



# Certificate in Counselling Skills



Chelmsford Counselling Foundation

42 Cedar Avenue, Chelmsford, Essex, CM1 2QH



A gateway to your  
BACP accredited  
training

For counselling or to discuss  
how to become a counsellor  
call us on:

**01245 284890**

[www.chelmsfordcounselling.org.uk](http://www.chelmsfordcounselling.org.uk)

Registered Charity No. 1056260

A part-time one-year course  
for those wishing to gain a solid  
grounding in counselling skills



# Chelmsford Counselling Foundation

## Certificate in Counselling Skills

This course provides an excellent grounding in counselling skills and is of value to those who work with people, for example in social work, teaching or health care. The course is of value by itself to gain counselling skills and as a first step to more advanced courses, which lead to qualification as a counsellor.

### Aims

- to increase awareness of the theories and skills used in counselling
- to develop and practise counselling skills
- to link the learning to the student's experience of the world of work
- to gain understanding of the different stages of human development
- to gain a deeper understanding of communication skills
- to develop greater self-awareness.

### Objectives

At the end of the course the successful participant should be able to:

- demonstrate basic listening and responding skills
- demonstrate some understanding of counselling theory
- be sensitive to issues arising from discrimination and oppression and understand the basics of working within an ethical framework
- understand counselling concepts and skills helpful to the student's personal and work situation
- demonstrate greater self-awareness within the dynamics of the group experience and show openness to change.

### Application

Applications are invited from all those who feel drawn to this field of study. To apply, please complete and return the application form as soon as possible. Offer of a place will be based upon the form and an interview.

## Course structure

The course consists of weekly seminars, process groups and workshops run over three terms;

### Seminars: (30 x 1½ hours)

A variety of themes will be covered focussing upon skills in listening and appropriate responses. Experiential exercises will link theory to practice. Topics range through human development, patterns of personality and ethical and professional issues.

### Process Groups: (30 x 1½ hours)

A non-directive dynamic group experience which will help with the development of insight and self-awareness. The group leader will help the group to focus on the dynamics that operate in groups and on the feelings which arise during the process. Contributions to the group are confidential to the group and are not shared outside the group.

### Workshop:

This will take place on a Saturday and provides an opportunity for the group to explore different aspects of their self-awareness over a longer time frame.

### Private Study:

We recommend 2-3 hours per week; students are advised to read widely round the subject in addition to set tasks and assignments.

### Assessment

The basic criteria are:

- regular attendance of seminars, groups and workshops (80% min.)
- satisfactory continuous assessment of coursework
- achievement of a pass grade in three written assignments
- summary report of the weekly course journal
- payment of all fees.

### Award

Successful completion of all parts of the course leads to the Certificate in Counselling Skills awarded by WPF Counselling.

# Chelmsford Counselling Foundation:

**CCF is a registered charity and a member of the WPF Network, a national network of counselling centres which provides excellence in counselling and professional training for those who wish to become counsellors.**

**CCF provides counselling for individuals, couples and groups at its premises at 42 Cedar Avenue, Chelmsford.**

**CCF also provides training from Certificate to Diploma level for Trainees, plus additional courses and workshops for qualified counsellors.**