



**NCFE Level 3
Certificate in
Counselling Skills
and Theory
COURSE
INFORMATION
LEAFLET**



A qualification
recognised by the



The Qualification

The NCFE Level 3 Certificate in Counselling Skills and Theory has been accredited by the Qualifications and Curriculum Authority (QCA) and is therefore part of the National Qualifications Framework.

It is an ideal qualification for those seeking to enhance their functional role through the use of counselling skills (e.g. voluntary workers, teachers, health care professionals, local government and civil service employees, social workers and probation staff). It will also be useful to people seeking a career change and wishing to develop as professional counsellors and anyone offering help on a one-to-one basis. It will also be of use to those wishing to consolidate their skills and knowledge in a counselling context.



It should be noted that the NCFE Level 3 Certificate is not a 'licence' to practise as a counsellor. It does, however, provide a progression route to professional counsellor training programmes, after which candidates may seek accreditation as a counsellor.

"The course is managed by skilled practitioners readily willing to share their learning and encourage others."

Entry Requirements and application

Potential entrants must meet the following criteria:

- Be aged 18 years or above at the start of the course.
- Hold a Level 2 Counselling Certificate, awarded by a nationally recognised training body (NCFE, ABC awards, OCN etc)

Or have considerable experience of working in a voluntary organisation on a one-to-one basis, which can be certified

Or provide evidence of work of an appropriate kind and level (either occupationally or on training courses), certified by a suitably qualified person.

- Due to the assessment requirements of this course, entrants must have a basic level of literacy to complete a learning journal and portfolio.
- All entrants need to be aware of the confidential nature of the work they are to be involved in during training and beyond, and must agree to abide by and respect equality of opportunity and diversity of culture.

Applications should be made on the attached form and forwarded to SALSA, c/o The Hub, Bold Street, BL1 1LS together with a copy of your Level 2 counselling qualification (or verification of equivalent). Two reference forms are also enclosed which must be completed and returned with your application form. Upon receipt of your application you will be invited to an interview with a member of the course training team.

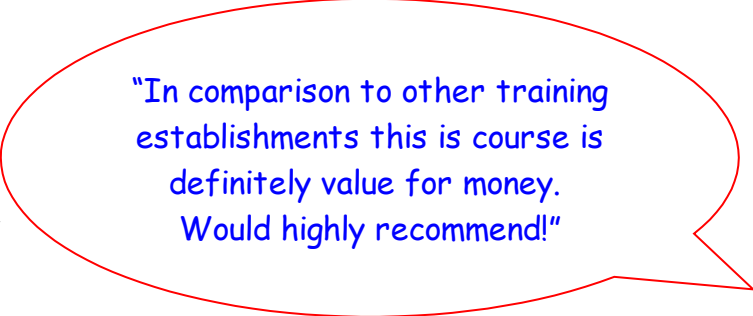
SALSA Training

SALSA Training is part of SALSA – Social and Life Skills Alliance, a not-for-profit social enterprise company, founded in 2006 to offer a range of cost-effective accredited training and therapy services. The agency is managed by experienced staff who have a wide range of expertise in the training and therapy sectors. Having worked for many years in both the public and private industries, the SALSA team are able to access key associates to deliver specific training and services to the voluntary, statutory and private sector.

The counselling training programme is co-ordinated by Elisabeth Long, a director of SALSA. Elisabeth has a degree in Communication Studies and post-graduate qualifications in Counselling, Clinical Supervision, Teaching and Business Studies. She has worked for many years as a counsellor/trainer in education, Relate, statutory agencies and has set up SALSA Therapy – an independent counselling agency. Elisabeth has taught to professional diploma level training, and is an examiner and moderator for a national awarding body.

The programme

The NCFE Level 3 Certificate in Counselling Skills and Theory consists of 80 guided learning hours. It will be taught in two nine weeks segments – each consisting of nine consecutive weekly 3.5 hour meetings and a two-day weekend workshop. Details of dates for the next planned programme will be provided.



"In comparison to other training establishments this is course is definitely value for money. Would highly recommend!"

The qualification consists of four units:

UNIT ONE: Acquire, Develop and Practice Counselling Skills

This unit helps you identify and practice the skills appropriate for a counselling interview. It develops awareness and encourages you to work ethically and effectively. There are five elements:

- Establishing working relationships
- Initiating counselling relationships
- Developing counselling relationships
- Maintaining and sustaining counselling relationships
- Bringing counselling relationships to an end

"Additional tutor support provided as needed, either by phone, face to face or email - great."

UNIT TWO: Understand Essential Counselling Theory

This unit introduces you to the basic theoretical underpinning of counselling. This consists of four elements:

- Understand humanistic approaches to counselling
- Understand psychodynamic approaches to counselling
- Understand cognitive/behavioural approaches to counselling (CBT)
- Developments in counselling theory
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UNIT THREE: Understand Professional Issues

This unit encourages you to consider professional contexts and settings, the importance of ethical referral and the relationship between counsellors and the law.

This consists of three elements:

- Professional contexts and settings
- Ethical referrals
- Counsellors and the law

"I felt part of a big family and learned a lot about me. Took skills and models back into the workplace."

UNIT FOUR: Develop Self

This unit helps you identify your self-development needs and construct a self-development plan. This consists of two elements:

- Identify self-development needs
- Construct a self-development plan

"Smashing experience for adult learners."

Assessment and Moderation

The assessment for this qualification consists of two components:

- An internally assessed portfolio of evidence which is assessed by course tutors and moderated by the NCFE. The portfolio consists of:
 - o An on-going reflective journal/workbook, including class based exercises
 - o Simulated interviews/skills practice
 - o Class based presentations
- An externally set and assessed assignment which is marked by NCFE

Learners must be successful in both components to gain the NCFE Level 3 Certificate in Counselling Skills and Theory.

Progression Routes

This qualification aims to:

- Provide access to further training in counselling at Level 4 (diploma level)
- Facilitate access to higher education
- Enable improved promotion prospects
- Offer possibility of career change or change of emphasis within an existing organisation.
- Enhance life-long learning.

Comments kindly supplied by
former NCFE Level 3 candidates.

For further information about this and other training courses please contact:

SALSA - Social and Life Skills Alliance, c/o The Hub, Bold Street,
Bolton, BL1 1LS

Telephone: 01204 650050 Email: salsacentre@aol.com Web:
www.salsacentre.co.uk