



LEEDS
BECKETT
UNIVERSITY

Course Specification

Certificate HE Interpersonal and Counselling Skills

Course Code: COUNC

2021/22

Certificate HE Interpersonal and Counselling Skills (COUNC)

Applicant Course Specification for 2021/22 Undergraduate Entrants

Confirmed at March 2021

General Information

| | |
|---|--|
| Award | Certificate of Higher Education Interpersonal and Counselling Skills |
| Contained Awards | None |
| Awarding Body | Leeds Beckett University |
| Level of Qualification and Credits | Level 4 of the Framework for Higher Education Qualifications, with 120 credit points at Level 4 of the UK Credit Framework for Higher Education. |
| Course Lengths and Standard Timescales | <p>Start dates are notified to students via their offer letter. The length of the course is confirmed below and modes of delivery will be confirmed prior to the start date in line with Government guidance:</p> <ul style="list-style-type: none">• 2 years, part-time |
| Location of Delivery | City Campus, Leeds |
| Entry Requirements | <p>Admissions criteria are confirmed in your offer letter. Details of how the University recognises prior learning and supports credit transfer are located here: www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning. Admissions enquiries may be directed to: AdmissionsEnquiries@leedsbeckett.ac.uk.</p> |
| Course Fees | <p>Course fees and any additional course costs are confirmed in your offer letter. Fees enquiries may be directed to Fees@leedsbeckett.ac.uk.</p> |

Timetable Information

Timetables are made available to students during induction week via:

- The Student Portal (MyBeckett)
- The Leeds Beckett app

Any difficulties relating to timetabled sessions may be discussed with your Course Administrator.

Policies, Standards and Regulations www.leedsbeckett.ac.uk/academicregulations

There are no additional or non-standard regulations that relate to your course.

Your Key Contacts

Course Director Bryony Walker

Course Leader Tracy Hitchcock

Academic Advisor Confirmed at induction

Course Administrator Charlotte Benn, c.a.benn@leedsbeckett.ac.uk

Work Placement Information

This course does not have work placements.

Professional Accreditation or Recognition Associated with the Course

This course does not have professional body accreditation or recognition.

Course Overview

Aims

The course provides a grounding in the use of interpersonal and counselling skills for students who may have little or no background in the subject area and might also be new to study in higher education. The course is designed to introduce students to a foundation of theory and practice of interpersonal and counselling skills. It aims to develop core skills in the practice of interpersonal and counselling skills and an understanding of ethical practice in the application of skills. Students are challenged to confront personal prejudices and to think about diversity and develop personal awareness in how they relate to others.

The course provides the theoretical and skills requirements necessary to join the Diploma HE Therapeutic Counselling course (the professional practitioner course accredited by the BACP) and students may view the Certificate HE as a stepping-stone to this. However, students who choose to complete the Certificate HE and pursue other career pathways, will be able to transfer skills and knowledge into the work place, enhancing employability prospects.

The specific course aims are to:

Year 1

- Introduce students to the expectations of engaging in learning and teaching in higher education at level 4.

- Introduce students to a foundation of theory and practice of interpersonal and counselling skills.
- Introduce students to the contemporary context of the delivery of counselling and psychotherapy.
- Develop professional self-awareness and competency in the practice of interpersonal skills and core counselling skills.

Year 2

- Explore and develop the use of interpersonal and counselling skills.
- Develop ethical awareness and a commitment to diversity and anti-oppressive practice in groups and with individuals.
- Build a theoretical underpinning.

Course Learning Outcomes

At the end of the course, students are able to:

- 1 Apply key theoretical relevant concepts to the practice of interpersonal and counselling skills.
- 2 Demonstrate the core interpersonal and counselling skills required for an emerging counsellor's effective practice.
- 3 Demonstrate awareness and skills of the reflective practitioner appropriate to the use of interpersonal and counselling skills.
- 4 Recognise the ethical issues involved in using interpersonal and counselling skills with clients.
- 5 Demonstrate an understanding of social and cultural difference and an appreciation of the different values, beliefs and attitudes of 'clients'.

Teaching and Learning Activities

In year one, learning and teaching activities are blended (face-to-face and online), and consist of lectures, seminars, tutorials and online/classroom group and individual activities. Students practise counselling skills in small groups in the communication suites. Students are orientated to the teaching and learning environment of higher education and introduced to academic expectations and are made aware of the teaching and learning support available.

In year two, students are taught alongside students on the PG Certificate Interpersonal and Counselling (level 7) course. Learning and teaching activities will sometimes be differentiated from the level 7 students to support the development of level 4 academic skills and provide guidance on assessments. The course team recognise the need to be student-centred and provide appropriate graded delivery.

A specific course identity is fostered through a group understanding and collaborative working culture developed through the learning experience. An inclusive environment is created in which students learn by sharing their own and their peers' experience through the development of critical reflection, dialogue and

debate. The group must agree a code of conduct that respects and values the individuals within it whilst taking responsibility for their own psychological safety. This is further enhanced through students developing the core conditions of empathy, congruence and unconditional positive regard as described by Carl Rogers.

Students have opportunities to continue to practise counselling skills in small groups in the communication suites and receive peer and tutor feedback, to build development and awareness of themselves in relation to others. Again, blended teaching and learning activities are used to build theoretical knowledge, self-awareness and a knowledge of ethics and professional counselling practice.

Your Modules

This information is correct for students progressing through the course in standard timescales. Students who are required to undertake repeat study may be taught alternate modules which meet the overall course learning outcomes. Details of module delivery is provided in your timetable. All modules are core.

Year 1

| Semester 1 | Semester 2 |
|---|---|
| Personal and Academic Development (20 credits) | Personal and Academic Development (20 credits) <i>*continued from semester 1</i> |
| Introduction to Contemporary Counselling and Psychotherapy (20 credits) | Introduction to Counselling Skills (20 credits) |

| Year 2 |
|--|
| Personal and Professional Awareness (20 credits) |
| Understanding Theory in Counselling and Interpersonal Skills (20 credits) |
| Developing the Practice of Counselling and Interpersonal Skills (20 credits) |

Assessment Balance and Scheduled Learning and Teaching Activities

The assessment balance and overall workload associated with this course are calculated from core modules.

A standard 20 credit module equates to 200 notional learning hours, comprising teaching, learning and assessment and guided independent study. Modules may have more than one component of assessment.

Assessment

Level 4 is assessed by a broadly even mix of coursework and practical assessments.

Workload

| Overall workload | Hours |
|----------------------------------|-------|
| Teaching and Learning | 180 |
| Independent Study and Assessment | 1020 |
| Placement | 0 |
| Total | 1200 |

Learning Support

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to specialist professional services as appropriate. They can give you a confirmation of attendance letter, and a transcript. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course-related questions.

If you have any questions about life at our University in general, call into or contact the Student Advice Hub on either campus. This team, consisting of recent graduates and permanent staff, are available to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. There is a Student Advice Hub on the ground floor of the Rose Bowl at City Campus and one in Campus Central at Headingley. You can also find the team in the Gateway in the Leslie Silver Building at City Campus. Email enquiries may be directed to studentadvicehub@leedsbeckett.ac.uk.

Within MyBeckett there are two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration.

The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.