERIA FOR APPLICATION

Applicants should

- i) Have successfully completed a Certificate in Counselling Skills or equivalent

- ii) demonstrate that they can cope with the academic requirements of the course

- iii) be able to take in and reflect on all aspects of the course experience, including feedback from tutors, supervisors and peers

- iv) be aged 25 years or over

For additional information, see the guidelines for applicants in the application pack.

COURSE OUTLINE

The Course, which leads to the award of the Highgate Diploma in Psychodynamic Counselling, consists of six parts.

NB: The Centre reserves the right to make changes to the Training Programme.

1. **Seminars on Theory**

These are held on Monday evenings throughout the first six terms from 7.00 – 8.15 pm.

2. **Counselling Skills**

Training in counselling skills is provided from terms one to seven on Thursday evenings from 7.00 – 9.30 pm.

Alternative Approaches to Counselling

Trainees will have the opportunity to explore various approaches to individual counselling throughout the six terms

3. **Self-development**

Special importance is attached to the self-development of the trainees themselves. In the Highgate Course, self-development has four aspects:

- a) Personal Therapy: *This should be underway when the course commences and must continue until the trainee has met all course requirements.*
- b) Experiential group: On Monday evenings throughout the course.
- c) Psychodrama: Saturday workshops.
- d) The keeping of a personal record.

4. **Client Work and Supervision**

5. Written Work

Four essays of 2,500 words each and a final clinical paper of 5,000 words.

6. Work Based learning

1. SEMINARS ON THEORY: *Monday Evenings*

Seminars in each term will be led by various tutors and will include:

- Human Psychological Development
- Introduction to Psychodynamic Concepts
- Systemic Counselling- theoretical aspects
- Introduction to Clinical Applications of Psychodynamic Concepts
- Psychopathology
- Working with Addictions including Eating Disorders

2. COUNSELLING SKILLS: *Thursday Evenings* will cover

Basic, Intermediate and Advanced Counselling Skills and will include sociological and diversity aspects of counselling, and the principles and practice of Short Term Counselling.

In each of these terms there will be opportunities for trainees to experience the integration of theory and practice through role play and various exercises.

3. SELF – DEVELOPMENT

a) Personal Therapy

By the commencement of the Course each trainee must have made arrangements to receive at least once-weekly individual personal therapy from a therapist who has been trained by one of the organisations registered under the Psychoanalytic and Psychodynamic Psychotherapy section of the United Kingdom Council for Psychotherapy (UKCP) [a list of these organisations is included in the application documents] or is registered with the British Psychoanalytic Council.

Please note that therapists who are not included in the above cannot be accepted by the Centre for training purposes.

The trainee will be required to supply to the Centre the name of the therapist and his or her training organisation. Members of the Highgate Course staff and Training Committee may not be approached as possible therapists. Personal therapy continues throughout the period of training until the award of the Diploma. Prior to the award of the Diploma, therapists will be asked to confirm that therapy has extended until the Trainee has met all Course requirements.

b) Experiential Group

In terms One to Six of the course trainees attend an experiential group conducted along Group Analytic lines which meets on Monday evenings (8.30-10 pm).

c) Trainees participate in psychodrama sessions directed by an external consultant who is registered with the British Psychodrama Association.

d) Personal Record

All trainees are expected to maintain a 'personal record' of their self-development as they progress on their journey through the

Course. This record is not part of the assessment process.

It is an expectation of the Course that trainees will take the opportunity to make positive use of personal therapy, psychodrama and the experiential group.

4. CLIENT WORK AND SUPERVISION

From *Term Two* each trainee is attached to a Supervision Group led by an experienced psychodynamic psychotherapist which meets weekly for 90 minutes until the end of *Term Seven*. Holiday breaks are taken after discussion with the Supervisor.

Supervision groups meet at various times through the week, and trainees have the opportunity to indicate their preference. Normally no supervision group has more than three trainees. Trainees who have not met all their clinical requirements by the end of *Term Seven* will join staff supervision groups until all requirements are met.

The course requires trainees to have completed a minimum of 150 hours supervised counselling practice prior to the award of the Diploma. Within the 150 hours trainees will have the opportunity to work with both long and short-term clients.

In *Term Two* trainees usually take on their first long-term training client, and in *Term Three* they can take on their second long-term training client. Clients who terminate counselling within the training period are replaced by new clients. Trainees who wish to take further long-term clients may do so with the approval of their Supervisor.

At the end of *Term Four* trainees can take the first of their short-term training clients. In all, from the end of *Term Six*, trainees should be seeing a minimum of three clients weekly.

At HCC 'long-term' implies up to two years of once-weekly counselling, and 'short-term' implies 12 weeks of once-weekly counselling. Trainees will continue to see clients throughout the six terms (Two to Seven) even if the minimum number of client hours has been achieved.

It is a requirement of the Centre that trainees continue with their client caseload until the clients are ready to terminate, irrespective of the completion of the Course. Supervision at a weekly level will continue to be provided where necessary beyond Term Seven.

External Placement

Any external placement whose clinical hours are to count as part of training hours must be approved by the course director with an appropriate contract signed by all parties.

Professional Log

Trainees are required to maintain a 'Professional Log' of their weekly meetings with clients which they present in supervision sessions. Supervisors provide reports on their trainees to the twice-yearly meetings of the Training Committee. This will apply to both External and Internal supervisors. Trainees will receive a copy of these reports for inclusion within their Professional Log.

5. WORK BASED LEARNING

6. ASSESSMENT (including written work)

The assessment process takes four components into consideration:

1. Attendance

Trainees are expected to attend regularly all aspects of the Course.

When a trainee cannot attend for an unavoidable reason, the Training Coordinator should be informed immediately.

Attendance records will be maintained and trainees will be advised if attendance is deemed to be unsatisfactory.

2. Satisfactory Supervisors' reports

These reports are written by Supervisors on each trainee prior to each six-monthly meeting of the Training Committee.

Trainees have the opportunity to comment on their reports and counter-sign them prior to the reports being submitted to the Training Committee.

3. Satisfactory Theoretical Papers

Trainees are required to submit four papers:

a) based upon the work of Terms One, Two and Four (3 papers) `
 (Submission dates: the middle of Terms Two, Three and Five)

and

b) a paper comparing and contrasting the core Psychodynamic Approach with a different approach
 (Submission date: middle of Term Six)

Each theoretical paper should be 2,500 words in length.

Trainees will have the opportunity to discuss with a Course Tutor appropriate themes and methods of presentation for each of their theoretical papers and for their clinical paper.

4. Satisfactory Clinical Paper

This is a 5,000-word paper reporting ongoing work with one client.
(*Submission date: middle of October in the seventh term*)

All papers are assessed by members of the Panel of Readers. When the Panel deems a paper not to be of a satisfactory standard, the trainee shall have the opportunity to re-submit the paper after consultation with the Course Tutor.

For the award of the Diploma trainees must reach a satisfactory level in all components described in 1, 2, 3, and 4 above. The Training Committee takes the final decision on the award of the Diploma.

Peer and Self-assessment

This is a part of the assessment of clinical practice.

Work Based Learning

Will be agreed with the Head of Training

The Training Committee and the Panel of Readers

The Training Committee is responsible for monitoring the progress of all trainees on the Course and for the final determination of the award of the Diploma. The Committee meets in the July and December of each year.

The Panel of Readers is responsible for assessing the written work of all

trainees and for determining whether each piece of work can be accepted or has to be deferred. A system of blind marking is operated. Trainees receive copies of reports on their work written by assessors. The panel communicates its decisions to the Training Committee.

While it is the normal expectation that all papers are submitted for assessment at the specified times, the panel may grant extensions to the submission date on the basis of a written application to the Chair of the Panel whose decision is final.

No extension will be granted if one year has elapsed since the ending of Term seven of the Course without evidence of special cause being submitted to the Training Committee.

Complaints procedure for trainees

The centre operates a Complaints procedure for trainees. Any trainee wishing to invoke the procedure should discuss the matter with the Pastoral Tutor in the first instance.

STAFF

The following may be consulted by trainees throughout the Course:

Course Tutors

Course Tutors meet with trainees regularly each term to discuss and provide help with written assignments.

Pastoral Tutor

Any trainee who wishes to discuss a personal or training matter in confidence may approach the Pastoral Tutor who will arrange an appointment at a mutually convenient time.

Head of Training

Is available to all trainees to help with most queries and problems.

Director

Lois Elliott

Trainees should feel free to consult with the Director on any matter pertaining to their membership of the Course.

OTHER INFORMATION

Staff-Trainee Meetings

These are held at the end of each of the first six terms. Trainees select from amongst their peers a chairperson for these meetings who prepares the agenda for each meeting.

Course Management Group

Meets once a term and is made up of the Director, Head of Training, a member of the Council of Management and a trainee

BACP Ethical Framework

The Centre adheres to and follows the guidelines on ethical behaviour for counsellors recommended by BACP. This document must be read before a trainee starts clinical work.

FEES

The Council of Management has determined the following Course fees for the 2012-2014 Course:

Terms One to Six : £1200 each term
Term Seven (Supervision only): £450

Payment of fees, by Banker's Standing Order only, will be paid monthly or termly in advance. No trainee may graduate unless all fees have been paid.

Trainees who leave the Course prematurely will be required to give two complete terms' notice or, in lieu of notice, to pay the fees for two further terms and (if applicable) the balance of the fees for the term during which notice is given.

HOW TO APPLY FOR THE COURSE

Completed application forms, enclosing a stamped self-addressed envelope, should be addressed to:

The Head of Training, Highgate Counselling Centre
Tetherdown Halls
Tetherdown
London N10 1ND

and returned as soon as possible; interviews will then be arranged.

HCC reserves the right to cancel the course if there are not enough suitable candidates to make it financially viable.