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Registered Charity No: 289420

## **CERTIFICATE IN COUNSELLING SKILLS SEPTEMBER 2023-JUNE 2024**

### **COURSE OUTLINE**

The Certificate in Counselling Skills provided by Highgate Counselling Centre (HCC) 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 and is delivered via the Zoom platform. Both courses follow the same curriculum. The course starts in September 2023 and ends in June 2024. If restrictions are imposed during the course, then some scheduled face-to-face training may need to be delivered via the Zoom platform until we are able to return to face-to-face training.

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.

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 14th April 2023.

### **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:

### **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.

### **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 before the training 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 are required to complete a personal development journal on a weekly basis.
- Students are required to complete a written paper of 2,500 words.
- 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 the course tutor.

- 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.

### TIME COMMITMENT

Students need to allow 5-10 hours per week to cover the following aspects of the course. The figures provided below are 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 £2,150.00. This can be paid:

- As a lump sum, up front, in advance of starting the training.
- Via a place acceptance fee of £550.00 (which secures your place on the course), followed by 10 monthly payments of £160.00 per month. Monthly payments are to be made on 18th of the month, starting in September 2023 and ending in June 2024.
- Other: Please contact Kevin Hamilton at HCC to discuss.

Should you choose to pay the place acceptance fee but do not start the course, you remain liable for all remaining course fees. Should you later choose to terminate your training, or HCC terminate your training, again you remain liable for all remaining course 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. You may also pay via card by calling the office on 020 8883 5427.

### APPLICATION

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

- 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.*
- A supporting statement.
- Attending an interview with a member of the training team.  
(The cost of the interview is covered by the registration and interview fee).

An application form is available as a download from our website: [www.highgatecounselling.org.uk](http://www.highgatecounselling.org.uk)

Please email (do not post) 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)