



The  
Counselling  
Foundation

A Foundation for Personal Growth

# Diploma in Psychodynamic Counselling

Brochure

2018-2019

## **ABOUT THE COUNSELLING FOUNDATION**

The Counselling Foundation has been providing counselling services to the communities of Hertfordshire and Bedfordshire for more than 40 years. Operating from five centres in the two counties, over 25,000 sessions are delivered annually. Clients contribute only as much as they can afford to the costs of this service. As one of its charitable aims, the Foundation offers high quality professional training from an introductory to an advanced level. This long-established training programme now comprises: a six-week counselling skills course, a 1-year Foundation Certificate in Psychodynamic Counselling Skills, a 2-year Diploma in Psychodynamic Counselling, and a 2-year Advanced Diploma in Psychodynamic Counselling. The latter qualifies its graduates to practice independently and/or in a variety of other settings.

The Diploma and the Advanced Diploma together constitute a course accredited by the British Association for Counselling and Psychotherapy (BACP).

Various short courses, Continuing Professional Development workshops and conferences are also offered during the year.

The Counselling Foundation is a member of the largest national network of psychodynamic counselling centres in the UK and The Counselling Foundation Training Centre is one of the largest providers of psychodynamic training courses outside London.

The Counselling Foundation is itself an organisational member of BACP. Our courses are based on the psychodynamic model which has unconscious processes at the heart of the work. Psychodynamic counselling is derived from psychoanalysis such as Freud, Klein and Object Relations theories. It is a model that uses psychoanalytic concepts to understand human growth, human development and psychological disturbances. Psychodynamic counselling works on the assumption that everyone has an unconscious mind where feelings and fantasies are held and uses the therapeutic relationship to gain insight into unconscious relationship patterns that evolved since childhood. Memories of early relationships are used to make sense of current difficulties. Change occurs as the client becomes more aware of the power of the unconscious, highlighting for example, how defence mechanisms can influence behaviour hence enabling individuals to gain self-awareness and so be better able to control their actions and responses.

# DIPLOMA IN PSYCHODYNAMIC COUNSELLING

*Length of training- 2 years minimum with a maximum extension of 24 months*

## Course Description

The course comprises core theoretical seminars including role-play skills practice and experiential groups. Weekly training sessions consist of one core seminar and one experiential group in Year 1 and one core seminar and one modular seminar in Year 2. The core seminars are both theory and skills based. Relevant academic papers are discussed as part of a large group and in small groups students practice counselling skills, using role-plays, experiential exercises and recorded work in relation to the overall aims of the course. Students are required to be in once weekly psychodynamic personal therapy from the February prior to the course commencing and for the duration of their training, and to undertake weekly supervised clinical work.

- Theoretical seminars
- Personal Development group
- Supervised clinical practice
- Role-play skills training
- Private study
- Personal therapy

## Course Aims

The aim of psychodynamic counselling or psychotherapy includes enabling unconscious patterns to become conscious so as to facilitate the possibility of changing them. One of the prime tools for this is the repetition or transference, in the process of the counselling and onto the person of the counsellor, of the essential features of such patterns. Psychodynamic counsellors may work overtly with the 'transference' in the counselling process, or hold it within them as a way of understanding their client and what is going on inside and outside counselling. The choice will depend on the needs and defense levels of the client and the level of awareness and skill of the practitioner.

The aims of training in psychodynamic work include:

- a) Giving students a theoretical and literature base to inform their counselling work and provide an understanding, from a psychodynamic and psychoanalytic perspective, of models of the psyche.
- b) Helping students to discern and work with transference and counter-transference.
- c) Helping students to discriminate between those (counter-transference) responses of the counsellor to the client which enhance understanding of the client and the counselling process, or those which belong to the counsellor and which need resolving and working through in personal therapy.

## Learning Objectives

- 1) To equip students with the skills and techniques of the psychodynamic model: to develop a therapeutic relationship and to respond and interpret appropriately within it.
- 2) To enable students to work with clients age 18 and above towards the goal of psychodynamic counselling: the resolution of conflicts through insight reached in a therapeutic relationship.
- 3) To inform students of the limits and context of the psychodynamic approach so that they can critically assess the psychodynamic model that is taught as the core theoretical model of the programme.
- 4) To equip students to work as reflective practitioners.
- 5) To enable students to evaluate the theoretical rationale for the body of techniques used in this field and to add to the understanding of what constitutes best practice.
- 6) To enable students to communicate about the subject area.

## Example of Course Structure for Years 1 and 2

### Daytime Course

Core Seminar	10.00am - 11.30am or 2.00pm - 3.30pm
Break	11.30am - 12.00pm or 3.30pm - 4.00pm
Personal Development (Group)/Modular Seminar	12.00pm - 1.30pm or 4.00pm - 5.30pm

### Evening Course

Core Seminar	6.00pm - 7.30pm
Break	7.30pm - 8.00pm
Personal Development Group/Modular Seminar	8.00pm - 9.30pm

## The Programme Structure

Components of the course that must be met by the end of Year 1 in order to progress to Year 2 are:

- 1) **Written Theoretical Assignments passed**
- 2) **Satisfactory Seminar Tutor Report**
- 3) **Satisfactory Supervisor Report**
- 4) **Minimum of 15 hours of client work. Or minimum 10 hours of client work plus supervisor-observed role-play practice sessions**
- 5) **Minimum 80% attendance: theory seminars and supervision**
- 6) **Regular weekly attendance in personal therapy**
- 7) **Twice yearly personal tutorial**

Components of the course that must be met at the end of Year 2 in order to receive the Diploma are:

- 1) **Written Theoretical Assignments passed**
- 2) **Written Clinical assignment passed**
- 3) **Satisfactory Supervisor Report**
- 4) **Minimum 120 client work hours**
- 5) **Minimum 80% attendance: theory and supervision**
- 6) **Regular weekly attendance in personal therapy**
- 7) **Twice yearly personal tutorial**

Students who, at the end of Year 2, have not been able to accrue sufficient clinical hours and/or have not completed all their academic assignments enter into a third year as a 'Finisher 1'. They will be required to:

- 1) **Continue seeing clients**
- 2) **Continue supervision**
- 3) **Continue in regular weekly personal therapy**
- 4) **Complete all academic requirements**
- 5) **Pay Finishers Fees**

Students who, at the end of Finisher Year 1, have not satisfied all of the course components enter into a fourth and FINAL year as a 'Finisher 2'.

The academic part of the programme is taught at the Foundation Training Centre in St Albans and, subject to demand, Bedford Counselling Centre. Extra workshops to support coursework and clinical work usually take place on a Saturday.

## Seminars & Groups

*There is normally a maximum of 12 per group and the Foundation limits the number of places in Diploma 1 to 36 students at St Albans and 20 students at Bedford.*

**Seminars:** Within the seminar time a variety of activities take place, including guided discussion of set reading material, student presentations, role-plays, videos and DVD's. Each seminar is divided between theoretical learning and the acquisition and practice of practical counselling skills.

**Personal Development Group:** The group is facilitated by an experienced psychodynamic group leader. The group identifies the concerns it wishes to address in the "here and now". Group members are asked to respect the privacy of each other's communications in the groups and to limit discussions about what happens and is said in the group, to group meetings.

Please note that the minimum viable number for each seminar group is 8. If the enrolled number for any seminar group drops below this before the course commences the seminar group will not take place. You will be offered an alternative group if that group is not full or you may wish to defer to the following year. **In the latter case you will be offered a place on the course without needing to go through the interview process.**

## Attendance

Attendance: 8 out of 10 weeks must be attended each term. Attendance to additional student study days and workshops sometimes held at weekends (on a Saturday) will not be mandatory to the course, and students will therefore not be recorded as absent on these days. Students may dis-enrol from the course (take a break in studies) referred to as Deferring; for no less than one term and no more than three terms. (Dis-enrolment) Deferment is only granted in extreme circumstances.

## Clinical Placement and Supervision

Students are required to undertake a supervised clinical placement throughout the Diploma Programme. Students will begin attending supervision once they have obtained a placement, usually during term 1, and normally they would commence seeing clients during term 1 or 2. In order to begin working with client's students MUST have been in their own personal therapy for a minimum of 6 months prior to starting client work and have obtained the required DBS clearance.

A placement within a counselling agency, known as a 'clinical placement', is required to provide students with the opportunity to work with clients under supervised conditions. Clinical placements are a mandatory part of the training and are necessary to practice the skills taught on the theory part of the Diploma Course Programme. To become, ultimately, accredited by a professional counselling body, (e.g. BACP, UKCP) students will need to demonstrate a certain amount of clinical hours, normally 450. For the Diploma alone 120 client hours are required. (Some students will choose to have more than one approved clinical placement over the course of their training if they find that they are not securing sufficient hours in their main placement). Students may not hold more than 1 clinical placement at any of the Foundation's counselling centres and 1 external counselling placement.

Clinical placements provide continuous assessment, line management and supervision whilst developing practical skills as a student practitioner working with a portfolio of clients.

Some external placement agencies may levy a contribution towards the costs of supervision of a student counsellor. Any supervision costs for external placements are payable by the student counsellor.

Supervision is considered to be essential to therapeutic effectiveness and so students are required to attend weekly supervision until the required amount of 'client hours' is achieved and all course requirements are completed. Students on clinical placement are required to receive a minimum of 1½ hours of group supervision per week as they work towards completing the minimum 120 hours of counselling practice. Attendance at supervision (46 weeks per year) is mandatory and meets the guidelines and requirements of the BACP code of ethics and practice. Where a student has individual supervision for an external placement this must be for a minimum of 2 hours per month.

In order to meet the full clinical requirements of the Diploma Programme, students need to work with a range of clients; normally building up to 3 or more on a weekly basis.

## Obtaining a Clinical Placement

The Counselling Foundation is one of the only training centres in the region that assists students in finding a clinical placement. Students may be placed in a Counselling Foundation counselling centre or with a partner mental health provider. The Foundation cannot either guarantee a student a placement, at any particular centre, internal or external, and no assumption should be made by any student that they will be able to see clients at the nearest centre to them or to provide 120 client hours within the 2-year academic cycle.

If for any reason an internal or external placement is unavailable at the commencement of the Diploma course, then a student is responsible for finding their own placement which must be approved by The Foundation Training Centre. Placements however can become available at any point during the year. All qualifying external placement agencies must be prepared to provide either its own qualified supervisors or accept supervision from the Foundation's supervisory staff, submit twice yearly written reports on students and be able to reasonably provide client work with those over 18 years of age. The Training Centre will be

able to offer you contact details of approved external agencies and it is the student's responsibility to make initial contact with the centres to be considered for a student placement position immediately after they are released by the Foundation.

Our own Counselling Foundation counselling centres are located in Bedford, Broxbourne, Luton, St Albans and Stevenage and they give first preference to Counselling Foundation students in filling vacancies for student counsellors.

We also have relationships with a number of counselling agencies in Bedfordshire, Buckinghamshire, Hertfordshire and London where Counselling Foundation students may be placed.

You will be expected to attend an interview whether you are applying for a placement at one of the Counselling Foundation counselling centres (internal placement) or with an external agency (external placement).

In offering a placement one key criterion is your availability in terms of being able to take up client appointments and for attending supervision groups. However, places are limited and late applicants should be prepared for a delay in finding a placement and in completing client hours.

Obtaining the 120 client hours from a placement in a short time frame can never be guaranteed. It is dependent upon many factors, particularly the flow of clients who are appropriate for students and your matching availability. Therefore, the Diploma Course regulations allows for up to an additional 24 months to reach completion beyond the 2 years set for the core academic work.

## **Personal Therapy**

It is a requirement for students to be in personal once weekly approved therapy throughout the Diploma Course Programme. Professional Ethics involving confidentiality and boundaries imply that students do not disclose the name of their therapist to any other student or staff member, and that these details are held in confidence by the training office. It will be considered a breach of ethical boundaries for students to disclose their therapists or discuss their therapist with anyone connected to the Foundation except the Programme Tutor.

Students should be with therapists who work in a way that is congruent with the psychodynamic approach, and 'approved' by the Counselling Foundation Training Centre. The therapist criteria form can be found below and a list of approved therapists is available from the Training Office.

To prevent delay on being able to see clients in the first term, and to demonstrate their commitment to their own personal development, students should start seeing an approved therapist (see criteria below) before the end of February at the latest, and no application will be considered unless there is evidence that therapy has commenced.

Professional counselling provides a relationship in which clients can safely explore their experiences and become aware of hidden feelings and discover new perspectives and insights. It is partly through their own personal therapy that students develop the qualities required to provide this sort of relationship. Stability, personal suitability for the work, and increasing emotional openness and maturity are all-important. Sustaining the counselling relationship, sometimes over a considerable period of time requires a commitment of time and energy.

Where you are in therapy already, your therapist must fulfil the following criteria, which you must check with the Training Office, if your therapist is not on the supplied list.

## **Therapist Criteria**

### **Contact details**

- 1) Name of therapist
- 2) Email address
- 3) Address

### **Qualification**

- 1) Advanced Diploma/Post-Graduate level and above
- 2) Evidence of at least 2 years training in the psychodynamic model

### **Experience**

- 1) 3 years post-qualifying experience
- 2) Currently working from a psychodynamic orientation

### **Accreditation**

With one of the following professional bodies: BACP, UKCP (Psychodynamic Section), BPC.

In future, we may obtain BPC accreditation and so any students wishing to keep their options open (in the event we do get accreditation and wish to apply for membership) should choose a therapist who is registered with BPC.

### **Process to obtain a therapist:**

Step 1) Search for a therapist on the supplied list.

Step 2) Once you have chosen a therapist contact the therapist via their contact details to arrange to meet with them. You must inform them which centre you are applying to train at and importantly which cohort you wish ideally to apply for (morning, afternoon or evening).

Step 3) Once you have commenced your sessions with the therapist, they will inform the training office. All communication between you and your therapist is confidential, except which therapist you are seeing and the date you commenced.

Step 4) If at any future point your therapy is ending, you must inform the Diploma Programme Tutor. This must be discussed, as no student can be on the course and see clients without being in therapy. Failure to do this may jeopardize your place on the course.

### **DBS Approval**

Student counsellors will be required to complete a DBS application form so that a DBS check may be conducted prior to starting their clinical placement. You may have a DBS check with another organisation; however, it is the policy of the Counselling Foundation that all individuals who have contact with clients have a DBS. If you have already been checked by another organisation and have registered online we are able to check your certificate on line.

Only those applicants who obtain satisfactory DBS approval can work with clients, therefore, applicants who fail to obtain DBS approval will not be offered a student clinical placement.

## **Support for Students on the Course**

- Students are allocated a personal tutor for Diploma 2
- Tutorials with the Diploma Programme Tutor twice yearly
- Workshops and academic group tutorials support preparation for written assignments
- Supervisors give weekly support with client work
- Students participate fully in the life of their allocated Counselling Centre

## **Training Staff**

All our seminar tutors and group leaders are fully qualified psychodynamic counsellors, psychotherapists, psychoanalytic psychotherapists, psychoanalysts, group analysts or clinical psychologists.

All training staff practise in a wide variety of settings and bring to the training not only their theoretical knowledge, but also their day-to-day experience of clinical practice.

## **Student Commitment**

Students are responsible for their own learning which means allocating sufficient time and priority to the course. During an average week a student will be expected to:

- Attend the course consisting of 4 hours contact time (approx 30-32 weeks per year).
- Allocate an equivalent amount of reading and course preparation time, i.e. 4 hours minimum.
- Be in personal therapy; 1 hour weekly (approx 46 weeks per year).
- Undertake client work in an agency setting. Gradually building up from 1 to 3 clients or more (approximately 46 weeks per year).
- Attend group or individual weekly supervision; 1½ hours weekly (approx 46 weeks per year).
- Attend Centre meetings and undertake occasional work in the Centre to learn the administrative issues.
- Attend weekend workshops and experiential groups, if required. (Usually held on a Saturday).
- Financial capability to commit to the training courses.

## **Private Study**

It is expected that all students will acquire the habit of regular reading of professional journals and books in addition to set reading for the seminars.

## **Equal Opportunities**

We welcome applications from all sections of the adult population. Difference and diversity, and the importance of a non-discriminatory approach and how these are important to counselling activity will be explored in the course. However, the course will be conducted in English and students will be expected to practice their skills and submit all their written work in the English language.

Students with special needs are required to contact The Training Centre for further information about provision and accessibility, and to register any special requirements at enrolment. The Training Centre attempts to provide access to all facilities on site and to meet individual needs wherever possible.

## **Course Pass Criteria**

- Satisfactory pass mark of written theoretical assignments
- Satisfactory feedback reports from Seminar Tutors
- Satisfactory feedback reports from Supervisors
- Meeting attendance criteria for seminars, supervision and personal therapy
- Meeting the criteria for client work at an approved Centre
- Satisfactory feedback of Self-Assessment reports
- Payment of all fees

## **Progression & Further Training**

The Foundation Certificate is an access course to the Diploma in Psychodynamic Counselling, and is particularly well suited to individuals who wish to offer their services to befriending organisations. It is possible to complete the Diploma training in 2 years but some achieve completion, inclusive of the 120 clinical hours, before the end of the third year.

Our Advanced Diploma in Psychodynamic Counselling is a qualifying course and meets the theory and clinical requirements for BACP accreditation. The entry level for this course is a Counselling Foundation Diploma or its equivalent from another recognised institution. Entry onto the Advanced is not automatic following completion of the Diploma and requires application and interview.

Clinical Hours: Students are expected to achieve 120 hours in order to be awarded the Diploma and a further 220 hours in order to be awarded the Advanced Diploma. The total amount of hours required to achieve BACP accreditation is 450.

The Advanced Diploma is a 2-year training and comprises:

- Theoretical Seminars
- Clinical Seminars
- Open-ended Client Work
- Client Assessments
- Supervision
- Personal Therapy

Professional counsellors who wish to work commercially or for the NHS generally require accreditation from a professional body, such as BACP and the UKCP.

## **The Diploma and the Advanced Diploma together constitute a BACP accredited course.**

For those not wishing to continue to the Advanced Diploma and accredited status with BACP, the BACP now has a route to registered membership of BACP which allows the holder of this status to ethically practice as a counsellor. This process requires the applicant to complete the BACP Certificate of Proficiency within 2 years of completing the Diploma. The completion of this is a BACP qualification and is not something the Foundation can offer. After completing this, the counsellor may still take further training to apply for the full accredited status with BACP - the highest level of BACP membership.

## Entry Criteria

The Programme is open to applicants who are normally 25 years of age and over who have completed a one-year programme of study and hold a foundation/certificate award in psychodynamic counselling theory and skills which typically comprises the following:

- 45 hours theory and skills
- 45 hours experiential group

It is essential that whilst on this course you provide the Training Centre with a personal email address that other people do not have access to. A work email address or group family email is not acceptable due to the sensitive nature of some correspondence that you may have with your tutors.

## Selection Criteria

Successful completion of the Foundation's certificate course does not constitute entry onto the Diploma training. Certificate teaching staff are not authorised to assure whether an applicant should be accepted onto the Diploma course. Offers of a place are determined by the application, and interviews alone.

Should an applicant not be offered a place for the year of their choice, they will be given feed-back as to the reasons, together with recommendations as to how they may strengthen their application for a future intake. Given the limited number of places on the course it may not be possible to offer all suitable applicants places, and the applicants personal development through the experience of therapy, may prove to be a determining factor.

N.B. All applicants who have not completed our Foundation Certificate course or equivalent Access Course will be required to provide seminar tutor references from other qualifying courses and/or character references.

The following criteria are taken into consideration in selecting applicants for the Diploma training:

- 1) Personal suitability for the work of psychodynamic counselling.
- 2) Capacity for self-awareness and ability to be reflective of own life experiences.
- 3) Currently undertaking own therapy with an approved therapist (see page 6).
- 4) Completion of our Foundation Certificate course or its equivalent elsewhere.
- 5) Previous experience in a 'helping' or supportive role using counselling skills is advantageous.
- 6) Evidence of the intellectual potential to complete the theoretical elements of the course, including written assignments.
- 7) Financial capability to commit to the training course.

**COPIES OF PREVIOUS TRAINING CERTIFICATES MUST BE SENT WITH THE APPLICATION FORM**

## **Interview Process**

Assessment of applicants for this training:

- An interview which will take place during the weeks commencing Monday 11<sup>th</sup> June or Monday 18<sup>th</sup> June.
- A report from your Foundation Certificate (or equivalent) Seminar Tutor

Applicants attending an interview will need to demonstrate personal qualities relevant to therapeutic practice and training, which include:

- a) Respect for and valuing others, and their differences
- b) A commitment to anti-discriminatory practice
- c) A capacity to cope with the professional and academic demands of the course
- d) A capacity to be reflective and use experience and feedback constructively
- e) Have sufficient self-awareness and motivation to play an active part in self-development
- f) Have the capacity to develop the necessary psychological thinking process in order to be able to work as a psychodynamic counsellor.
- g) Have sufficient motivation to work independently and engage effectively in a clinical placement for the duration of the course

Each interview will normally be conducted by a Counselling Foundation Programme Tutor, Seminar Tutor or Head of Training and will last up to an hour. During this time the applicant will be offered the opportunity to ask any questions about the Diploma Course Programme.

**DEADLINE FOR RECEIPT OF APPLICATIONS: 20<sup>th</sup> May 2018**

## COURSE LOCATION & DATE INFORMATION

- The Course is run in St Albans, and subject to demand, Bedford.
- Please indicate on your Application Form which Centre you wish to attend, in order of preference, together with your preferred time of attendance.
- All Application Forms must be posted to The Training Centre, St Albans or emailed to [training@counsellingfoundation.org](mailto:training@counsellingfoundation.org).

### BEDFORD

The Counselling Foundation  
7A St Paul's Square,  
Bedford  
MK40 1SQ

**Year 1 Mondays**                      **Daytime and Evening Courses**  
**Year 2 Wednesdays**                **Daytime and Evening Courses**

### ST ALBANS

Training Centre  
1 College Yard  
Lower Dagnall Street  
St Albans AL3 4PA

**Year 1 Wednesdays**                **Morning Course**  
**Year 2 Wednesdays**                **Morning Course**

**Year 1 Wednesdays**                **Afternoon Course**  
**Year 2 Wednesdays**                **Afternoon Course**

**Year 1 Wednesdays**                **Evening Course**  
**Year 2 Wednesdays**                **Evening Course**

Dates, times and course venues are set according to demand and so are subject to change. The Training Centre reserves the right not to run the course if recruitment does not reach the minimum numbers and any monies paid will be refunded.

## TERM DATES

Term 1	
Start Date	WC Monday 24 <sup>th</sup> September 2018
Reading Week	WC Monday 29 <sup>th</sup> October 2018
End Date	Week ending Friday 7 <sup>th</sup> December 2018
Term 2	
Start Date	WC Monday 7 <sup>th</sup> January 2019
Reading Week	WC Monday 18 <sup>th</sup> February 2019
End Date	Week ending Friday 22 <sup>nd</sup> March 2019
Term 3	
Start Date	WC Tuesday 23 <sup>rd</sup> April 2019
Reading Week	WC Monday 27 <sup>th</sup> May 2019
End Date	Week ending Friday 5 <sup>th</sup> July 2019 for Tuesday – Friday courses Monday 15 <sup>th</sup> July 2019 for Monday courses only

## COURSE FEES

The following course fees apply\*\*

- For those students starting the Diploma year 1 training in 2018/19 and on **internal placement** the course fees will be £3,570 + £360 = £3,930
- For students starting the Diploma year 1 training in 2018/19 and with an **external placement** the course fees will be £3,570.

A fee of £400 payment (£100 registration fee and £300 deposit) is payable at the time of application.

You may cancel your application and you will be refunded all monies any time up to 14 days from receipt of your application form. After 14 days, the deposit and registration payment are non-refundable. The deposit will be taken off your course fees if you are successful in securing a place on the course.

Please note the £300 deposit is only refundable in the event that your application is unsuccessful and you will be informed of this decision in writing by the 13<sup>th</sup> July 2018. Any refund will be paid to within 30 days of notification.

Payment of the deposit allows you to apply and be considered for (but not guaranteed) an internal placement at The Counselling Foundation\* and enables The Counselling Foundation to plan the Diploma for the forthcoming academic year.

Our courses are likely to be oversubscribed and internal placements are limited. We therefore encourage early applications and those applicants who return their application form by the 6<sup>th</sup> April 2018 will be eligible to take advantage of an 5% early bird discount when this year's course fees are paid as a lump sum.

Following payment of your £100 registration fee and £300 deposit, the balance of the fees can be paid via one of the following options:

- Early bird discount - as a lump sum      £3,091.50 - payment to be received within 14 days of offer (Only for applications received by 6<sup>th</sup> April 2018)
- As a lump sum      £3,270 - payment to be received within 14 days of offer
- Payment by instalment      A second payment of £600 to be received within 14 days of offer followed by 10 monthly payments from September 2018 – June 2019 of £293.70 made by standing order (payments by instalments are subject to a 10% surcharge)
- Payment by employer      £3,270 (as per invoice to employer). Payment to be received within 30 days of invoice date
- Payment by grant/funding      £3,270 (as per invoice). Payment to be received within 30 days of invoice date

\*Please note that your Diploma 2 fees in 2019/20 will be £4,110 and £3,750 respectively.

\*\*Fees prior to any early bird discount

Payment can be made by electronic transfer (preferred), debit card, cheque or credit card. Payments by credit card are subject to a 2% surcharge.

## **Extension Fees**

### Placement Fees

Trainees seeing clients at the Foundation's counselling centres will be invoice £360 per year for their placement. This is a subsidised fee which covers the cost of a mandatory DBS check and weekly group supervision. Trainees are invoiced in November each year and have the option to pay in full of by instalments. Trainees that begin or finish a placement after November will be invoiced by term on a pro-rata basis.

### Finisher Fees

Students may be liable for additional fees if a request is made for the training period to be extended beyond the 2-year term and where further academic input is required. There are a variety of reasons why this may occur and personal circumstances are always considered. Where the Case-Study (final clinical written assignment) still requires submission (or in some cases re-submission the following year) the extension fee is £320 per term and £360 for the cost of supervision for those still seeing clients, either at our Centre's or externally.

This fee includes the cost of monthly seminars and 3 sessions with an Academic /Pastoral Tutor to ensure consolidation of theoretical concepts in preparation for the writing and submission of the Case-Study.

**Students must remain in personal therapy until the Diploma is awarded.**

## Frequently Asked Questions:

### 1) Is the course BACP accredited?

Yes, the Diploma and the Advanced Diploma taken together are recognised as an accredited course by the BACP.

### 2) How long does the training take?

Some students are able to complete the training in 2 years but most achieve completion, inclusive of the 120 clinical hours, before the end of the third year. These are some of the reasons:

- a) Lack of suitable clients for first year students in Counselling Centres,
- b) Minimal availability of the student. Typically, the greater weekly availability you have the better chance of being assigned clients.
- c) Students do not write their Case Study before the end of Diploma 2. This may be as a result of not having a minimum of 20 hours with one client, or for personal reasons they have requested to defer the writing of the essay until after the summer.

The student has asked for a deferment and there is a gap in their training.

### 3) What happens if I fail a written assignment?

You will have the opportunity to re-submit normally within a 2 to 8-week deadline (depending on the assignment).

### 4) How many clinical hours do I need?

You will need to accrue a minimum of 120 (face-to-face) client hours not counting missed sessions. Students also need to be able to demonstrate that they can hold a case-load of 3 clients concurrently.

### 5) What if I do not achieve my clinical hours in 2 years?

You would then enter into a third year, become a Finisher 1 and you may incur extension fees. You would continue working with your clients, attending your supervision and your personal therapy. The course CANNOT be extended beyond 4 years so your training must be completed within this time.

### 6) Can I go to any counselling centre and start seeing clients?

Various external agencies have been pre-approved as working in line with our policies and procedures.

Nevertheless, if you know of a counselling agency that can offer you a placement, please contact the Diploma Programme Tutor with the agency's details. A site visit will then be arranged to ascertain if they meet our criteria.

**7) Where can I get a placement?**

The Counselling Foundation assists students with providing information of placements that we have previously approved. The Counselling Foundation will make known to the students of vacancies in our internal counselling centre and the student must apply directly to the Centre Head for consideration.

However, internal placements are limited to one vacancy per student and so students can only accept one offer from our internal placements until Term 3. Students may add more than one placement by applying to externally approved placement centres.

All students need to have taken reasonable effort to secure a clinical placement by the end of Term 1.

**8) What determines whether the Counselling Foundation has internal placement vacancies?**

The key determinant is the flow of clients versus students already in placement awaiting to accrue hours.

**9) If I am offered an internal placement with the Foundation, what happens to my placement when I complete my course and clinical hours?**

Students are invited to consider applying for the Advanced Diploma course. If they do not enrol on the Advanced Diploma then they are normally expected to end their placement within a year of completing their course in order to make way for new students.

**10) If I complete my training in 2 years will I need to end my placement?**

Students are given an additional year to consolidate their training and consider their further training options. Not all Diploma students will go on to do our Advanced Diploma training.

**11) What determines when I can see clients?**

There will be a number of factors to determine whether students are ready to see clients. The supervisor recommendation; length of time student has been in weekly therapy (6 months or more) and that a suitable first client has been allocated to a student. It is likely that students will start with clients in the second term of the course.

## STEP-BY-STEP GUIDE TO THE APPLICATION PROCESS

**Please Note: Late applications for the Diploma course.**

We require notification by July 31<sup>st</sup> of applicants who wish to apply to the PCDL funding help with their course. Late applicants will not be able to apply to the government agency after this date but can still apply for a place on the course (subject to availability). Please note that this may also mean that the internal placements will have been allocated and students will need to find an external placement for themselves.

**Step 1** All applications should be returned to the Training Centre in St Albans before the deadline date stated below with your registration and deposit fees. Please include the following as part of your application pack:

- Completed and signed application form
- CV
- Interview/Registration fee £100 [**non refundable**]
- Deposit fee of £300
- Copy of Foundation/Certificate Award (external applicants only)
- Equal Opportunities Form

**Step 2** An individual interview will be organised for a session during the week commencing Monday 11<sup>th</sup> June or Monday 18<sup>th</sup> June and you will be contacted, normally by e-mail, to tell you the name of the interviewer the time and date of your interview.

**Step 3** Your application and the reports from your Interviewer and Seminar Tutor will be assessed by the Selection Panel.

**Step 4** A letter stating whether your application has been successful will be sent to you by Friday 13<sup>th</sup> July 2018. Your offer letter will include an Acceptance Form giving the following payment described above. Unsuccessful candidates will receive their £300 deposit back within 30 days of notification.

**DEADLINE FOR RECEIPT OF APPLICATIONS:**

**20<sup>th</sup> May 2018**

*Please note that this course is generally oversubscribed.  
To avoid disappointment, please apply promptly.*