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Registered Charity No: 289420

**CERTIFICATE IN COUNSELLING SKILLS
SEPTEMBER 2021-JULY 2022**

THIS APPLIES TO BOTH OUR FACE-TO-FACE TRAINING AND ON-LINE TRAINING

COURSE OUTLINE

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

This is a one year, part-time course and will be delivered on Tuesday evenings from 7.00pm to 10.00pm. The course will start in September 2021 and end in July 2022. You can select whether you wish to train face-to-face or via an on-line platform (Zoom).

The aims and objectives of the course, an application form and information regarding selection criteria and the application process are available as downloads from our website. Alternatively, please e-mail: ruth.fitzgerald@highgatecounselling.org.uk for this information.

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

Please note this is a Certificate in Counselling Skills and is not a Certificate in Psychodynamic Skills or Psychodynamic Counselling.

Applications are now being accepted and must be submitted by Friday, 25th June 2021.

Please email your application to:

Kevin Hamilton
Training Manager
Highgate Counselling Centre

kevin.hamilton@highgatecounselling.org.uk

COURSE CONTENT

The course focuses on three specific areas:

- Counselling theory and concepts.
- Counselling skills practice.
- Self-awareness and personal development.

BRIEF OVERVIEW OF EACH TERM

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

Term 1: Basic Counselling Skills

Topics covered during Term 1 include what is counselling, how counselling differs from other forms of helping, who can be helped by counselling, communication techniques, empathy vs sympathy, responding skills, reflecting skills, paraphrasing skills, non-verbal communication, the core conditions of the person-centred model.

Term 2: Basic Human Development

Term 2 provides an overview of basic human development and includes Maslow's hierarchy of needs, Erikson's psycho-social model and Freud's psycho-sexual model.

Term 3. Counselling Modalities

Term 3 provides students with the opportunity to briefly examine a range of different theoretical models including psychodynamic counselling, humanistic counselling and CBT. This term also considers the therapeutic frame and boundaries.

There are half-term/reading breaks each term, which are usually in line with the school timetable. An induction programme will take place the week before term one commences.

THE PROCESS

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

ASSESSMENT

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

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

TIME COMMITMENT

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

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

COURSE FEE

The fee for the course is £1,850.00. This can:

- (a) be paid by yourself as a lump sum up front in advance of starting the training course.
- (b) you may choose to pay a place acceptance fee of £550.00 to secure your place on the course, followed by ten monthly payments of £130.00.

Should you choose option (b) above, once you have paid the place acceptance fee, if you choose not to take up the offer of a place on the course, you remain liable for the remainder of the course fees. In addition, should you choose to terminate your training during the course of the programme, or the Training Committee choose to terminate your training, again you remain liable for the remainder of the fees.

A registration and interview fee of £50.00 applies. This payment can be made via BACS, is payable with your application, and is non-refundable.

PREMATURE LEAVING OR EARLY TERMINATION OF YOUR TRAINING

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

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

Trainees who leave the course prematurely (either through choice or by termination of your training programme by the Training Committee) will be liable to pay the remainder of the course fees.

NEXT STEPS

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

- A completed application form
- A supporting statement of no more than 500 words
- A one-to-one interview with a member of the training team

An application form is available as a download from our website or from Highgate Counselling Centre. Telephone 020 8883 5427 or e-mail ruth.fitzgerald@highgatecounselling.org.uk for this information.

Please your completed application form and supporting statement to:

Kevin Hamilton
Training Manager
Highgate Counselling Centre

kevin.hamilton@highgatecounselling.org.uk

Please ensure you have also paid the registration and interview fee.