



Institute of Counselling Prospectus 2011

*The course has helped me
develop my counselling skills.
It has added a completely new
dimension to my work, and my
confidence has grown in leaps
and bounds.*

Jan Sutton (Author and Counsellor)



A warm welcome from the Chief Executive



Thank you for enquiring about our courses and, on behalf of the Institute of Counselling, I wish you a warm welcome.

As you are about to discover, counselling has an infinite number of roles and applications at every level - which is why guidance, training and formal qualifications have become essential for responsible counselling.

Training improves communication, clarifies understanding and frequently provides support for individuals who are experiencing what they often perceive as insurmountable difficulties.

Open to all, we offer a comprehensive and attractive range of courses. With today's organisations placing ever-greater emphasis on skills training, more and more people are welcoming the proven flexibility of distance learning. As a result, our courses increase in popularity year after year.

For more than two decades we have provided counselling courses for the caring professions, voluntary sector and individual students, both in the UK and overseas. The programme is varied, designed to match individual learning requirements, and has courses ranging from introductory level to more advanced two-year Diplomas.

In this prospectus I am sure you will find the most suitable course for your first introduction to counselling or the further development of your existing skills or qualifications.

Whatever your personal aspirations, I look forward to welcoming you as a student.

A handwritten signature in blue ink, which appears to read 'Neil Morrison'. The signature is fluid and cursive.

N. Morrison MDiv, Dip CPC, Cert AdEd, FCPS, FCoIT.

Principal and Chief Executive

The modern world of Counselling

Counselling was once the exclusive domain of the professional therapist, but no longer. New insights into human behaviour have helped remove the subject's mystique, making the activity more client-focused and therefore more approachable as a topic of training. With the courses, techniques and support of the Institute's tutors, counselling skills can be acquired by anyone ready to learn.

The Institute of Counselling

The Institute of Counselling was founded in 1985 as a Christian-based, independent, educational body committed to promoting counselling and pastoral care. In 2003 it was granted Charitable Status and is a not-for-profit company. It has the following mission:

To provide a high level of counselling education and training through tutor-supported open and distance learning in a manner which sustains and develops both practical counselling skills and theoretical knowledge, within a Christian context.

The specific aims of the Institute include:

- provision of high quality training
- development of counselling skills
- production of training material for the caring professions and the voluntary sector
- provision of counselling services for individuals and groups

The Institute is committed to providing counselling and coaching skills training to all who will benefit from the courses. On this basis a non-discriminatory policy applies with regard to students' background, culture, ethnic origin, gender, sexual orientation, age or creed.

CONTENTS

- 2** A Warm Welcome from the Chief Executive
- 3** The Institute of Counselling
- 4** The Process of Helping
- 6** Distance Learning
- 7** Certificate of Continuing Professional Development (CPD)

Courses

- 8** Certificate in Counselling
- 9** Cognitive Behavioural Therapy
- 10** Diploma in Counselling
- 11** Diploma in Crisis Counselling
- 11** Diploma in Grief and Bereavement Counselling
- 12** Diploma in Coaching and Mentoring
- 13** Diploma in Youth Counselling
- 14** Certificate in Spiritual Care
- 15** Certificate in Therapeutic Communication
- 16** Diploma in Clinical and Pastoral Counselling Skills
- 18** Counselling Courses for the Healthcare Professions
- 20** Certificate in Christian Counselling
- 21** Online Learning
- 22** Quality Assurance
- 23** Your Guarantee
- 23** Conditions of Enrolment

The process of helping

Our aim at the Institute is to prepare you for a valuable and challenging role.

You may already be a professional carer, you may be in business or volunteer work or you may simply be someone who wants to help others. Whichever is the case, the course you choose will extend your natural talents and make you a more effective counsellor or carer. Your interpersonal skills - like those of listening, understanding and empathising - will be explored and developed so that the counselling you ultimately give will be effective.

Wherever the problems and concerns of people are involved, just a tiny change can make a vital difference.

All our students have come to recognise effective counselling as a two-way process.

Counselling skills share so



In the healthcare professions:

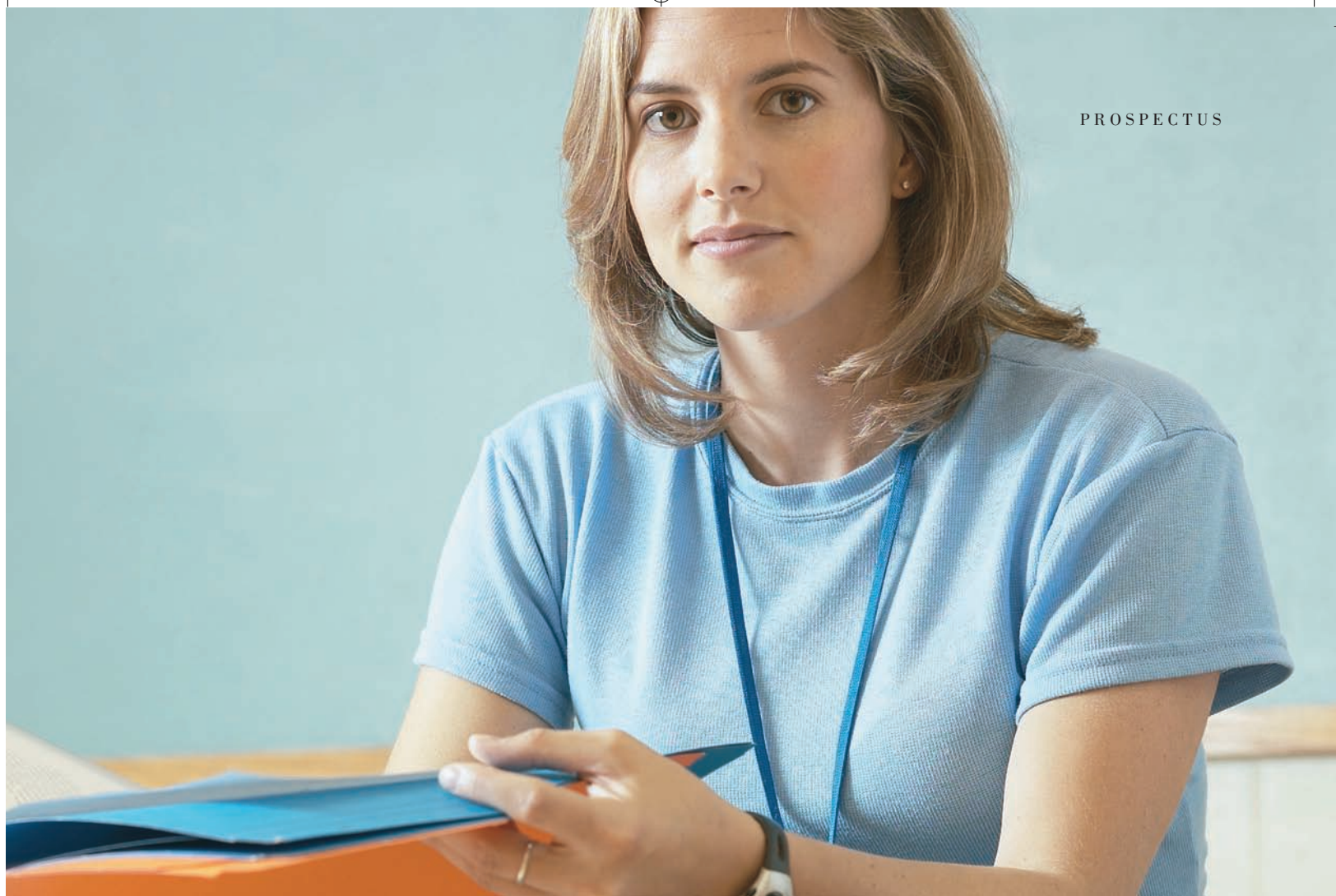
The changing nature of nursing and medical care has placed significant burdens on healthcare staff. Beyond purely medical matters, today's professionals must have the interpersonal skills expected of them in their caring role. In the context of mental or physical illness, their counselling and helping is unique, having such a direct effect on the well-being of their patients.

In the hospice environment:

Caring for the terminally ill demands particularly sensitive counselling. Not only are hospice staff involved in counselling the terminally ill, they must also counsel relatives and friends during the period of the patient's illness and, when appropriate, in bereavement.

In pastoral work:

The duties of pastoral care demand excellence in counselling skills. Visiting the sick or the bereaved imposes special burdens of responsibility. Words and actions of comfort and support at these times need to convey a high degree of sensitivity and understanding.



many walks of life

In social work:

Such is the wide remit of social workers that a uniquely broad base of counselling skills is crucial in helping the vulnerable and the disadvantaged. Highly developed interpersonal skills are therefore essential as they deal with drug and alcohol dependency, domestic abuse and the problems of poverty.

In teaching:

In their guidance role, school teachers frequently use their counselling skills to help pupils - from those who have problems at home or school to those finding it difficult to keep up academically. Equally, those same skills can help senior pupils choose their most appropriate career.

In student life:

Many students, especially those studying for a career in the caring professions, will benefit from a course in counselling to improve their helping and caring skills.

In helping others:

If you feel drawn to building a helping relationship with others, encouraging them to resolve issues and problems, then you - whatever your background or experience - will benefit enormously from having acquired counselling skills.

I am writing to let you know how much I am enjoying the course with IOC. I have learned such a lot and am grateful for the lengths that you and others have gone to to provide such a good counselling course.

Sue Gibbs, Milton Keynes

Distance Learning

All the Institute's courses are modular and are available by distance learning on a part-time basis. Most modules consist of 10 lessons supplemented by tutor-marked assignments and may take up to an estimated 150 hours of study. In the case of the Diploma in Clinical and Pastoral Counselling Skills which carries Higher Education credits, it is estimated that each module will involve 300 hours of study.

Although the shorter modules are designed to be completed within 6 months, this is not compulsory, as it is appreciated that participants on part-time courses frequently combine their learning with other duties and responsibilities.

Distance Learning involves studying at home or at work in a way which suits your individual circumstances. It is now regarded by many as an effective method of learning with the versatility to match individual needs particularly when there is a need to combine work with a course of study.

Being able to study at my own pace has been the secret of me successfully completing the first module.....

Patricia Dye

Distance Learning at the Institute of Counselling

- is both flexible and adaptable
- matches your pace of learning to your personal circumstances
- does not require prior educational qualifications
- is supported by tutors who offer guidance and encouragement

Our printed material is easy to understand, clearly explains the theoretical concepts which are used by experts, and the assignments and case studies help you to apply the skills you are learning. Our video and audio CD-ROMs include invaluable insights from recordings of real life counselling sessions, as well as helpful explanations to illustrate the principles and skills involved.

As you progress through your studies, the resources which we send will enable you to build up your own reference library to develop the skills and knowledge you will need to enhance your own individual counselling style.

Resources

The main learning resource is the multi-media open learning/distance learning pack supplemented by case studies. Assignments include analyses of case study problems, evaluated by tutors.

Your initial questions answered

Q. Can I study your course if I don't have any formal qualifications?

Yes. Our courses are specially designed for this purpose.

Q. Can I use prior learning to gain exemption from your introductory course?

Yes. The exemption will vary from student to student.

Q. Will I be able to change my course?

Should you decide that another course would suit, you may change (there may be a charge if additional materials are required).

Q. Do I receive personal tuition?

Yes. For each stage of your course, you are assigned a tutor who is a specialist in the subject concerned.

Q. Is there a register of counselling practitioners?

Yes. The names of those who have been awarded Diplomas and have relevant experience may be entered on an online Register of Practitioners.

Q. What do you mean by the terms 'clinical' and 'pastoral'?

'Clinical' is not used in a medical context but refers to the helper drawing on psychological insights to

facilitate the counselling process.

Similarly 'Pastoral' is not used in a devotional or evangelical context.

The term implies working alongside a client's inner struggles, spirituality and relationship issues aided by counselling techniques.

Q. Can I study at continuing professional development level?

Yes. Again our courses are ideally suited for this purpose. Your tutor will help you throughout your course. This is your opportunity to gain worthwhile and recognised qualifications.

Certificate of Continuing Professional Development (CPD)

A CPD Certificate is awarded to all successful students in addition to their Course Certificate or Diploma. This CPD Certificate is an Institute of Counselling award that recognises the students' continuing professional development. This applies to all our courses. The Institute is listed on the National Register of CPD Providers (gtc Scotland).

The Institute's programme of courses provides:

- a comprehensive range of courses from introductory level to advanced counselling knowledge and skills
- training for those who use counselling skills in the workplace or private practice
- training for individuals who seek to acquire skills for crisis management
- opportunities to learn about the psychological insights to help underpin counselling practice
- training for those who require access to counselling skills to help clients

Our courses are open to all who will benefit from them.



INSTITUTE OF COUNSELLING

Certificate in Counselling

Course No. 121

This is the Institute's most popular course, having been successfully completed by people from various backgrounds and levels of ability. The syllabus will be particularly attractive if you are a person who wishes to help others and would like to acquire the skills and expertise to be more effective in that role. The course which is fully illustrated will provide you with a preliminary understanding of the skills and practice of counselling, as well as an appreciation of the personal qualities associated with the collaborative process of helping.

This single module course provides a comprehensive overview of counselling supplemented by short practical exercises and printed case study assignments. It is designed to be completed within 6 months of part-time study, although, should you require it, this period may be extended. It also serves as the foundation module of the Institute's Diploma in Counselling if you wish to extend your studies.

The syllabus is designed to provide a comprehensive and practical understanding of counselling knowledge, skills and practice. Using Gerard Egan's renowned three stage model outlined in 'The Skilled Helper,' the syllabus takes a problem management and opportunity development approach to helping. The course material includes comprehensive course notes (knowledge and practice), a textbook and 3 CD-ROMs to provide insights into the skills and techniques used by professional counsellors. You will be able to observe and become conversant with many of the practical techniques employed by professional counsellors.

The course materials consist of 10 lessons and 5 tutor marked assignments. This course is professionally accredited by The Counselling Society and has been awarded 60 points towards accredited membership as a practitioner.

Allow me to praise the efficiency and effort shown enabling me to attain these counselling skills from the Institute. I needed a qualification and chose the Institute, which has turned out to be so constructive and beneficial.

**Wesley Loane,
Chaplain/Director,
Centrepoint Outreach**



Cognitive Behavioural Therapy

Cognitive Behavioural Therapy (CBT) is based on the premise that our interpretation of an event is crucial in determining how we feel and react. Where beliefs and thought patterns are negative or unrealistic, a variety of problems may occur leading to possible emotional disorders. CBT aims to alleviate emotional distress through confronting and challenging errors in thinking.

Certificate in Cognitive Behavioural Therapy

Course No. 150

This skills based, distance learning, tutor supported course covers practical insights into the methods and techniques of Cognitive Behavioural Therapy (CBT). The course is aimed at people in the caring and training professions and those who wish to broaden their counselling skills. CBT is a series of strategies specifically targeted at an individual's disorder. These can include cognitive therapy, relaxation, breathing techniques and interceptive exposure. People with specific issues such as panic attacks,

depression, anxiety, anger, etc. are helped by teaching them to control their thought patterns instead of their thought patterns controlling them.

You are introduced to the ABC Model of counselling. This describes the interaction between the clients' behaviours, feelings and thoughts. You are also taught to identify errors in thinking and to challenge damaging beliefs your clients may have. The aim is to enhance your effectiveness as a counsellor by teaching you the skills and

the techniques of CBT, through providing case studies, illustrations, practical activities and assignments. The course is designed to be relevant and practical. It applies CBT to a number of key areas. These include: Couple and Family Relationships, Depression, Anxiety (and Phobias), Anger and Violence, Pastoral and Spiritual issues.

The course materials consist of 10 lessons, 5 tutor marked assignments and a textbook, supplemented with suggested background reading.

I would like to express my sincere thanks to the Institute for giving me the opportunity to study counselling skills. The staff at the Institute have always been helpful when I have telephoned or emailed. I would particularly like to thank Rosemary Maguire for the time she gave me in the early part of my course.

**Susan Ann Hobbs,
Western Australia**

Diploma in Cognitive Behavioural Therapy

Course No. 2000

The Diploma Course covers similar aspects to the Certificate Course but takes you further into the therapy techniques. The aim is to provide further training in applying the principles of CBT. It is designed for individuals who wish to practise CBT by enhancing their effectiveness through the provision of case studies, illustrations, practical activities and assignments.

The Diploma Course consists of two modules, each containing 10 lessons, 5 tutor-marked assignments and a textbook. The completion of module one leads to the award of the Certificate and completion of module two leads to the award of the Diploma.

Diploma in Counselling (Dip Coun)

Course No. 4000

This popular 2 year course is frequently taken by social workers, teachers, nurses, pastoral workers and others in the caring and health professions who seek a post-qualification award in counselling. The course is not as academically demanding as the University accredited Diploma course.

The course syllabus is supplemented by a wide range of multi-media training materials supplied with each of the 4 modules. Further highly effective training aids include textbooks, audio and video CD-ROMs.

The audio CDs demonstrate the practical application of counselling skills with clear examples of good practice.

The video CDs demonstrate counsellors in real-life sessions with actual clients, filmed exclusively for your studies. As a result, you will not only see, hear and experience the real issues in counselling but will also identify the person-centred skills, models and theories in everyday use.

*I have spent a long time
doing this assignment,
but I would like to express
my sincere gratitude to
the staff for putting
together this brilliant
assignment.*

Sister Carol Mouat

The four modules of the Diploma are as follows:

- Certificate in Counselling
- Grief and Bereavement Counselling
- Couple and Family Counselling
- Crisis Counselling

The Certificate in Counselling module lays the foundation for progress to the more advanced modules.

Study time is about 20 to 24 months.

Candidates who successfully complete the four modules will be awarded the Diploma in Counselling and are entitled to use the designation 'Dip Coun'.

Successful students may apply for professional membership and counsellor registration (see page 22).

This course is professionally accredited by The Counselling Society and has been awarded 100 points which leads to accredited membership as a practitioner.





Diploma in Crisis Counselling

Course No. 2500

If you wish to study crisis counselling from a clinical and pastoral perspective, this two module course is designed for you. The syllabus includes the main theories of crisis counselling, ways of identifying crisis problems that may arise in individuals and families, and the formation of empathic relationships with clients. Through your studies, you will also become familiar with some ways of helping clients to work through issues e.g. divorce, depression and abuse.

Topics covered in this course include:

- The Crisis Counsellor
- Family Crisis
- Divorce Issues
- Morality and Counselling
- Drug & Alcohol Abuse and Sexual Abuse
- Counselling Depressed Clients
- Issues of Suicide
- Issues of Homosexuality
- Death & Grief Counselling
- Detection of Mental Illness

Study materials include a textbook, audio and video CD-ROMs as well as the traditional study materials. There are 10 tutor marked assignments.

Study time is about 10 to 12 months.

I learned a great deal from the course. I can apply these skills in my day-to-day nursing practice. The course notes were easy to follow, concise and relevant. The videos supplemented the course notes and gave a different perspective. My tutor's comments were constructive. I enjoyed the entire course and can now apply the basic counselling skills in my nursing practice. This was a good introduction and will encourage me to take further studies.

Eileen Mortimer, St Helens

Diploma in Grief and Bereavement Counselling

Course No. 1500

Of special interest to you if you are interested in or are currently working with bereaved clients, this one year two module course covers the clinical and pastoral aspects of bereavement counselling. The first module covers the basic skills of counselling with an emphasis on the person-centred approach. The Grief and Bereavement module leads to an understanding of the main theories of bereavement care and counselling and is supplemented by training resources to enhance the counselling care which you provide.

Topics covered in this course include:

- Attitudes Towards Death
- Grieving Process
- Rites and Customs
- A Child's View of Death
- Grief & Mourning for the Adolescent
- Facing Loss
- Abnormal Grief
- Bereavement Counselling
- Grief & Loss: A Pastoral Response
- Long Term Support for the Bereaved

Study materials include textbooks, audio and video CD-ROMs and the traditional study materials. There are 10 tutor marked assignments.

Diploma in Coaching and Mentoring

Course No 1400

This Diploma course equips you in the knowledge and skills of coaching and mentoring.

Coaching is rooted in developmental psychology and is commonly applied in organisational settings. Coaching is associated with team building, executive coaching, management coaching, life-skills coaching, career development and personal and professional development.

Mentoring is associated with positive personal and professional growth, career outcomes and development. You will learn the skills, techniques and in depth insights of mentoring. In the role of mentor, you will contract and develop with your client a highly personal yet professional relationship that is creative, dynamic and intentional resulting in a positive outcome.

Mentoring enables the individual to develop a greater sense of fulfilment, role identification, internal authority and identity, that results in a greater level of competency and personal satisfaction.

The course materials consist of two modules: 1. Certificate in Coaching 2. Certificate in Mentoring,

20 lessons, 10 tutor marked assignments and a textbook. This is supplemented with suggested background reading.

See below for more detail of the two modules contained in the Diploma in Coaching and Mentoring Course.

Certificate in Coaching

Course No 610

The aim of the course is to deepen your knowledge and to provide you with the skills related to coaching. This is achieved through providing information and training in essential coaching skills. Case studies, practical activities and assignments are included as key teaching tools.

Your course in coaching includes the following topics:

1. Defining coaching
2. Describing the coaching process
3. The tasks of a coach
4. Seven steps to developing a good coach-client relationship
5. Understanding and identifying different 'learning styles'
6. Attitude and perception management
7. Coaching through life's transitions
8. Coaching core values
9. Systems coaching: working with groups (including companies, organisations, families and the community)
10. Ethical guidelines for coaches

The course materials consist of 10 lessons, 5 tutor marked assignments and a textbook. This is supplemented with suggested background reading.

Certificate in Mentoring

Course No 620

The aim of the course is to equip you with the knowledge and skills to mentor others. This is achieved through providing insight into the process of mentoring and teaching the essential mentoring skills. Case studies, practical activities and assignments are included.

Your course in mentoring includes the following topics:

1. Defining and describing the mentoring process
2. Mentoring in the corporate and professional world
3. Mentoring in the community
4. Essential mentor qualities
5. Essential skills in mentoring
6. Self-awareness: including defining the relationship
7. Issues of integrity: including, "what if things go wrong?"
8. Mentoring as a way of life

The course materials consist of 10 lessons, 5 tutor marked assignments and a textbook. This is supplemented with suggested background reading.

Diploma in Youth Counselling

Course No 1830

One of the fastest growth areas in counselling in the UK is youth counselling. Our Diploma in Youth Counselling course is designed to help you to counsel young people of various ages. This course will give you a unique in-depth skilled approach to counselling young persons.

This course consists of two modules:

1. Certificate in Counselling (see course 121)
2. Youth Counselling

After each module you are awarded a Certificate and on successful completion of the course you are awarded the Diploma in Youth Counselling.

The Diploma in Youth Counselling is professionally recognised by The Counselling Society.

Counselling a teenager can be a challenge. Where the youth is deeply troubled, or struggling with important issues, this can be even more demanding. The wrong approach can quickly backfire and cause the young client to walk away from the counselling relationship. The long-term effects can be devastating for both the youth and their family. It is therefore important to be informed and trained to support the client well.

This unique counselling course will take you step by step through the knowledge, skills and attitudes counsellors use to effectively counsel young people.

We will help you to understand 'how things look' through the young person's eyes. These insights will help you to build a bridge so that the young client can take a risk, be open and share their concerns with you – a counsellor *and* perceived 'authority figure'.



Module 1 – Certificate in Counselling

This part of the course will provide you with a comprehensive and practical understanding of counselling knowledge and skills. Using Gerard Egan's renowned three stage model outlined in 'The Skilled Helper', the syllabus takes a problem management and opportunity development approach to helping.

Key Course Subject Insights:

- Adolescents are *less self-aware* and *less objective* in their view of themselves, their situation, other people and the world in general. They tend to be more self-absorbed and egotistical in their approach to life and relationships.
- In terms of brain development, the young person's brain is still maturing. As a result, the young person's *thinking is less well informed*, and *less logical*, than his adult counterpart's will be.
- Related to this, the younger client is often *less articulate* – and less able to express his/her thoughts and feelings well.
- The *motivations* that drive the young person will be different from those of an adult. For example, the affirmation of their peers is the force that drives most teenagers. This may be true for adults too, but to a lesser degree.
- *Feelings* are strong, hard to understand, contain and manage in the youth.
- *Hormones* affect their feelings too, and hence their thinking and their behaviour.

The **Diploma in Youth Counselling** course is ideal for people who work with youth in schools, colleges, universities, youth clubs, social work, hospitals, family centres, holiday camps, church youth groups, youth organisations, private practice, sports centres, recreational camps, etc.

This course consists of 2 modules: 20 lessons, 2 textbooks, 3 CD-ROMs. There are 10 tutor marked assignments.

Module 2 – Youth Counselling

Throughout the course you will systematically explore the following topics and issues:

- Educational & Vocational Issues
- Emotional Issues
- Relational Issues
- Family Issues
- Counselling Abused Young People
- Sexual Issues
- Theories and Research on Human Growth and Development

Certificate in Spiritual Care

Course No 950

The Certificate in Spiritual Care course teaches you a skilled 'way of being' with people. You will enhance their spiritual awareness and help them to identify their spiritual needs in their journey towards wholeness. If you work in the healthcare professions, individual practice, or provide pastoral or spiritual care, then this course is for you.

Understanding spiritual needs and providing appropriate spiritual care are fundamental for promoting personal wholeness and well-being. This informative course provides a holistic approach to developing and providing spiritual care - in a variety of contexts and addressing different needs.

Our method of study offers you access to relevant background study and flexibility including:

- Practical case studies
- Links to related websites
- Links to related academic research
- Links to useful organisations, professional bodies and institutes
- The flexibility to work at a pace, and in an environment, that suits *you*
- Helpful practice activities, thought-provoking questions and reflective self-test exercises

Course Outline

You will explore the following key topics:

1. The meaning of spirituality (both from a religious & non-religious perspective)
2. The rise and development of spirituality (including important contributions from the fields of philosophy, psychology, psychotherapy, sociology, economics, organisational theory and organised religion)
3. The essential qualities of spirituality
4. Models and methods to develop spirituality and spiritual care
5. Understanding, assessing and teaching spirituality
6. Developing an awareness of our own and others' spiritual needs
7. Resources to assist with spiritual care
8. Developing spiritual and pastoral care
9. Spiritual, religious and ethical issues
10. Assessment methods of spirituality

The course materials consist of 10 lessons, 5 tutor marked assignments and a textbook. This is supplemented by suggested background reading.



Certificate in Therapeutic Communication

Course No 840

This dynamic course is designed to provide a comprehensive and practical understanding of Therapeutic Communication. It teaches a person-centred approach to communicating effectively with others, offering the student a clinical and pastoral perspective on client care. The course uses a number of communication models to help identify communication skills and promote positive thinking as a means of enhancing the therapeutic process.

Therapeutic communication is an essential element in the healing process and, although not all people want to be counsellors, all caregivers and practitioners need to be able to communicate effectively with their clients.

Therapeutic communication is about providing companionship, emotional support and information about solving life's problems. It is about how to move from understanding the person to putting that understanding into words. The aim of therapeutic communication is to examine what you can say that can contribute to the process of healing and change.

The course is ideal for those who already have some therapeutic and/or leadership experience. Students enrolling on this course may be nurses, allied health professionals, social workers, pastors, teachers, life coaches, managers and leaders.

The 10 lessons include illustrations and short practical exercises which will help you to become familiar with your newly acquired skills. 5 of the 10 lessons conclude with a case study assignment. Your responses to each assignment are individually assessed by your course tutor who will also offer guidance and feedback.

This course offers an excellent approach for appropriate application of therapeutic communication including:

- An introduction to therapeutic communication
- Development of therapeutic communication
- Core qualities of therapeutic communication
- Self development
- Developing qualities and skills
- Personality types
- Loss and bereavement - challenging prejudices
- Therapeutic communication in the workplace
- Therapeutic communication in practice

The course materials consist of 10 lessons and 5 tutor marked assignments.



Diploma in Clinical and Pastoral Counselling Skills (Dip CPC)

Course No. 5000N

The Institute of Counselling, in partnership with Glasgow Caledonian University, offers this comprehensive Diploma Programme.



GLASGOW



CALEDONIAN
UNIVERSITY

Diploma in Clinical and Pastoral Counselling Skills

The IOC awards the Diploma in Clinical and Pastoral Counselling Skills. The diploma programme consists of 4 modules. Each of the modules on successful completion gains the student 30 SCOTCAT Points at Level 9. The four modules are equivalent to one full year of study at undergraduate 3rd Year BA/BSc level (120 SCOTCATS/CATS Points). The Diploma in Clinical and Pastoral Counselling Skills is normally completed in two years.

If you are presently in nursing, social work or one of the other caring professions and want to develop your career by gaining an additional qualification or upgrading an existing one, this course will be of major interest.

You might, for instance, be a non-graduate first level nurse seeking to upgrade to degree level by studying for additional credits, which can include modules from the Diploma in Clinical and Pastoral Counselling Skills.



I found this method of study ideal for my needs. Being overseas and being able to email my assignment to the tutor made assignments so easy to send. My tutor was excellent with constructive comments and helpful insights all the way through the course.

Marion Kerr

Graduate Certificate Programme

Glasgow Caledonian University (GCU) offers graduates undertaking any specific combinations of the IOC modules the opportunity to exit with a Graduate Certificate. For example students are required to complete the Foundation Counselling Skills module plus one module from a specialist area to exit with a Graduate Certificate:

- **Graduate Certificate in Grief & Bereavement Counselling Skills**
(Foundation Counselling Skills + Grief & Bereavement Counselling Skills)
- **Graduate Certificate in Couple & Family Counselling Skills**
(Foundation Counselling Skills + Couple & Family Counselling Skills)
- **Graduate Certificate in Crisis & Trauma Counselling Skills**
(Foundation Counselling Skills + Crisis & Trauma Counselling Skills)

Successful students will be awarded a Glasgow Caledonian University Graduate Certificate in the named specialism.

Module 1:

Foundation Counselling Skills

Summary of Syllabus Content

- evaluation of Egan's model to various client groups
- exploration of different models of clinical and pastoral counselling
- demonstration of core qualities to clients
- demonstration of counselling skills for client focused activities
- assessment of the potential of workplace setting for client support

This module requires attendance at a 5-day residential course.

Module 2:

Grief and Bereavement Counselling Skills

Summary of Syllabus Content

- comparison of the main theories of bereavement counselling
- demonstration of skills when helping bereaved clients
- identification of bereavement problems and issues
- demonstration of counselling skills and pastoral care
- evaluation of the potential of the workplace setting to help bereaved clients

Module 3:

Couple and Family Counselling Skills

Summary of Syllabus Content

- the main theories of couple and family counselling
- identification of relationship issues associated with the family unit
- demonstration of the skills to support a couple or family facing problems
- knowledge of professional and ethical practice when dealing with couples' and families' awareness of internet use to source current legislation on client rights

This module requires attendance at a 5-day residential course.

Module 4:

Crisis and Trauma Counselling Skills

Summary of Syllabus Content

- theories and models of crisis and trauma counselling
- identification of crisis problems and experiences
- formation of empathic relationships with clients in crisis and trauma
- helping clients with issues, e.g. divorce, depression, critical incidents

Candidates who successfully complete the four modules are entitled to use the designation 'Dip CPC'.

Teaching/Learning Method

Resources

The main learning resource is the multi-media open learning/distance learning pack supplemented by directed reading and case studies. Assignments include essays and analyses of case studies for subsequent discussion with tutors who will give constructive feedback.

Competency Portfolio

Students will be supported by a work-based mentor or colleague in developing a competency portfolio of their counselling skills. Students will also present a critical reflection on the development of their own skills at each residential school.

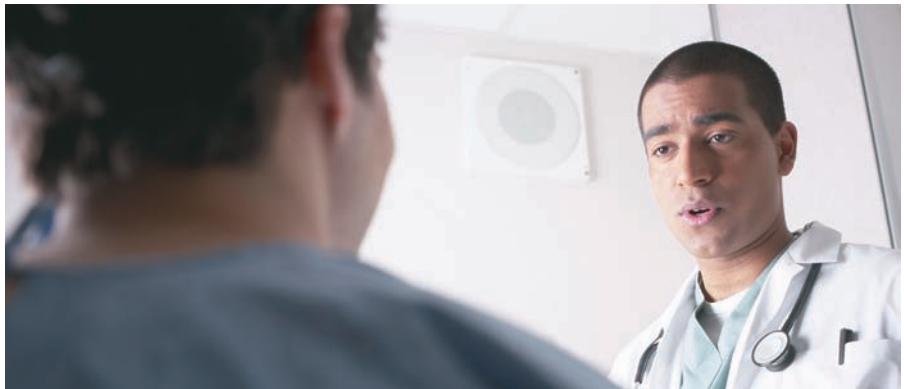


INSTITUTE OF COUNSELLING

Counselling Courses for the Healthcare Professions

The professional culture in which you work has a direct bearing on the daily pressures you face. We believe that counselling and interpersonal skills are particularly vital to the practice of more effective healthcare.

All helping and counselling is carried out within a relationship, and in healthcare that relationship already exists between you and the person receiving care. The way in which that relationship is established is of paramount importance. The Institute offers a Certificate course and a Diploma course for healthcare staff. Just as you acquired nursing or medical skills, so you can acquire counselling skills.



I found the course both rewarding and interesting. My tutor gave direct guidance and appropriate feedback. Has been very helpful in my everyday practice and has made me want to further my skills/knowledge.

Christina Benei, Lothian

Certificate in Counselling Skills (Healthcare)

Course No. 6100

Counselling knowledge and skills can provide you with enhanced confidence in difficult work situations. The Certificate course is suitable for all those seeking training in person-centred counselling skills using Gerard Egan's 'The Skilled Helper' model. It is a single module introductory course comprising 10 units focusing on the person-centred counselling approach.

The 10 units are supplemented by audio and video CD-ROMs and the textbook *Counselling Skills for Nurses* by V. Tschudin (Harcourt Brace).

There are 5 tutor marked assignments.



Diploma in Counselling Skills (Healthcare)

Course No. 6150

Counselling training can offer you more confidence and increased professional competence in dealing with difficult situations in relation to those receiving care.

The syllabus has been adapted from two other modules focusing on everyday client care and the coursework has been contextualised specifically for members of the healthcare profession.

The course syllabus comprises:

- Module 1:
10 lessons taken from the Certificate in Counselling Skills (Healthcare)
- Module 2:
10 lessons adapted from the Crisis Counselling module and the textbook *Counselling Skills for Nurses* by V. Tschudin (Harcourt Brace).

Study materials include three relevant CD-ROMs. There are 10 tutor marked assignments.

Study time is approximately 12 months.

INSTITUTE OF COUNSELLING

Certificate in Christian Counselling

Course No. 960

This course introduces the student to the field of Christian counselling. It is specifically designed to meet the training needs of those who are involved in using counselling skills or who want to work as Christian Counsellors.

Essential counselling knowledge and skills are introduced and related to a framework of biblical, psychological and pastoral approaches, principles and issues. The course content, exercises and assignments are designed to support and challenge students as they thoughtfully explore their own and others' issues. The goal of this course is to help the student to acquire the skills, insights, understanding and knowledge they will need to work effectively, promoting health and wholeness from a Biblical perspective.

There are 10 detailed lessons and 5 tutor marked assignments that include the key topics listed below:

- The nature and development of people
- The nature of problems
- Emotional baggage and the nature of problems
- The therapeutic process and change
- The therapeutic working alliance
- Therapeutic interventions and techniques
- Counselling models
- Clients and multicultural issues
- Professional counselling practice

The Association of Christian Counsellors (ACC) consider these topics an essential part in professional training in Christian Counselling.

If you want to work in Christian counselling, pastoral ministry, education, health care, social care or leadership, then this counselling course will be of great benefit to you.



Online Learning

IOC go Interactive with eLearning System

Fitting your education around your already busy schedule is now made easier. At IOC we recognise that whether you are studying at home or in the workplace getting access to your coursework and learning at your own pace is fundamental.

With the launch of the new Institute of Counselling eLearning facility, fitting your studies around your current commitments couldn't be easier.

The eLearning will provide a more engaging and interactive learning experience. Students with internet access can make use of the eLearning facility, and take advantage of a learning environment that is exciting and specific to their course and learning requirements. Communication with the course tutor is all managed online to ensure you get the maximum benefit from the interactive learning experience and enjoy your studies.

You have the ability to learn and test yourself and submit work online. The 'on-demand' nature of eLearning enhances the distance learning experience and delivers our training materials in a convenient and flexible format.

Currently the Certificate in Counselling is available online and more subjects will follow during 2008/09.

Below are two examples of the numerous eLearning screens:

The top screenshot displays the eLearning interface for 'My Lesson: 11/12'. The user is logged in as Julia Lavelle, with access to the Performance Manager. The interface includes a sidebar with 'My Course Modules', 'Course Material', and 'My Team'. The main content area shows lesson progress, a status message, and tabs for 'Introduction', 'Course Aims', 'Ongoing Work', 'Assignments', 'Summary', 'Rating', 'Email', 'Print', and 'Submit'. Below these are sections for 'Comments' and 'Assignment 1' through 'Assignment 5'.

The bottom screenshot shows 'Lesson 2: Normal Development'. It includes a table of contents on the left, a main text area with four numbered points, and a diagram showing 'Normal Development' branching into 'Gaining Ego Strength' and 'Developing Defence Mechanisms'.

Certificate in Counselling now available online (Course No e121)

Quality Assurance

Academic Credit

Glasgow Caledonian University has accredited the Diploma in Clinical and Pastoral Counselling Skills at 120 SCOTCATS Points/Scottish Credit and Qualifications Framework level 9. While each University has specific programme stipulations, the credits can be transferred using the SCOTCATS/CATS scheme into degree programmes offered either at Glasgow Caledonian University or other Universities subscribing to the scheme.

A special University/Institute group has been set up to monitor and support the above Diploma programme.

Board of Studies

The Institute's Board of Studies consists of senior personnel from the caring professions, pastoral ministries and the National Health Service. Its purpose is to oversee and ensure the high academic standing of the Institute's courses and advise on educational standards and policies. The chairman of the Board of Studies is Professor Thomas F. Carbery OBE.

External Examiner

The Institute's External Examiner is Dr Stan Gilmore who has had over twenty years' experience as a tutor with the University of Stirling and the Open University.

Course Tutors

The qualifications of the academic staff reflect the high level of the Institute's courses. All our tutors are qualified to at least degree level or equivalent with postgraduate training in counselling. Your tutor will assess your assignments and offer constructive feedback and guidance.

Studies Advice

The Registrar, Rosemary Maguire, will help you with questions which may arise about any aspect of a course. Please feel free to telephone her for advice and practical help.



The Counselling Society

Promoting Counselling - Supporting Counsellors

CERTIFICATE OF TRAINING ACCREDITATION

Having fulfilled the required criteria, the Institute of Counselling has been fully recognized and accredited by the Society as meeting its standards for safety, competency and ethics in the vocation of counselling.

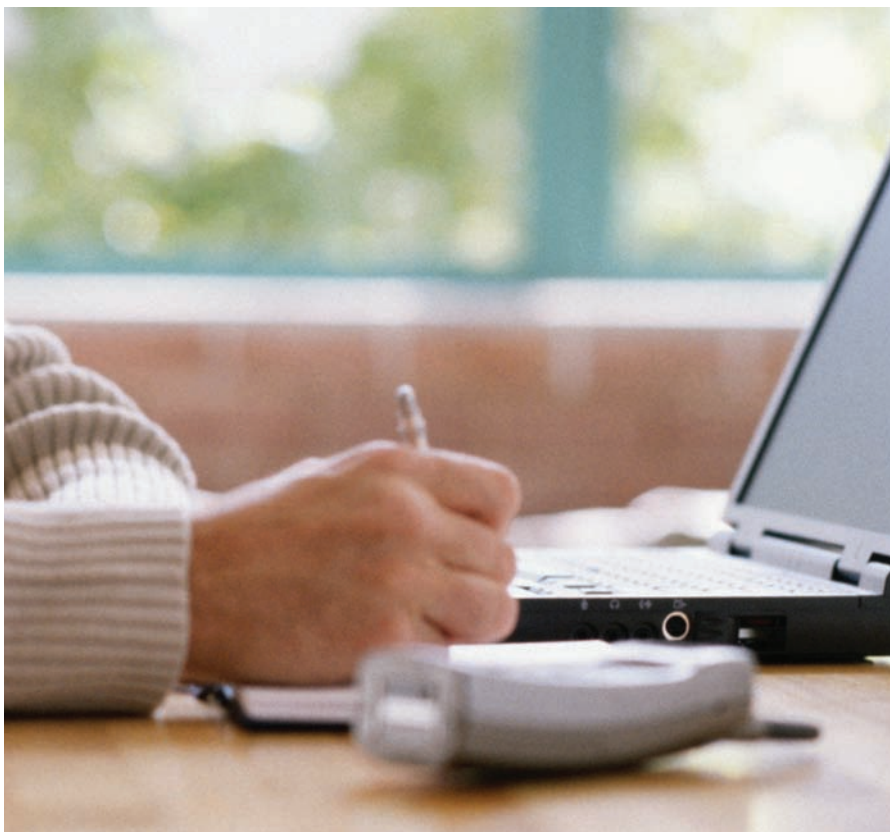
The Institute of Counselling is fully accredited by The Counselling Society. All the Institute's courses are professionally recognised as 'fit for purpose' by the Society.

The Certificate in Counselling is approved and the Diploma in Counselling is professionally accredited by the Society and will count towards the criteria for accredited membership as a practitioner.

Professional Affiliation

The Institute benefits from the following:

- membership of the European Association for Distance Learning (EADL)
- membership of the Confederation of Scottish Counselling Agencies (COSCA)
- organisational membership of the British Association for Counselling and Psychotherapy (BACP)
- membership of the Association of Christian Counsellors (ACC)



Enrolment

- Select your preferred course and complete the Enrolment Application.
- Decide whether to pay the full course fee on enrolment or by monthly payment - details are given in the course fee list.
- Post, email, fax or phone it. If you are paying by credit card you can fax or email the application to us, or you may call our Student Services Department. If you are posting it, please use the envelope provided.
- We look forward to hearing from you.
- You may also enrol online using our secure payment method. Go to www.instituteofcounselling.org.uk and follow the easy instructions.

Your Guarantee

The Institute of Counselling will:

- provide all training resources, in stages, as studying progresses
- provide all tuition services and marking of all assignments until successful completion of the course
- provide, on successful completion of the course, the Institute of Counselling's Certificate and/or Diploma
- provide these services until successful completion of the course or for a maximum of:
 - one year for a single module course
 - two years for a two-module course
 - three years for a three or four-module course, whichever is shorter

All of the services above are guaranteed, provided that the Conditions of Enrolment are met.

Conditions of Enrolment

1. All course materials become the property of the student on the understanding that copyright materials may not be used by others.
Course materials may be used in group work only with the express permission of the Institute.
2. Course fees are payable in UK Sterling, but arrangements can be made for payment in EUROS or US Dollars. Fees paid are not refundable except during the first two weeks after registration.
3. A transfer to another course will always be considered but may be subject to an administration fee.
4. Course fees include all course materials and tuition services for the duration of your course (see 8).
5. Instalments must be paid monthly as stated in the fee list. Lack of progress on the course does not affect the liability to complete the payments as agreed.

6. The Institute reserves the right to request references from applicants.
7. All applications are subject to approval from the Admissions Secretary before enrolment.
8. Course duration is:
 - 1 year for a single module course
 - 2 years for a two module course
 - 3 years for three or four module course
 - 4 years for a course with more than four modules
9. The Institute reserves the right to alter, substitute or amend course materials or resources without prior notice.

Your statutory rights under UK law are not affected by these conditions of enrolment.



The Institute of Counselling
40 St. Enoch Square,
Glasgow G1 4DH

T: 0141 204 2230

F: 0141 221 2841

E: admin@instituteofcounselling.org.uk

W: www.instituteofcounselling.org.uk

Scottish Charity No SC034878