



The
Counselling
Foundation

A Foundation for Personal Growth

Training in Psychodynamic Counselling

Prospectus

2021 - 2022

ABOUT THE COUNSELLING FOUNDATION

The Counselling Foundation is a leading charity that has been providing high quality counselling and counsellor training to improve the mental health of our communities, since 1974.

Here at the Foundation, we are passionate about promoting positive mental health. It is our belief that everyone should be able to access quality, affordable counselling. We seek to help people from all walks of life, who are looking to process and resolve their psychological difficulties through long term counselling. Operating from several locations across Herts and Beds, over 400 people are seen per week for counselling sessions. In addition, we are one of the largest organisations in the area supplying short term NHS counselling to patients who seek support via their GP. We are proud to be an accredited member of one of the largest national networks of psychodynamic counselling in the UK, The British Association for Counselling and Psychotherapy (BACP).

Our outstanding counselling provision is complimented by our professional training centre. Each year we provide in-depth knowledge within a hands-on environment to over 400 students wishing to gain counselling skills to enhance their careers. Our professional training also enables us to deliver an accessible counselling service.



Our objectives are to: *Promote, Relieve & Provide*

- **Promote** better mental health and psychological well-being for all.
- **Relieve** suffering from mental or emotional difficulties within the community through the provision of accessible therapeutic counselling.
- **Provide** excellent, part-time professional education and training in the practice of therapeutic counselling.



WELCOME FROM THE CEO

Emma Branch

Welcome to The Counselling Foundation Training Centre, and I very much hope you will enjoy your journey with us. Be that for a year to gain some basic skills through our Foundation Certificate that you can take back to your primary work settings or if you have embarked on the journey to become an accredited BACP counsellor.

We are proud as a Foundation that even during the last year we have been able to innovate and adapt to ensure that all of our courses have remained accessible to our students. The recent Covid situation has certainly changed the face of counselling for ever in that the mode of on-line counselling in addition to in-person counselling will be something that is accepted as the new social 'norm'. To recognise this our course now includes training on how to counsel not just 'in the room' but also through digital technology which for some of our clients is now their preferred medium for the therapeutic interaction.

Whether you are training to become a counsellor or learning key relationship skills the journey is extremely beneficial and rewarding to you both personal and professionally. Our training focuses on psychodynamic training and we are one of the largest providers of this type of training in the South East. The capabilities you will learn are a much-valued part of modern life in the way we form relationships with ourselves and each other and they are a way of making a genuine difference to people. This learning is invaluable in our daily lives, our current roles and when you become an accredited counsellor and are able to work with clients in many capacities.

Choosing a training provider that is right for you is a critical part of your journey. Come along to one of our open days and meet with staff from across our team alongside current students who can help explain the options you have and what it is like to be part of the Counselling Foundation Community.

I hope you decide The Counselling Foundation is the right destination for you and I shall look forward to meeting you.

Emma

PSYCHODYNAMIC COUNSELLOR TRAINING

Psychodynamic counselling uses psychoanalytic concepts to understand human growth, development and psychological disturbances, working on the assumption that everyone has an unconscious mind. Psychodynamic counselling uses the therapeutic relationship to gain insight into unconscious patterns, enabling them to become conscious and facilitate the possibility of change.

Throughout the programme students will explore the psychodynamic model, how these ideas have evolved and been modified by different psychodynamic theorists over the years and its relevance to today's society using both historical and contemporary resources. The psychodynamic modality forms the basis of many therapeutic approaches and has a substantive evidence base for treatment of a range of psychological issues. NICE also recommends short term psychodynamic therapy for depression.

The Counselling Foundation Training Centre is committed to an integrated learner-centred teaching approach, its main aim is to support and monitor the development of each student through both theoretical and practical elements of the course. We strive to provide our students with a structure that allows them to develop at their own pace, providing continuous assessment, line management and supervision whilst developing clinical skills as a student practitioner.

WHAT MAKES US UNIQUE?

PLACEMENTS - The Training Centre provides guidance and support in finding a clinical placement within our counselling centres or one of our externally approved partnering agencies. We train within a live counselling environment to develop students in clinical work as well as theory.

FLEXIBILITY - As part of our excellent student support, we offer part-time training designed to work alongside family commitments and employment.

PERSONAL APPROACH - We treat our students as individuals and encourage you to grow in a nurturing environment, having small group sizes for a unique and diverse experience. Our tutors bring a wealth of knowledge and clinical awareness from many different areas and provide hands on support throughout your journey. We also run a Student Representatives Programme to listen to student views and provide you with a unique insight into how training and counselling at The Counselling Foundation complement each other.

CAREER DEVELOPMENT - The Training Centre also supports the professional aspects of going into private practice and offers opportunities across the Foundation to practise, teach or become a member of the clinical staff to help you grow in experience whilst building a 'portfolio' for your career. We also encourage you to get involved with our charity at various fundraising and social events to see first-hand the positive and rewarding change you will help contribute to.

FOUNDATION CERTIFICATE IN PSYCHODYNAMIC COUNSELLING SKILLS & THEORY

The Foundation Certificate is a one-year part time course designed for people with an interest in helping others, professionals within person-centred careers and those thinking of training to be a professional counsellor. It aims to provide students with an essential knowledge of psychodynamic counselling skills and theory.

With a strong emphasis on the development of self-awareness, we seek to enable those who wish to develop the effectiveness of their communication, understanding and empathy skills. As mental health issues gain awareness, with as many as one in four people experiencing mental ill health each year in the UK, a growing number of people are wanting to be able to demonstrate an elementary understanding of these skills and their application.

COURSE ENTRY CRITERIA

- Suggested aged 21+
- No prior qualifications are required.
- Personal and emotional suitability for exploring psychodynamic issues and counselling skills. ***The course is emotionally demanding, and students are expected to examine themselves and their behaviour. We will consider people who have been in recovery for three years post addiction or treatment for a diagnosed mental health condition.***
- Evidence of the academic potential to complete the theoretical elements of the course, including written assignments.

Places are given based on application and interview.

It is important that any questions on the application form are answered as fully as possible as suitability for the course is decided based on the responses given.

FOUNDATION COURSE OVERVIEW

Theoretical & Personal Development Seminars: 30 weeks, 3.5 hours per week

Additional reading: 2 - 4 hours per week

Personal Therapy: If wishing to progress on to the Diploma in Psychodynamic Counselling, you must be in personal therapy (1 hour per week) by the end of February.

Additional requirements:

- 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.
- Attend weekend workshops, as required.

Students are expected to provide their own copies of the four core texts books (costing no more than £100). The course reading list is provided upon offer of a place.

LEARNING OBJECTIVES

- To provide a basic understanding of psychodynamic theories including theories about human growth and development and more recent knowledge from neuroscience.
- To examine the reasons that people seek help and to understand how psychodynamic counselling can help them.
- To develop an understanding of the difference between using counselling skills in a variety of situations and counselling/psychotherapy.
- To examine counselling theory and an understanding of the importance of boundaries and ethics in counselling work.
- To learn and practise the counselling skills of active listening, reflection, paraphrasing, clarifying, supporting and challenging.
- To help people to think about managing their feelings, thoughts and conflicts and to understand the need for empathy and the development of a therapeutic alliance.
- To begin to integrate theory and practice by reflecting on and recognising patterns of behaviour, feeling and thinking in yourself and in others and to have been part of a personal development group.
- To understand the non-judgemental approach and to value culture, difference and diversity.

ASSESSMENT CRITERIA

Evaluation is based on assessment of students' performance throughout the course for which the following are observed. These are key components of the course that must be satisfactorily met by the end of the academic year to receive the award.

- Minimum of 80% attendance and punctuality
- Active class participation including presentations
- Successful completion of two 2,000 word written assignments
- Counselling skills roleplay
- Self-development

STUDENT FEEDBACK

"I had excellent tutors during my Certificate course. They helped shape my experience and I learnt so much from them, as well as learning more about myself. I would recommend these courses to others who are thinking of a career in counselling or just want to learn more about themselves."

DIPLOMA IN PSYCHODYNAMIC COUNSELLING

The Diploma is a two-year part time course designed for those wanting to train to become a professional, contemporary psychodynamic counsellor. It aims to provide students with an essential knowledge of psychodynamic counselling skills and theory, enabling student counsellors to become effective practitioners as part of an organisation, counselling centre, surgery and within other agency settings.

The Diploma is the first half of a four-year qualifying programme accredited by the British Association for Counselling and Psychotherapy (BACP). Successful completion of both The Diploma and Advanced Diploma fulfils the **training element** for individual BACP accreditation, the highest level of membership.

DIPLOMA COURSE ENTRY CRITERIA

- Suggested aged 25+
- Completed 45 hours of Psychodynamic Skills & Theory
- In weekly personal therapy 6 months prior to the start of the course.
- Personal and emotional suitability for exploring psychodynamic issues and counselling skills. ***The course is emotionally demanding, and students are expected to examine themselves and their behaviour. We will consider people who have been in recovery for three years post addiction or treatment for a diagnosed mental health condition.***
- Evidence of the academic potential to complete the theoretical elements of the course, including written assignments.
- Submission of DBS application forms

Places are given based on application and if shortlisted, interview.

DIPLOMA COURSE PROGRAMME OVERVIEW

Theoretical & Personal Development Seminars: 3 hours per week, 30 weeks per year.

Additional reading: 4-5 hours per week (minimum)

Personal Therapy: 1 hour a week

Clinical Placements: Up to 2 clients in year 1 and 3-4 maximum in year 2

Client Hours: 120 hours (over 2 years)

Supervision: 1.5 hours a week, (*approx. 46 weeks per year*).

Disclosure and Barring Service Approval (DBS): Required, dated within 3 years

Attendance: Attendance: 8 out of 10 weeks must be attended each term.

Additional requirements:

- 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.
- Attend meetings and undertake administration duties as required by your placement organisation.
- Attend weekend workshops, as required.
- Students are supplied with core texts/essential reading and sign posted to our library for additional reading and resources. Students will also have access to an online library system, PEP Web, an online portal to psychoanalytic, psychotherapy, and counselling journals.

LEARNING OBJECTIVES

- To enable students to understand and communicate the concepts of psychodynamic theory
- 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.
- 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.
- 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.
- To equip students to work as reflective practitioners.
- 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.

ASSESSMENT CRITERIA

Evaluation is based on continuous assessment of students' performance throughout the course, for which the following are observed:

Minimum Programme Requirements	Year 1	Year 2
Written Theoretical Assignments	•	•
Written Clinical Assignments	•	•
Client work (<i>120 hours in total over the 2 years</i>)	<i>Minimum 10 hours</i>	<i>Minimum 120 hours</i>
Minimum 80% attendance (<i>Theory seminars & 46 weeks of supervision</i>)	•	•
Weekly attendance in Personal Therapy	•	•
Tutorials with Programme Tutor	•	•

These key components of the course **need to** be satisfactorily met by the end of each academic year to progress and ultimately be awarded the Diploma in Psychodynamic Counselling.

STUDENT FEEDBACK

“My training has been excellent. Great tutors and support from the organisation. It’s been a true journey of learning and development.”

“Amazing course that was both challenging and a learning curve. I became so confident learning about myself.”

ADVANCED DIPLOMA IN PSYCHODYNAMIC COUNSELLING

The Counselling Foundation Diploma and the Advanced Diploma combined, constitutes a course accredited by the British Association for Counselling and Psychotherapy (BACP) and so fulfils the **training element (but not hours)** of BACP for individual accreditation. The Advanced Diploma in Psychodynamic Counselling is designed for counsellors who wish to further develop their professional career in psychodynamic counselling and enables them to work independently within their own private practice. Here at the Foundation, we support individual accreditation, students can continue with clients post qualification to accrue the necessary hours for accreditation and we provide help with the BACP individual accreditation application process.

The course aims to develop the skills, competences and theoretical understanding required for independent practice in psychodynamic counselling. The advanced skills and knowledge of theory gained will enable you to work at deep levels with clients and to further integrate your experiential, theoretical and clinical learning. A great deal of focus is placed on integrating competencies through a coherent understanding of clients which can be maintained, developed and amended over a prolonged period of time.

ADVANCED DIPLOMA COURSE ENTRY CRITERIA

- Suggested age 25+
- Completed and have been awarded The Counselling Foundation's Diploma in Psychodynamic Counselling.
- Satisfactorily accrued 120 hours of clinical work and maintained a caseload of 3 clients.
- Personal and emotional suitability for exploring psychodynamic issues and counselling skills.
- Evidence of the academic potential to complete the theoretical elements of the course, including written assignments.
- DBS Clearance

Places are given based on application and if shortlisted, interview.

ADVANCED DIPLOMA PROGRAMME OVERVIEW

Theoretical & Modular Seminars: 30 weeks, 3 hours per week

Additional reading: 4-5 hours per week (minimum)

Personal Therapy: 1 hour per week

Client Hours: 220 (over 2 years)

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

Supervision: 46 Weeks per year

Assessment Supervision: min 12 weeks long, during the second year of the Course only

Attendance: Attendance: 8 out of 10 weeks must be attended each term.

Additional requirements:

- Students are supplied with core texts/essential reading and sign posted to our library for additional reading and resources. Students will also have access to an online library system, PEP Web, an online portal to psychoanalytic, psychotherapy, and counselling journals.
- Attend weekend workshops, as required.

LEARNING OBJECTIVES

- 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; to develop the capacity to make appropriate use of transference and counter transference.
- 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.
- 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.
- To equip students to work independently as reflective practitioners.
- To enable students to probe the empirical base and the theoretical rationale for the body of techniques used in this field and to add to the understanding of what constitutes best practice.
- To enable students to engage in the theoretical debates within the subject area and to contribute to its knowledge base.

ASSESSMENT CRITERIA

Evaluation is based on continuous assessment of students' performance throughout the course, for which the following are observed:

Minimum Programme Requirements	Year 1	Year 2
Written Theoretical Assignments	•	•
Written Clinical Assignments	•	•
Seminar Tutor Reports	•	•
Supervisor Reports	•	•
Assessment Supervisor Report		•
Client work (220 hours in total over the 2 years)	<i>Minimum 100 hours</i>	<i>Minimum 120 hours</i>
Minimum 80% attendance (Theory seminars & supervision)	•	•
Weekly attendance in Personal Therapy	•	•
Personal Tutorials		<i>Up to 3</i>

These key components of the course **need to** be satisfactorily met by the end of each academic year to be able to progress or be awarded the Advanced Diploma in Psychodynamic Counselling.

STUDENT FEEDBACK

"I thoroughly enjoyed the courses, I developed both personally and professionally and was inspired to continue through the entire training programme. The learning environment was supportive, the tutors were great, and the course professionally run. I now see clients in my own accredited practice."

FURTHER INFORMATION FOR STUDENTS

 Foundation Certificate  Diploma  Advanced Diploma

STUDENT COMMITMENT

Students are responsible for their own learning which means allocating sufficient time and priority to the courses.

LENGTH OF TRAINING

Diploma and Advanced Diploma students should note that whilst the teaching programme takes two years to complete, the clinical practice and academic coursework elements of the training **may take longer**. In order to complete the training, there are mandatory clinical requirements. The student must have accrued enough clinical hours of face-to-face client counselling experience (missed sessions cannot be counted) to be able to complete the coursework and hold a caseload of clients long enough to satisfy their supervisor that they can maintain such a caseload. The Diploma and Advanced Diploma course requirements must be completed within a maximum of 4 years per course.

During an average week, a student will be expected to participate in:

THEORETICAL, PERSONAL DEVELOPMENT & MODULAR

SEMINARS: The aim of weekly seminars is to introduce you to fundamental psychoanalytic concepts and texts, (historical and contemporary) with reference to different theoretical traditions and applications. Core seminar texts are provided through The Counselling Foundation's online training library.

All our seminar tutors and group leaders are fully qualified psychodynamic counsellors, psychotherapists, psychoanalytic psychotherapists, psychoanalysts, group analysts or clinical psychologists. All training staff practice in a wide variety of settings and bring to the training their theoretical knowledge and significant experience of clinical practice.

  **PERSONAL DEVELOPMENT GROUPS:** The Personal Development session is a self-reflective group facilitated by an experienced psychodynamic group leader. The group identifies the concerns they wish to address in the 'here and now'. Group members are asked to respect the privacy of each other's communications in the groups.

   **THEORETICAL SEMINAR GROUPS:** Within the seminar time a variety of experiential learning activities takes place, including guided discussion of set reading material, student presentations, role-plays and videos. Many seminars are divided between theoretical learning and the acquisition and practice of practical counselling skills.

  **MODULAR SEMINAR GROUPS:** Modular seminars cover a range of academic topics, including guided discussions of the set reading material, student presentations and discussions.

 **ADDITIONAL READING:** Students will be required to read professional journals and books in addition to the set reading material for the seminars. All Students will have access to the Foundation's St Albans and Bedford Libraries, as well as an online library system called PEP Web. PEP Web is an online access portal to most worldwide psychoanalytic, psychotherapy, and counselling journals from the latest release and stretching back decades. This means that logging into this will give you access to literally thousands of journal articles. You will be given log-in details and instructions on how to use the resource when it is up and running early in the Autumn term, and this will aid you both for course study and your own areas of personal interest.

 **PERSONAL THERAPY:** Students are required to be in once weekly personal therapy, with a therapist who meets the Counselling Foundation training criteria (see therapist requirements) for at least six months prior to starting the Diploma course. Therapy must continue throughout the Diploma and Advanced Diploma programmes until the course qualification is awarded (approx. 46 weeks per year).

Professional counselling provides a relationship in which you, the client can safely explore experiences and become aware of hidden feelings whilst discovering new perspectives and insights. It is partly through your 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 requires a commitment of time and energy. It is a requirement for all prospective clinical students to be in personal therapy six months prior to the start of the Diploma, as you need to be ready to work with your own clients within the first term.

If at any point your therapy is ending, you must inform your Programme Tutor. No student can be on the course and see clients without being in therapy. Failure to discuss this with your programme tutor may jeopardise your place on the course.

Professional Ethics involving confidentiality and boundaries imply that students do not disclose the name of their therapist, it will be considered a breach of ethical boundaries for students to disclose their therapists or discuss their therapist with anyone except the Training Office or teaching staff.

All communication between you and your therapist is confidential.

 **CLINICAL PLACEMENTS:** Diploma and Advanced Diploma students are required to undertake a clinical placement within a counselling agency, to provide students with the opportunity to work with clients under supervised conditions. Supervised clinical placements are necessary to practice skills taught during the theory-based sessions. Students will begin attending supervision once they have obtained a placement, usually during term 1 of Diploma and would commence seeing clients during term 1 or 2.

Students are given information and guidance to apply for internal and external placements during the course. Whilst many placements are available, and help will be provided, no placement is guaranteed. **Students are responsible for securing a placement which must be approved by The Foundation Training Centre.**

 **CLIENT HOURS:** Diploma and Advanced Diploma students will undertake supervised client work in an agency setting, gradually building up from 1 to 3 clients (approx. 46 weeks per year). To meet the full clinical requirements of the Programme, students need to work with a range of clients; normally building up to 3 or more on a weekly basis.

Obtaining adequate client hours from a placement within the academic cycle can never be guaranteed. It is dependent upon many factors, particularly the flow of clients who are appropriate for students and your availability. Therefore, the regulations allow for up to an additional 24 months to reach completion beyond the 2 years set for the core academic work.

 **SUPERVISION:** Students with a clinical placement are required to attend weekly group supervision, for a minimum of 1½ hours per week (approx. 46 weeks per year) as they work towards completing the minimum hours of counselling practice. Supervision is essential to therapeutic effectiveness, so students are required to attend supervision until all course requirements are completed.

Attendance at supervision is mandatory and must meet the guidelines and requirements of the BACP code of ethics and practice. Where a student has individual supervision for an external placement this must also meet the guidelines and requirements of the BACP. Some agencies may levy a contribution towards the costs of supervision of a student. This cost will be borne by the supervisee.

DISCLOSURE & BARRING SERVICE APPROVAL (DBS): All student counsellors are required to complete an DBS application form so that an Enhanced DBS check may be conducted prior to starting their clinical placement.

You may have a DBS certificate with another organisation; if registered with the DBS online update service, students are required to produce their original certificate to enable the Foundation to check for any variations to the certificate since printing. If not, it is the policy of the Counselling Foundation that all individuals who have contact with clients are checked again.

Only those applicants who obtain satisfactory DBS approval can work with clients, therefore, applicants who fail to obtain DBS approval will not be able to continue training.

 **ATTENDANCE:** It is the student's responsibility to inform tutors, programme tutors and the training team if they will be absent from class. If a student will be absent for more than three weeks, a doctor's certificate will need to be provided. In order to pass the course 8 out of 10 weeks each term, and an overall percentage of 80% of the course must be attended. The Final Board will discuss any student that falls below this amount.

ADDITIONAL REQUIREMENTS

- 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.
- Attend meetings and undertake administration duties as required by your placement organisation. (Diploma & Advance Diploma only)
- Attend weekend workshops, as required.



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



STUDENT REPRESENTATIVE PROGRAMME: The Student Representative Programme provides a unique insight into how training and counselling at The Counselling Foundation complement each other. Student Reps foster a sense of collectiveness and community among people within the organisation, which can make other students feel welcome and valued - allowing them to get the most out of their time as a student.

BENEFITS OF JOINING THE STUDENT REP PROGRAMME

Reps will have the opportunity to:

- Contribute to the Foundation and Training's decision making.
- Help facilitate changes to the courses that may be affecting both themselves and their peers.
- Meet with students from different locations and year groups. Reps will also be in direct contact with the Training Management Committee (TMC) and Foundation colleagues.
- Build excellent working relationships between students and staff.
- Participate in Foundation events, growing their own profiles within the community and mental health circles.
- Becoming a Student Rep also develops confidence in formal and decision-led situations.



LEARNING SUPPORT

- Students are allocated a Personal Tutor for Diploma 2 and Advanced Diploma 2.
- 1:1 tutorials with the Programme Tutors for both Diploma 1 and 2.
- 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.

For information about learning support provisions and accessibility students are required to inform The Training Centre of any specific requirements. The Training Centre attempts to provide access to all facilities on site and to meet individual needs wherever possible.

PERSONAL THERAPY

Students are required to be in once weekly personal therapy, with a therapist who meets the Counselling Foundation training criteria (see therapist requirements). This therapy must continue throughout the Diploma and Advanced Diploma programmes until the course qualification is awarded (approx. 46 weeks per year).

Professional therapy provides a relationship in which you, the client, can safely explore experiences and become aware of hidden feelings whilst discovering new perspectives and insights. It is partly through your 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 therapeutic relationship, sometimes over a considerable period requires a commitment of time and energy.

It is an integral part of the students training and a requirement for all prospective clinical students to be in personal therapy six months prior to the start of the Diploma, as you need to be ready to work with your own clients within the first term.

Good therapy should have a mix of support and challenge. If a student has concerns about their therapist, it is important that they raise this with their Programme Tutor sooner rather than later. If at any point your therapy is ending, you must inform your Programme Tutor. No student can be on the course and see clients without being in therapy. Failure to discuss this with your programme tutor may jeopardise your place on the course.

Therapy should be conducted in person. We understand that there may be exceptions to this during the current pandemic, when it will be acceptable for it to be conducted via video or telephone, as agreed between the individual therapist and the student. Given that our professional courses of Diploma and Advanced Diploma are primarily a face to face, in person training, all students need to be returning to face to face, in person therapy as soon as possible, when it is deemed safe to do so.

Therapy arrangements are strictly private and confidential. Professional Ethics involving confidentiality and boundaries imply that students do not disclose the name of their therapist, it will be considered a breach of ethical boundaries for students to disclose their therapists or discuss their therapist with anyone except the Training Office or teaching staff.

The designation 'who meets our criteria / approved by the Training Centre' is not intended to make or imply any judgement about the qualities of individual therapists or their trainings nor is it intended to imply any endorsement or recommendation by The Counselling Foundation.

All communication between you and your therapist is confidential.

REQUIREMENTS FOR PERSONAL THERAPY

Students who would like to apply for the Diploma and Advanced Diploma should be with therapists who work in a way that is congruent with the psychodynamic approach, and meet the minimum requirements set out by the Counselling Foundation Training Centre. Students are required to be in weekly personal therapy six months prior to the Diploma course commencing.

THERAPIST CRITERIA

QUALIFICATIONS

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

EXPERIENCE

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

THEIR ACCREDITATION

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

PROCEDURE FOR OBTAINING A THERAPIST

If you are already in therapy, please submit therapist details to the Training Team for confirmation as they must meet all the criteria above to qualify.

USING THE THERAPIST LIST

- A list of therapists that meet the requirements for the Diploma and Advanced Diploma will be emailed to each student.
- Students can use this list to contact therapist in their area. You will need to inform them which Diploma course and time you would be applying for i.e.:
 - St Albans/Bedford
 - Morning/Afternoon/Evening
- Once you have a date to commence therapy, please email the Training Team to inform them.

FINDING A THERAPIST

- If there is no therapist in your area, it is the student's responsibility to search for one using the criteria above.
 - There are many places to search, for example:
 - <https://www.bacp.co.uk/search/Therapists>
 - <https://www.bpc.org.uk/find-a-therapist/search>
 - <https://www.psychotherapy.org.uk/find-a-therapist/>
- Once you have found a therapist, **before contacting them**, you will need to have their details checked by a member of the Diploma team. Please email the Training Team who can help you with this.
- Once you have heard back, and the therapist is suitable, you can then contact the therapist for appointments. You will need to inform them which Diploma course and time you would be applying for i.e.:
 - St Albans/Bedford
 - Morning/Afternoon/Evening
- If they are not suitable you will need to repeat the search process until one is found.

HOW TO APPLY?

Assessment of applicants for this training is through application and if successful, an individual interview.

APPLICATION FORMS

All application forms can be found on The Counselling Foundation website. Once completed they will need to be returned to the Training Centre via email, below, before the deadline date with your registration and deposit fees.

To Apply you will need:

- An application form
- An up-to-date CV
- An equal opportunities form
- Proof of payment for your registration fee and deposit

Applications for all courses need to be emailed to: training@counsellingfoundation.org

Please visit the website and see application pack for further details.

<https://counsellingfoundation.org/training/training-courses/>

DEADLINE FOR APPLICATIONS:

- Diploma: 24th May 2021
- Advanced Diploma: 31st May 2021
- Foundation Certificate: 31st August 2021

Subject to availability, we may be able to accept late applications, however this is not guaranteed.

INTERVIEWS

Applicants attending an interview will need to demonstrate personal qualities relevant to therapeutic practice and training. Each interview will be conducted by a Counselling Foundation Programme Tutor, Seminar Tutor or clinical colleague and will last about an hour. During this time applicants will be offered the opportunity to ask any questions about the Course Programmes.

FOUNDATION CERTIFICATE

- Most offers are made based on the application alone however, some students will be invited for an interview to discuss their application form before a decision is made.

DIPLOMA & ADVANCED DIPLOMA

- Interviews will take place w/c Monday 14th June and Monday 21st June 2021.

SELECTION CRITERIA

Offers of a place are determined by the application and interviews. Upon request by the Training Office **ONLY**, references may also be considered.

Successful completion of the previous course does not constitute entry onto the next stage of training.

ACADEMIC CALENDER

	Term 1	Term 2	Term 3
Start Date	Monday 27 th September 2021	Monday 10 th January 2022	Tuesday 19 th April 2022
Reading Week	Monday 25 th October 2021	Monday 14 th February 2022	Monday 30 th May 2022
End Date	Friday 10 th December 2021	Friday 25 th March 2022	Tuesday – Friday Courses: Friday 1 st July 2022 Monday courses: Monday 11 th July 2022

COURSE STRUCTURE

Venue	Address	● Foundation Certificate	● Diploma	● Advanced Diploma						
St Albans	The Counselling Foundation Training Centre, College Yard, Lower Dagnall Street, St Albans, AL3 4PA	AM	●	Monday	10am - 11.30am	30 mins	12pm - 1.30pm	The courses are currently run in four locations; Dates, times and course venues are set according to demand and 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 fees paid will be refunded.		
			●	Tuesday	10am - 11.45am	15 mins	12pm - 1.30pm			
		AFT	●	Wednesday	10am - 11.30am	30 mins	12pm - 1.30pm			
			●	Thursday	10am - 11.45am	15 mins	12pm - 1.30pm			
		PM	●	Monday	2pm - 3.30pm	30 mins	4pm - 5.30pm			
			●	Wednesday	2pm - 3.30pm	30 mins	4pm - 5.30pm			
		Bedford	The Counselling Foundation Bedford Centre, Tavistock Yard 58 Tavistock Street Bedford MK40 2RD	AM	●	Monday	10am - 11.45am		15 mins	12pm - 1.30pm
					●	Friday	10am - 11.45am		15 mins	12pm - 1.30pm
PM	●			Monday	6pm - 7.45pm	15 mins	8pm - 9.30pm			
	●			Thursday	6pm - 7.45pm	15 mins	8pm - 9.30pm			
Luton	Stopsley Baptist Church, LU2 7XP	AM	●	Wednesday	10am - 11.45am	15 mins	12pm - 1.30pm			
Welwyn Garden City	Welwyn Library, AL8 6A	AM	●	Tuesday	10am - 11.45am	15 mins	12pm - 1.30pm			
Online via Zoom.com		AM	●	Tuesday	10am - 11.45am	15 mins	12pm - 1.30pm			
			●	Wednesday	10am - 11.45am	15 mins	12pm - 1.30pm			
		PM	●	Wednesday	6pm - 7.45pm	15 mins	8pm - 9.30pm			

COURSE FEES

The Course fees for our 2021/22 academic year are listed in the table below. We require a non-refundable registration fee and deposit in order to process your application. We offer different payment methods for each of the courses. Further details are available on the course application form.

Course Fees 2021/22			
Course	Registration fee	Deposit on application	Course cost
Foundation Certificate	£110	N/A	£2,300
Diploma	£125	£300	£4,505
Advanced Diploma	£125	£300	£4,685

Please note that the payments for the registration fee and deposit need to be made upon application.

COURSE PAYMENTS AND HOW TO PAY

The Foundation Certificate, Diploma and Advanced Diploma all have multiple ways for paying for the course, including instalments and payment in full. All payment options are outlined on the equivalent application forms. The Diploma and Advance Diploma have an Early Bird discount for those applying before the 9th April 2021.

Payment can be made by electronic transfer, debit card or credit card. Further information on forms of payment can be found on the course application forms.

Please note: All applicants are entitled statutory 14-day cancellation period, if applicable, should you withdraw or defer for any reason and at any point during your training, you remain liable for the course fees. Please see the application form and the terms and conditions for further details.

PLACEMENT FEES (Diploma & Advanced Diploma Courses Only)

Internal Placement Costs: Prices start from £270 per term. Please refer to the application form for further detail noting that students will be invoiced in November 2021.

External Placement Costs: These are arranged with the external placement agency. 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.

OTHER STUDY COSTS

You will need to take into consideration additional costs relating to your studies, such as personal therapy and books.

PLEASE NOTE: WE SET OUR TUITION FEES ANNUALLY. THE FEES YOU WILL SEE IN THIS PROSPECTUS ARE FOR 2021/22. WE WILL PUBLISH OUR 2022/23 FEES WHEN THEY HAVE BEEN AGREED, VIA PROSPECTUS AND ONLINE.

FREQUENTLY ASKED QUESTIONS (FAQ)

1) Is the course BACP accredited?

The Foundation Certificate is an access course, so is not accredited by the BACP.

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?

Foundation Certificate takes 1 year.

Most students are able to complete the Diploma and the Advanced Diploma training courses within 2 years, but some achieve completion, inclusive of the 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.

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?

None for Foundation Certificate, you will be building your knowledge and skills in this year.

You will need to accrue a minimum of 120 (for Diploma) or 220 (for Advanced Diploma) of face-to-face client hours not counting missed sessions. Students also need to be able to demonstrate that they can hold a caseload of 3 clients concurrently.

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

Diploma & Advanced Diploma only.

You would then enter a third year; become a Finisher 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 Advanced 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 in providing information about placements that we have previously approved. The Counselling Foundation will publicise vacancies in our internal counselling centres to the students. The student must apply directly to the Centre Head for consideration. However, internal placements are limited to one vacancy per person and so students can only accept one offer from our internal placements. Students may add more than one placement by applying to externally approved placement centres.

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.

The Counselling Foundation Training Courses

Foundation Certificate in Psychodynamic Counselling

1 Year Part-time

Entry criteria:

Age: 21+

No prior qualifications are required. Places are given based on Application.

Course requirements:

Theoretical & Personal Development Seminars:

30weeks, 3.5 hours per week

Additional reading: 2-4 hours per week

Personal Therapy: If wishing to progress, you must be in personal therapy (1 hour per week) by the end of February.

Venues: St. Albans, Welwyn Garden City, Bedford, Luton & Online

Estimated cost: £2,500

Including tuition fee & cost of books

Upon completion: Allows access to the Diploma in Psychodynamic Counselling.

Widely recognised as an access course to many other institutions' professional training

Diploma in Psychodynamic Counselling

2 Years Part-time

Entry criteria:

Age: 25+

Completed 45 hours of psychodynamic skills and theory Been in psychodynamic counselling, at least 6 months prior to starting the course. Places are given based on Application & Interview

Course requirements

Personal Therapy: 1 hour per week

Additional reading: 2-4 hours per week

Supervision: 46 Weeks per year

Theoretical, Modular & Development Seminars:

30weeks, 3.5hours per week

Client hours: 120 *(over 2 years)*

Placements: Students are given information to apply for Internal and external placements during the first term.

Venues: St Albans & Bedford

Estimated cost: £10,000 per year

Including tuition fees, cost of personal therapy & subsidised supervision.

Upon completion: You are able to practice as part of an organisation, surgery, practice and centre.

The Advanced Diploma will allow you to apply for BACP Accreditation once you have achieved 450 Clinical hours.

BACP Accredited Course

Advanced Diploma in Psychodynamic Counselling

2 Years Part-time

Entry criteria:

Completed the two-year Counselling Foundation Diploma course.

Held a caseload of at least three clients

Places are given based on Application & Interview

Course requirements

Personal Therapy: 1 hour per week

Additional reading: 2-4 hours per week

Supervision: 46 Weeks per year

Theoretical, Clinical & Development Seminars:

30weeks, 3.5hours per week

Client hours: 220 *(over 2 years)*

Placements: Usually a continuation of your Diploma placement. Addition placement advice available.

Venues: St Albans & Bedford

Estimated cost: £10,000 per year

Including tuition fees, cost of personal therapy & subsidised supervision.

Upon completion: You are able to practice independently and apply for accreditation with the BACP.



The Counselling Foundation Awards