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Registered Charity No: 289420

## **CERTIFICATE IN COUNSELLING SKILLS SEPTEMBER 2022-JUNE 2023**

### **COURSE OUTLINE**

The Certificate in Counselling Skills provided by Highgate Counselling Centre provides 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. Face-to-face training is held on Tuesday evenings from 7pm to 10pm at North Bank, Pages Lane, London N10 1PP. Online training is held on Tuesday evenings from 7pm to 10pm. The course starts in September 2022 and ends in June 2023. **In the event restrictions are imposed during the training because of COVID, any timetabled sessions for face-to-face training will be delivered via a remote platform until we are able to return to North Bank at Pages Lane.**

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](mailto: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 our Diploma in Psychodynamic Counselling (a BACP accredited training).

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 30th April 2022.

Please email your application to:

Kevin Hamilton  
Training Manager  
Highgate Counselling Centre

[kevin.hamilton@highgatecounselling.org.uk](mailto: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 3 terms, each of 10 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 the BACP Ethical Framework for the Counselling Professions (2018) and also provides an introduction to basic human development, which includes Maslow's hierarchy of needs, Erikson's psycho-social model, Freud's psycho-sexual model and an introduction to attachment theory (Ainsworth and Bowlby).

### **Term 3. Counselling Modalities**

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

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. For face-to-face training, this will be held at North Bank, Pages Lane, London N10 1PP. For the online training course, the induction will be held via Zoom.

## **THE PROCESS**

Each evening begins with a taught element covering the theoretical elements of the topic(s) being delivered. Students are provided with a theoretical paper, which they are expected to read, for each evening of the training provided.

This is followed by 'personal development group' which provides an opportunity for you to interact with your peers on a personal and professional level. A range of personal development and reflective activities are provided as part of the training.

Following this, counselling skills practise is time-tabled, which provides you with the opportunity to put into practise the skills being taught. These are usually held in 'triad' format, i.e., helper, client and observer.

## **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 2,500 words for submission during Term 2 relating to theory.
- 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 at the end of each term and to attend an end of term tutorial with either the course tutor or the training manager. This may be conducted face-to-face, via Zoom or 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 (approx. 10-15 hours).

## **COURSE FEE**

The fee for the course is £1,950.00. 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 £140.00.

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**

HIGHGATE COUNSELLING CENTRE 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.

HIGHGATE COUNSELLING CENTRE 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:

- Submitting a completed application form.  
*Please ensure you indicate whether you are applying for a place on the face-to-face training or the online training.*
- Submitting a supporting statement of no more than 500 words.
- Attending 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](mailto:ruth.fitzgerald@highgatecounselling.org.uk) for this information.

Please email your completed application form and supporting statement to:

Kevin Hamilton  
Training Manager  
Highgate Counselling Centre

[kevin.hamilton@highgatecounselling.org.uk](mailto:kevin.hamilton@highgatecounselling.org.uk)

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