

# **HIGHGATE COUNSELLING CENTRE**

Tetherdown Hall, Tetherdown, London N10 1ND

Telephone: 020 8883 5427 Email: [kevin.hamilton@highgatecounselling.org.uk](mailto:kevin.hamilton@highgatecounselling.org.uk)

Registered Charity No: 289420

## **Certificate in Counselling Skills September 2015 - July 2016 Course Outline**

### **Introduction**

The Certificate in Counselling Skills provided by Highgate Counselling Centre aims to provide students with the core skills to understand and apply the basic concepts of counselling together with the skills and knowledge required to facilitate a helping relationship. The course is open to those working in a voluntary or professional capacity or for those wishing to develop their communication skills in a variety of settings.

This is a one year, part-time course and is held on Tuesday evenings from 7.00pm to 10.00pm at North Bank House, Pages Lane, London N10 1PP. The course will start in September 2015 and end in July 2016.

The aims and objectives of the course, an application form and information regarding selection criteria and the application process are available as downloads from our website. Alternatively, please email [kevin.hamilton@highgatecounselling.org.uk](mailto:kevin.hamilton@highgatecounselling.org.uk) for this information.

Successful completion of the course leads to the award of a Certificate in Counselling Skills. Upon successful completion, you will be provided with the opportunity to train further with us and to perhaps participate in the Diploma in Psychodynamic Counselling (a BACP accredited course) which is also provided by Highgate Counselling Centre.

Application forms must be received by 31<sup>st</sup> July 2015 and submitted to:

Kevin Hamilton  
Training Manager  
Highgate Counselling Centre  
Tetherdown Hall  
Tetherdown  
London N10 1ND

## **Course Content**

The course focuses on three specific areas:

- counselling theory and concepts;
- counselling skills practice;
- self-awareness and personal development.

## **Brief Overview of Each Term**

The year is divided into three terms, each of ten weeks duration, as follows:

Term One: Basic Counselling Skills

Topics covered during term one include what is counselling, how counselling differs from other forms of helping, who can be helped by counselling, communication techniques, empathy vs sympathy, responding skills, reflecting skills, paraphrasing skills, non-verbal communication.

Term Two: Basic Human Development

Term two provides an overview of basic human development and includes Maslow's hierarchy of needs, Erikson's psycho-social model and Freud's psycho-sexual model.

Term Three: Counselling Skills in Context

Term three provides students with the opportunity to briefly examine a range of different theoretical models including psychodynamic counselling, humanistic counselling, CBT, the therapeutic frame, boundaries and the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.

There are half-term/reading breaks each term, which are usually in line with the school timetable. An induction programme will take place the week before term one commences. This will be held on a Tuesday evening at North Bank House - date to be provided.

## **The Process**

Each evening begins with a taught element covering the theoretical elements of the topic(s) being delivered. This is followed by 'personal development group' which provides an opportunity for you to interact with members of the group on a personal and professional level. Following this, counselling skills practice is time-tabled, which provides you with the opportunity to put into practice the skills being taught.

## **Assessment**

Assessment is continuous throughout the course with self, peer, tutor and training manager elements. Please note the following:

- Students will be expected to complete a personal development journal on a weekly basis.
- Students are required to complete a written paper of 1,500 words for submission during term three relating theory to their personal development.
- Successful completion of the course with satisfactory progress in theoretical understanding, personal development and in relating theory to personal experience will be necessary to receive the certificate. A minimum attendance of 80% is mandatory for each term.
- All students are required to submit an end of term reflective view and to attend an end of term tutorial with either the course tutor or the training manager. This may be conducted via the telephone.

## **Time Commitment**

Students need to allow 5-10 hours per week to cover the following aspects of the course. The figures below are provided as a rough guideline, but may differ for individual students.

- Tuesday evening attendance (3 hours per week)
- Reading and presentations (minimum 3-4 hours per week)
- Personal Development Journal (up to 1 hour per week)
- Written paper to be submitted during term three (approx. 10-15 hours).

## **Fees**

The fee for the course is £1,200.00.

This can be paid up front as a lump sum, or you may choose to:

- Pay a deposit of £200.00 to secure your place on the course. This payment must be made upon accepting an offer of a place on the training course. Since we keep trainee numbers to a minimum so that you can fully benefit from your experience on the course, this deposit is non-refundable.
- Set up a standing order of £100.00 per month for ten months.

In addition, a registration and interview fee of £45.00 applies. This payment can be made via cheque or via a BACS payment. This is payable with your application and is non-refundable. Please contact us for our bank details if making a payment via BACS.

### **Premature Leaving or Early Termination of Your Training**

Students who leave the course prematurely (either through choice or by termination of your training programme by the Training Committee) will be expected to give two full terms notice, or to pay Highgate Counselling Centre two full terms fees in lieu of notice, and (if applicable) to pay the balance of the fees for the term during which notice is given.

HCC reserve the right to terminate your training if satisfactory progress is not maintained. A full account will be taken of individual circumstances before a decision is reached.

HCC also reserve the right to terminate your training if you engage in discriminatory practices or engage in any other, unacceptable behaviour(s). A full account will be taken of the circumstances before a decision is reached.

### **Application**

Individuals are asked to apply in writing. The selection process consists of:

- A completed application form
- A supporting statement of no more than 500 words
- A one-to-one interview with a member of the training team  
(The cost of the interview is covered by the registration and interview fee)

### **Next Steps**

An application form is available as a download from our website or from Highgate Counselling Centre. Telephone 020 8883 5427 or email [kevin.hamilton@highgatecounselling.org.uk](mailto:kevin.hamilton@highgatecounselling.org.uk) for this information.

Please return your completed application form and supporting statement together with the registration and interview fee by 31<sup>st</sup> July 2015 to:

Kevin Hamilton  
Training Manager  
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