

## COURSE SPECIFICATION

Course Aim and Title	PGDip/MSc in Integrative Counselling and Coaching
Intermediate Awards Available	PGCert in Integrative Counselling and Coaching
Teaching Institution(s)	UEL
UEL Academic School	Psychology
UCAS Code CJ0334PAD / CJ0335PAD	
Professional Body Accreditation	BACP
Relevant QAA Benchmark Statements	<i>Counselling and Psychotherapy</i>
Date Specification Last Updated	August 2022

### Course Aims and Learning Outcomes

This course is designed to give you the opportunity to:

- Prepare for practice in the area of integrative counselling and coaching, drawing on the distinctive perspective and expertise of the staff.
- Develop your potential to take an active role as a member of a professional community.
- Develop an understanding of the real-life application of skills and theory as well as capabilities of pursuing successful, ethical and useful careers.
- Receive counselling and coaching training and enable you to use the Personal Consultancy model as the means of integrating these two.
- Explore and practice the application of integrative work.

The course is divided into two parts. The first two years are the BACP Accredited Training Course, and students can exit at that point with a Postgraduate Diploma in Integrative Counselling and Coaching. The third year is a research year, which involves the design, implementation and writing up of a practice-based research project, and leads to the award of MSc in Integrative Counselling and Coaching.

What you will learn:

#### **Knowledge**

- 1) demonstrate your understanding and application of the core skills as well as boundaries, contracting, ending and other procedures associated with one-to-one practices
- 2) demonstrate your understanding and application as well as critically evaluate concepts, skills and interventions associated with counselling, coaching and personal consultancy
- 3) demonstrate a critical understanding of the value and possible challenges of integration
- 4) demonstrate understanding of relevant research techniques and methodologies

#### **Thinking skills**

- 5) critically evaluate literature and research in the field of one-to-one practices
- 6) identify and manage any personal issues, patterns or prejudices that might limit your

effectiveness as a practitioner and identify aspects for further development

7) analyse and critically evaluate your counselling, coaching and integrative work

8) reflexively correlate your experiences of practice with relevant theoretical ideas and debates

### **Subject-Based Practical skills**

9) apply concepts, skills and interventions introduced in the programme in your work with clients

10) establish an effective working alliance with clients and utilise counselling and coaching skills

11) recognise the importance and critically evaluate social context and other issues relevant to one-to-one practices

12) demonstrate that they work within the BACP Ethical Framework

13) demonstrate competence in using counselling and coaching techniques and methods in order to work integratively

14) produce a methodologically sound research design and conduct research in this field

### **Skills for life and work (general skills)**

15) use self, peer and professional feedback to monitor and evaluate the progress and development and give constructive and balanced feedback to others

16) work autonomously in planning and implementing a variety of selfdevelopment activities, work through personal/professional challenges or issues and monitor your own personal functioning as well as maintain your effectiveness, resilience and ability to help clients

17) managed your professional practice and work load effectively

## Learning and Teaching

### **Knowledge is developed through:**

- Workshops
- Lectures
- Seminars
- Tutorials
- Guided reading

### **Thinking skills are developed through:**

- Supervision groups
- Facilitated group discussions (in workshops and seminars)
- Group and individual tutorials
- Written assignments
- Reflection on practice/experience

### **Subject-Based Practical skills are developed through:**

- Workshops
- Skills training labs
- Facilitated group supervision
- Group and individual tutorials

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

- Seeking and working in placements
- Workshops
- Skills training
- Independent Study
- Giving and receiving feedback
- Self-appraisal, self-presentation
- Planning activities (e.g. recording of sessions)

- Group and individual tutorials

## Assessment

### Knowledge

- Counselling extended essays
- Research proposal

### Thinking skills

- Personal Journal • Case study

### Subject-Based Practical skills

- Video of a part of counselling session
- Video of one coaching session based on advanced preparation and planning
- Professional practice log • Coaching log of a minimum of 12 hours of coaching practice

### Skills for life and work (general skills)

- Present and discuss social context relevant to one-to-one practices
  - Professional journal article on the basis of a research dissertation undertaken
- Students with disabilities and/or particular learning needs should discuss assessments with a Module Leader to ensure they are able to fully engage with all assessments within the programme. The module or final award mark is determined by calculating the arithmetic mean of all components (all marks) with all decimal points rounded up to the nearest whole number, as follows: 70% - 100% Distinction 60%- 69% Merit 50% - 59% Pass 0% - 49% Not passed PROGRAMME SPECIFICATION WORK OR STUDY PLACEMENTS a) Client work For the award of the

Diploma, you have to complete a **minimum of 100 hours** of placement based client work. This means formal and explicit contracts to work with clients. Only when both the counsellor and the client explicitly agree to enter into a counselling relationship does it become 'counselling' rather than the use of 'counselling skills' (BACP, 2018). You should **aim** to complete up to 25 hours of client-work by the end of Module 2 (end of May) in the first year; no more than another 25 hours by the start of Year 2 (October); and about 25 hours in each year 2 module. It is important that you do not end your placement before your last module is completed; otherwise, you will not be able to practice and be supervised in Personal Consultancy. This means roughly 2 hours of counselling each week, starting at the beginning of the second semester. Client work is undertaken outside the course timetabled programme. You can continue your client work during vacation periods, but this may require increasing your supervision outside UEL and making your own private arrangements for supervision. If you have not completed 100 hours by the end of the taught elements of your Post Graduate Diploma, you will have another academic year to do so. This will require enrolling on a 0 credit, no-fee module. You will need to provide evidence of completed supervised practice hours with your external clinical practice agency (placement) in order to finalise the module and graduate. You may already be counselling when you start the course (on the basis of previous training undertaken), and if so, you may count any client work hours you undertake from the second semester towards the 100 hours provided you have formal supervision in line with BACP guidelines, and your supervision arrangements are approved by the programme leader. If you do not feel ready to begin seeing clients or are unable to secure a placement until Year 2, you can still complete Year 1 with some modifications to your assignments. If tutors or supervisors are concerned about a student's suitability to practise at any point during the programme, the University's Suitability Procedure may apply, and it may be revoked: <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations> PROGRAMME SPECIFICATION Opportunities for client work: In order to participate in the course, you are required to accept responsibility for arranging your own opportunities for placement practice. This

usually involves making arrangements with statutory/voluntary agencies or other organisations that provide opportunities for trainee counsellor experience. Taking on new clients: You are asked not to start counselling with any 'outside' clients until you have completed the Core Skills module assessment at the end of the first semester. An 'outside client' is defined as someone who is outside your current experience and practice, i.e. clients other than those with whom you are already involved as part of your work or training (e.g. clients in triad practice). After submitting assignments for the first module, you will be provided with a list of about 200 active placements. You are also encouraged to search for and apply to placements that are not on our list. Unless you do not feel ready to practice, you will be expected to start applying for placement of your choice from the beginning of the second term until you obtain at least one. In our weekly supervisions, you will be able to reflect on the process of securing your placement, provide updates and receive support and guidance. Rooms: you can book a room at the University for sessions to practise counselling with your colleagues, but NOT outside clients. Please contact our School of Psychology technicians office to book a practice room ([psychology.technicians@uel.ac.uk](mailto:psychology.technicians@uel.ac.uk); A.E.144) Coaching Practice: During semester 3 (Coaching as Part of Integrative Practice) you will be expected to establish a small coaching practice (12 hours in total). This can be either conducted within a placement, agency or independently. Your coaching practice will provide the basis of the assessments (coaching log and coaching recording) for this module. Insurance: You must take out some form of professional liability insurance for your work with 'outside' clients unless you are sure that your placement organisation has appropriate insurance and that you are covered by it. PROGRAMME SPECIFICATION b) Client supervision Supervision is regarded as one of the most important elements of counsellor training and, indeed of continuing ethical practice as counsellors (BACP, 2018). From the second semester onwards, throughout the time you are usually involved in client work, there is weekly group supervision on the course. Each group usually comprises a maximum of 6 members plus a group supervisor. These supervision groups meet for 1.5 hours. Regular attendance at group supervision is an essential element of the programme, both in terms of your professional development and satisfying BACP requirements. If you miss group supervision, you must ensure that your professional log includes records of sufficient supervision to meet BACP guidelines (see below) and compensate for time lost by arranging additional external supervision as necessary. The focus of supervision is on your professional practice. It provides an opportunity for you to monitor your progress throughout the course, to present and explore your current work with clients and to provide a context in which personal and professional issues, theory and practice can be integrated. Supervision is concerned with the counsellor's own personal issues and development only when they relate to the relationship with the client. Supervision, therefore, cannot be used as a substitute for personal counselling or therapy. The group supervisor and students will discuss and negotiate their supervisory contract and together will share responsibility for creating a safe and stimulating learning environment. Each meeting will provide an opportunity for all members of the group to briefly discuss their work with current clients or raise specific issues or questions. In addition, two members will present their work with one client in more detail. You need to have no less than 1.5 hours of supervision for every 8 hours of counselling you undertake or once per month. You can count 15mins for every group supervision session on the PROGRAMME SPECIFICATION programme (1.5 hrs divided by 6 students). This means that you will need, in addition, minimum of two sessions of group supervision or one session of individual supervision per month. Of course, this may need to be increased outside the term times (1.5 hours of supervision is also required to count your client hours during the course towards the 450 required for BACP individual practitioner accreditation). The experience of individual supervision is invaluable and different from the experience of group supervision. So, all students are expected to have at least several sessions with an individual supervisor unless individual supervision is provided by the placement – irrespective of whether you can have enough hours through group supervision at UEL and your placement. It is a student's responsibility to negotiate supervision arrangements and fees with the supervisor directly. The cost of additional individual supervision is not included in the course fee. Please try to find a supervisor whose approach is compatible with an integrative way of working (not necessarily Personal Consultancy). Avoid a person who has existing line management responsibility for your work (BACP, 2018). The module leader will be pleased to discuss this with

you and, if necessary, provide the names of appropriate supervisors. Both your supervisors provided by your placement or external ones need to be approved by one of the tutors, and the External Supervisor Registration form is filed in the professional log. The relationship between you and your supervisor is confidential in the same way as in professional counselling. There are two exceptions to this rule: • The supervisor to confirm that the required frequency of supervision is being provided. • When the supervisor judges that the student may be working unethically. In this event the Programme Leader would expect to be informed. The course will not, however, initiate any contact with an outside supervisor without your prior permission or request to do so.

Reference BACP (2018). Ethical Framework for The Counselling Professions.

<https://www.bacp.co.uk/media/3103/bacp-ethical-framework-for-the-counselling-professions-2018.pdf> PROGRAMME SPECIFICATION COURSE STRUCTURE

All courses 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. lectures, seminars, private study).

Credits are assigned to one of 5 levels:

- 3 Equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme.
- 4 Equivalent in standard to the first year of a full-time undergraduate degree programme.
- 5 Equivalent in standard to the second year of a full-time undergraduate degree programme.

- 6 Equivalent in standard to the third year of a full-time undergraduate degree programme.
- 7 Equivalent in standard to a Master's degree.

Programmes are made up of modules that are each credit weighted.

Core modules are modules that students must pass (i.e. be awarded credits) in order to achieve the relevant award.

Level	Module Code	Module Title	Credit Weighting	Core/Option	Available by distance learning
7	GC7604	Core counselling theory and practice	30	Core	No
7	GC7605	Counselling application	30	Core	No
7	GC7606	Evidence-based coaching as part of integrative practice	30	Core	No
7	GC7603	Personal Consultancy	30	Core	No
7	GC7404	Research methods and dissertation 1	30	Core	No
7	GC7405	Research methods and dissertation 2	30	Core	No
<p><i>Please note: There will be an additional module lasting a year for those who have not completed their hours by the end of the taught elements of your Post Graduate Diploma.</i>  <b>PROGRAMME SPECIFICATION</b></p>					

Additional detail about the programme module structure:

Typical duration This is a part-time programme with enrolment in September. The typical duration of PGDip is two academic years and of MSc three years. How the teaching year is divided The teaching year begins in September and ends in June. This is the professional training element of

the programme, and students exiting at that point would be awarded a Postgraduate Diploma. A typical student registered in a part-time attendance mode will study one module per semester. For the first two years (PGDip), teaching will consist of one evening a week (3.45pm – 8pm) for sixteen weeks and five whole-day Saturdays from 10am – 6pm (approximately once a month) per module. The third year (MSc) is primarily self-directed and based on blended learning consisting of online teaching materials, bridging sessions and one-to-one research supervision. The bridging sessions take place fortnightly (lasting two hours each), and research supervision is arranged with supervisors individually. Your MSc dissertation will take the form of a 'ready to publish' article. Requirements for gaining an award The level of the award will depend on the amount of credit you have accumulated. To be eligible for the Registered Membership of BACP, you need a minimum Postgraduate Diploma: • In order to gain a Postgraduate Certificate, you will need to obtain 60 credits at Level 7. • In order to gain a Postgraduate Diploma, you will need to obtain 120 credits at Level 7 • In order to be awarded MSc, you will need to obtain 180 credits at Level 7. These credits will include 2x30 credit level 7 core modules of advanced independent research. PROGRAMME SPECIFICATION Additional costs: If a student's placement does not provide supervision or does not provide sufficient supervision (particularly in the summer period when you will not have UEL supervision), the student may have to have external supervision. In this case, students will require a maximum of 12 sessions (to our best knowledge, the current rate for students is £50-60 per session, but this can vary and change)

### **Further Information**

More information about this programme is available from:

- The UEL web site ([www.uel.ac.uk](http://www.uel.ac.uk))
- The programme handbook
- Module study guides
- UEL Manual of General Regulations (available on the UEL website)
- UEL Quality Manual (available on the UEL website)
- School of Psychology web pages <http://www.uel.ac.uk/psychology/>

All UEL programmes are subject to thorough programme approval procedures before we allow them to commence. We also constantly monitor, review and enhance our programmes by listening to student and employer views and the views of external examiners and advisors.