

Counselling Studies as a Minor by Distance Learning

This programme is only offered at: this programme is no longer recruiting. **This programme is offered by UEL with elements supported by International Correspondence Schools Ltd (ICS).**

Final award	BA (Hons)
Intermediate awards available	N/A
UCAS code	N/A
Details of professional body accreditation	N/A
Relevant QAA Benchmark statements	Psychology (QAA 2002)
Date specification last up-dated	December 2013

Profile

The summary - UCAS programme profile

BANNER BOX:

Counselling Studies is studied by distance learning. Counselling is a way of helping people by enabling choice or change or reducing confusion. The Counselling Studies modules focus on the theoretical approaches to Counselling.

ENTRY REQUIREMENTS

Entry to Level 1 or the Full Programme

You must meet the required UCAS Tariff Points, or equivalent, for the relevant programme. For programmes with Counselling Studies this will be 200 UCAS tariff points, or equivalent, unless otherwise stated.

Entry on a Modular Basis

If you do not hold the required tariff points for Level 1 or Full Programme entry, studies will be permitted on a modular basis, following a guidance interview with a student advisor.

In order to be able to complete any programme, a good level of English is required. The IELTS requirements for all distance-learning programmes are a minimum of 6.0 overall, with a minimum of 6.0 in both reading & writing (and a minimum of 5.0 in listening & speaking). Where English is not your first language, you may be required to provide a written example of your work in order to ensure your suitability for the programme.

Overseas students should be aware that all exams **MUST** be taken in the UK at one of our approved exam venues. Students should also be aware that they are expected to cover all costs in attending the exams.

Accredited Certificated Learning (ACL)

You may be able to gain admission to the programme with advanced standing. If you think that you could be entitled to ACL, you will be asked to submit the following evidence:

- Programme/ Module Specification or syllabus (including evidence of assessment format)
- Final certificate
- Transcript of grades.

ABOUT THE PROGRAMME

What is Counselling?

Counselling involves developing an attitude of acceptance, respect and trust. Counselling enables people to look at many aspects of their life, their relationships and themselves which they may not have considered or been able to face before. Counselling may help someone to examine in detail the behaviour or situations, which are proving troublesome and to find an area where it would be possible to initiate some change as a start. Counselling may also help someone to look at the options open to them and help them to decide the best for them.

Counselling Studies at UEL

- The Counselling Studies modules will introduce you to the main theoretical approaches to Counselling and help you to understand how theory can be translated into practice.
- You will be expected to use personal reflection as a means to understanding these core concepts.
- Study at your own pace to develop knowledge of counselling and improve your prospects.
- Combinations will lead to broad-based degrees preparing you for many careers
- No entry qualifications needed to start on a module – modules make up degrees!
- All programme materials designed by experts in the fields of counseling
- Help and guidance from student advisors
- Academic support from a subject specialist tutor
- Access to our virtual learning environment and online student community

Programme structure

The programme has a modular structure with 6 core modules (2 at each Level) that make up a Minor Honours programme. This allows for combinations with other disciplines, such as Psychology and Social Care.

Learning environment

This programme is offered on a distance-learning basis allowing you to select your learning environment – be it your home, office or a public library. Learning material is presented in the format of textbooks with specially written Study Guides containing interactive activities; feedback is provided to enable you to monitor your own progress.

It is essential that you have access to an internet-ready PC computer with Microsoft Windows XP or Higher, in order to utilise various online resources. A broadband connection of at least 350K is recommended.

It is also imperative that your computer has Microsoft Office (Excel, Word, PowerPoint, Outlook) and you must be able to install your own packages. Student/ student discussion and student/ tutor discussion opportunities are available via our virtual learning environment and distance learning student community. Additional learning resources include access to online journals via ATHENS and access to UK university libraries via SCONUL.

Assessment

The programme has six 20-credit modules, which vary in their assessment, but are predominantly a mix of coursework and examination. There are three opportunities each calendar year at which to take exams or submit final assessments. When students start studying a module, they are automatically enrolled for the next assessment point.

Work experience/placement opportunities

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Project work

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Added value

By successfully completing a distance learning degree programme, you not only display relevant knowledge, skills and understanding to an employer but also that you are able to manage your time effectively, that you are self-motivated and already have a good work ethic – all of which can give you the edge you need to find success in the real world.

IS THIS THE PROGRAMME FOR ME?

If you are interested in...

- Developing an understanding of the basic skills required for Counselling
- Understanding concepts of the self
- Gaining good, flexible, employment-related skills
- Increasing your interpersonal skills and self-awareness

If you enjoy...

- Thinking about why people behave the way they do
- Analysing the interplay between society, culture and experience
- Designing and carrying out studies that explore the factors influencing behaviour
- Learning how counsellors use their knowledge to help people

If you want...

- A degree that includes an exploring the theoretical aspects of Counselling
- Knowledge and skills that can be used in a large range of career settings
- To study in a flexible way

Your future career

These modules are not intended to give you a professional qualification. If you wish to pursue a professional qualification in Counselling you will need to go on to do further study. However, the modules will provide you with an academic qualification that will equip you with the intellectual and personal skills that have been identified as very important to employers. Career opportunities for graduates that have a degree with Counselling Studies include jobs within social welfare, sport and leisure, education, human resource management, consumer research and advertising, media, market research and community work.

The process of studying Counselling is intended to increase your interpersonal skills and self-awareness, valuable in careers in the caring professions, as well as administrative and managerial posts where teamwork and understanding people are important elements.

How we support you

On enrolment, you will be provided with an induction pack containing all the information you need to prepare you for your studies.

UEL has a team of dedicated Distance Learning Student Advisors who will be the first point of contact for all non-academic support matters. The Distance Learning Student Advisors will:

- welcome you by email, and provide advice on how to log to UEL Plus (the virtual learning environment) and Connecting UEL (the Resource & Community site)
- work with you in conjunction with your academic tutor to agree a study programme, discuss your progress and remind you about deadlines
- explain university procedures and policies
- help you plan for assessments and exams and provide advice on time management
- help you determine which university Award suits your career or personal needs
- refer you to the best learning and support resources including dyslexia and disability support and career advice.

In addition all distance learning students receive academic support from course tutors. Tutors will communicate with you via UEL Plus (the virtual learning environment). Support is also available via the Learning Resource Centre where there are dedicated librarians and the 'ask a librarian' feature. Peer support is very important and you will find a broad range of opportunities to build networks and exchange ideas with other students via our online communities.

Bonus factors

- No Entry requirements
- No set term/enrolment times
- Study at your own pace
- Contact with Tutors as much or as little as you want.
- The support of experienced Advisors to guide you through your studies.

- Instalment based payment plan
- Contact with other students through UEL Plus

Outcomes

Programme aims and learning outcomes

What is this programme designed to achieve?

This programme is designed to give you the opportunity to:

- Pursue a successful, responsible and useful career in a number of areas of employment through relevant knowledge, skills and understanding acquisition
- Progress to further study
- Make informed choices for future work and study through providing a general, broadly-based course
- Learn in a flexible manner; in a timescale and environment in keeping with your preferences and needs

What will you learn?

Knowledge

- Demonstrate knowledge of key theoretical perspectives on the topic of self
- Select and apply appropriate research and statistical techniques in a variety of contexts.
- Demonstrate familiarity range of ethical considerations
- The background and structure of the professions

Thinking skills

- Analyse the basic processes underpinning basic counselling skills
- Articulate awareness of the empirical status of Counselling Psychology
- Analyse and illustrate the importance of considering issues such as race, culture, gender, and sexuality in Counselling Psychology
- Begin to acquire sensitivity toward the interplay between society, culture, and experience
- Analyse the basic processes underpinning basic counselling skills

Subject-Based Practical skills

- Organise and integrate acquired knowledge about the notion of inter-personal skills from counselling psychology
- Ability to analyse and interpret quantitative and qualitative data
- Set goals for a proposed process of counselling from within various theoretical frameworks
- Awareness of ethical issues and principles in research on human behaviour
- Structure and articulate discursive arguments in the form of examination and coursework essays.

Skills for life and work (general skills)

- Develop flexible and reflective thinking
- Designing and conducting experiments, interpreting the results and reporting in the appropriate scientific format
- Developing flexible and reflective thinking
- Recognising the value of and demonstrate a degree of self-awareness
- Write critically about the real world applications of theories and findings.
- Integrate sensitivity, openness, and critical appraisals in discussions and debates
- Planning and time-management
- Employability skills

Structure

The programme structure

Introduction

All programmes are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do (e.g. online activities and discussions, private study and reading).

Credits are assigned to one of 5 levels:

- 0 - equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme
- 1 - equivalent in standard to the first year of a full-time undergraduate degree programme
- 2 - equivalent in standard to the second year of a full-time undergraduate degree programme
- 3 - equivalent in standard to the third year of a full-time undergraduate degree programme
- M - equivalent in standard to a Masters degree

Credit rating

The overall credit rating of this programme is 360 credits.

Typical duration

The expected duration of this programme is 3 years when attended in full-time mode or 4.5 years in part-time mode. Support, however, may be available for longer – up to eight years, if necessary (this is the maximum time from first enrolment that students have to complete the programme).

How the teaching year is divided

There are three entry points per year onto the programme: September, February and May. A student, normally registering for 6 modules in one year would do so in a full-time attendance

mode of study and a student registering for up to 4 modules in one year would do so in part-time attendance mode of study.

What you will study when

A typical full-time student will take six 20-credit modules per year, but you may choose to take fewer than this. To graduate as an honours degree student, you will need to have completed six modules at level one, six at level 2 and six at level 3.

This programme is offered as a single pathway; it is not possible to combine modules with those from another programme. All modules are therefore CORE modules; which mean that they must be studied.

- Single - 120 credits at levels one, two and three
- Major - 80 credits at levels one, two and three
- Joint - 60 credits at levels one, two and three
- Minor - 40 credits at levels one, two and three.

Modules are defined as:

- Core - Must be taken
- Option - Select from a range of identified module within the field
- A Prerequisite Module Is a module that must be passed by the student, in order for that student to study on another module.
- A Precursor Module A module is a precursor for another module when the student must register on the precursor module in order to study subsequently on the other module.

The following are the core and optional requirements for the single and major pathways for this programme

LEVEL	TITLE	CREDITS	STATUS
1	Introduction to Counselling Psychology	20	Core
1	Interpersonal Skills 1	20	Core
2	Interpersonal Skills II	20	
2	Psychology of Mental Health	20	Core
3	Advanced Issues in Counselling Theory	20	Core
3	Psychology of Relationships	20	Core

Requirements for gaining an award

In order to gain an Honours degree you will need to obtain 360 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 120 credits at level three or higher

In order to gain an Ordinary degree you will need to obtain a minimum of 300 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 60 credits at level three or higher

In order to gain a Diploma of Higher Education you will need to obtain at least 240 credits including a minimum of 120 credits at level one or higher and 120 credits at level two or higher

In order to gain a Certificate of Higher Education you will need to obtain 120 credits at level one or higher.

In order to gain a University Undergraduate Certificate students will need to obtain 40 credits at level 1 or higher.

In order to gain a University Undergraduate Associate Certificate students will need to obtain 20 credits at level 1 or higher.

Only one final award may be obtained.

In order to gain a Foundation Degree you will need to obtain a minimum of 240 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher

(A foundation degree is linked to a named Honours degree onto which a student may progress after successful completion of the Foundation degree.)

Degree Classification

Where a student is eligible for an Honours degree, and has gained a minimum of 240 UEL credits at level 2 or level 3 on the programme, including a minimum of 120 UEL credits at level 3, the award classification is determined by calculating:

$$\frac{\text{The arithmetic mean of the best 100 credits at level 3}}{\times 2/3} + \frac{\text{The arithmetic mean of the next best 100 credits at levels 2 and/or 3}}{\times 1/3}$$

and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

- 70% - 100% First Class Honours
- 60% - 69% Second Class Honours, First Division
- 50% - 59% Second Class Honours, Second Division
- 40% - 49% Third Class Honours
- 0% - 39% Not passed

Assessment

Teaching, learning and assessment

Teaching and learning

Knowledge is developed through:

- Guided independent study
- Directed reading
- Formative assessment
- Knowledge-based activities with feedback
- On-line question/ answer forums

Thinking skills are developed through:

- Reflective/ thinking activities with feedback
- Analytical activities with feedback
- Evaluative activities with feedback
- Problem-solving activities with feedback
- On-line question/ answer forums

Practical skills are developed through:

- Practical activities with feedback
- IT activities with feedback
- Research skills-based activities with feedback

Skills for life and work (general skills) are developed through:

- The study medium, i.e. distance learning
- Planning activities with feedback
- IT activities with feedback
- Formative assessment with feedback+

Assessment

Knowledge is assessed by

- coursework
- Examinations

Thinking skills are assessed by

- coursework
- Examinations
- Project Work

Practical skills are assessed by

- Practical Reports
- IT Exercises

- Statistical examinations
- Project Work

Skills for life and work (general skills) are assessed by

- Project work
- Tutorial assignments
- IT exercises

Quality

How we assure the quality of this programme

Before this programme started

Before this programme started UEL checked that:

- There would be enough qualified staff to teach the programme
- Adequate resources would be in place
- The overall aims and objectives were appropriate
- The content of the programme met national benchmark requirements
- The proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy, and student support mechanisms

This is done through a process of programme approval, which involves convening a panel of academic experts including some subject specialists from other institutions. Each panel member scrutinises available documents and talks to the staff who will teach the programme before deciding whether it can be approved.

How we monitor the quality of this programme

The quality of this programme is monitored each year through evaluating:

- External Examiner reports (considering quality and standards)
- Statistical information (considering issues such as the pass rate)
- Student feedback

Drawing on this and other information, programme teams undertake the annual Review and Enhancement Process which is co-ordinated at School level and includes student participation. The process is monitored by the School Quality Standing Committee. Once every six years University of East London undertakes an in-depth review of the whole field. This is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to current and former students and speaks to staff before drawing its conclusions. The result is a report highlighting good practice and identifying areas where action is needed.

The role of the programme committee

This programme has a programme committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the programme (e.g. library/technician staff). The committee has responsibilities for the quality of the programme. It provides input into the operation of the Review and Enhancement Process and proposes changes to improve quality. The programme committee plays a critical role in University of East London's quality assurance procedures.

The role of external examiners

The standard of this programme is monitored by at least one External Examiner. External Examiners have two primary responsibilities:

- To ensure the standard of the programme
- To ensure that justice is done to individual students

External Examiners fulfil these responsibilities in a variety of ways including:

- Approving exam papers/ assignment
- Attending Assessment Boards
- Reviewing samples of Student work and moderating marks
- Ensuring that regulations are followed
- Providing feedback to the University through an annual report that enables us to make improvements for the future

Listening to the views of students

- Module evaluations
- Programme evaluations
- Polls via our website
- Student representation on the programme committee (held twice yearly).

Students are notified of the action taken through:

- Individual mailing letters as required Postings on UEL Plus and Connecting UEL (the Resource & Community site)

Listening to the views of others

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Further Information

Alternative locations for studying this programme

Location	Which elements?	Taught by UEL staff	Taught by local staff	Method of Delivery
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Where you can find further information

Further information about this programme is available from:

- The ICS website (www.icslearn.co.uk)
- The UEL web site (<http://www.uel.ac.uk>)
- The Student Handbook