

Course Specification

Postgraduate Certificate Interpersonal and Counselling Skills

Course Code: PCICS

2024/25

leedsbeckett.ac.uk

Postgraduate Certificate Interpersonal and Counselling Skills (PCICS)

Applicant Course Specification for 2024/25 Postgraduate Entrants

Confirmed at November 2023

General Information

Award	Postgraduate Certificate Interpersonal and Counselling Skills
Contained Award	None
Awarding Body	Leeds Beckett University
Level of Qualification and Credits	Level 7 of the Framework for Higher Education Qualifications, with 60 credit points at Level 7 of the Higher Education Credit Framework for England
Course Lengths and Standard Timescales	<p>Start dates are notified to students via their offer letter. The length and mode of delivery of the course are:</p> <ul style="list-style-type: none">• 1 year, part-time, campus based
Location of Delivery	The majority of teaching will be at City campus but on occasion may be at Headingley campus.
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: https://www.leedsbeckett.ac.uk/student-information/course-information/recognition-of-prior-learning/</p> <p>Admissions enquiries may be directed to: AdmissionsEnquiries@leedsbeckett.ac.uk.</p>
Course Fees	Course fees and any additional course costs are confirmed in your offer letter. Fees enquiries may be directed to Fees@leedsbeckett.ac.uk .

Timetable Information

Timetables for semester one are made available to students during induction week via:

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

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

Policies, Standards and Regulations

<https://www.leedsbeckett.ac.uk/our-university/public-information/academic-regulations/>

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

Your Key Contacts

Course Director	Paul Nicholson
Academic Adviser	Confirmed at induction
Course Administrator	Chris Sidebottom, c.sidebottom@leedsbeckett.ac.uk

Professional Accreditation or Recognition Associated with the Course

This course does not have professional body accreditation or recognition.

Course Overview

Aims

This course forms the foundation of the postgraduate counselling and psychotherapy provision. The course has been designed for students returning to higher education and new to the field of counselling and interpersonal skills. The course introduces and familiarises the students with core knowledge of the counselling world, introducing them to counselling skills, personal and professional awareness, ethics, diversity and the implication of professional practice. The course aims to equip students with a critical understanding of the counselling theory, self-awareness and reflective skills involved in becoming a future trainee counsellor. The course aims to enable students to develop autonomy and responsibility in their professional and academic practice. Students are challenged to confront personal prejudices and to think about diversity and develop personal awareness in how they relate to others.

The specific course aims are for student to:

- Develop critical knowledge of counselling and interpersonal skills.
- Facilitate the practical application and professional competency of interpersonal and counselling skills.
- Develop ethical awareness and a commitment to diversity and anti-oppressive practice in groups and with individuals.
- Develop reflexivity and to facilitate exploration of own awareness of feelings, attitudes, personal and interpersonal relational issues.

Course Learning Outcomes

By the end of the course, students will be able to:

- 1 Synthesise theory into practice in the competent and reflexive application of interpersonal and counselling skills.
- 2 Critically reflect on, analyse and evaluate their personal learning process to inform continuing personal and professional development.
- 3 Critically analyse and evaluate key theoretical concepts relevant to the practice of interpersonal and counselling skills.
- 4 Work effectively with ethical issues involved in using interpersonal and counselling skills with clients and identify support systems and required resources.
- 5 Work competently and anti-oppressively with an awareness of social and cultural difference and the different values, beliefs and attitudes of clients from different ethnicities and social groups.

Teaching and Learning Activities

Summary

The teaching and learning on the course are delivered on campus in person.

Learning and teaching activities consist of a mix of lectures, group and individual activities, workshops and case study analysis and, where appropriate, students are given opportunities to relate the material covered to the workplace. Teaching and learning activities are used to build theoretical knowledge, self-awareness and a knowledge of ethics and professional practice.

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 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.

A typical session would begin with a reflective session to connect students to the topics for study at their academic level. The theoretical slot follows with tutor input, discussion and reflective activities, which may involve creative materials and small group discussion or student presentation. This work is then consolidated with the practice of counselling skills in small groups. These sessions are recorded in the specialist skills suite to enable the students to self-evaluate their competence. Peer and tutor feedback is given regularly.

There is an emphasis on practical application of theory to a working environment and the opportunity for students to personalise their learning by via reflective practice on their own approach to the material, considering, discussing and where possible, relating theory to practice. The teaching and learning style of the course is student-centred and on a course of this nature, many students require careful guidance particularly during the early stages due to the challenging activities contained within the course.

Your Modules

This information is correct for students progressing through the course within standard timescales. Details of module delivery will be provided in your timetable. All modules are core.

Semester 1	Semester 2
Personal and Professional Awareness 20 credits	Personal and Professional Awareness continues
Understanding Theory in Counselling and Interpersonal Skills 20 credits	Understanding Theory in Counselling and Interpersonal Skills continues
Developing the Practice of Counselling and Interpersonal Skills 20 credits	Developing the Practice of Counselling and Interpersonal Skills continues

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 independent study. Modules may have more than one component of assessment.

Assessment

On this course students are assessed through coursework and a practical assessment.

Workload

Overall workload	Hours
Teaching and Learning	90
Independent Study and Assessment	510
Placement	0
Total	600

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.

Student Services

If you have any questions about life at University, call into our Student Services Centre at either campus or contact Student Advice directly. This team, consisting of trained officers and advisers 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. They also work on a wide range of projects throughout the year all designed to enhance your student experience and ensure you make the most of your time with us. Student Advice are located in the Student Services Centre in the Leslie Silver Building at City Campus and on the ground floor of the Priestley Building at Headingley Campus. The team can also be

contacted via email at studentadvice@leedsbeckett.ac.uk, telephone on 0113 812 3000, or by accessing our online chat link, available on the student homepage.

Support and Opportunities

Within MyBeckett you will see two tabs, Support and Opportunities, where you can find online information and resources.

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.