SR18 Qualification Approval Request for Information

**D4023-04 SEG Awards Level 4 Diploma in Therapeutic Counselling (603/5029/5)**

Please complete and submit this form to us as the Awarding Organisation when registering your intention to deliver the above qualification (CR2 Qualification Intention).

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| Have you read and understood the assessment requirements as described in the Qualification Guidance? |
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| Please describe the experience that the relevant Tutors and Assessors have working with level 4 learners. |
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| Have you read and understood the Qualification Information for Counselling Tutors? |
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# The following points relates to the externally assessed Counselling Placement unit (H/617/7590)

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| Are you aware that the templates we provide which supports your learners through the assessment process are mandatory? |
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| Our e-portfolio system ATOM is the preferred method for submitting completed externally assessed portfolios. Please confirm you have read the information. |
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| Please outline the assistance and guidance you give to learners when searching for a placement agency and supervisor(s). |
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| Please outline the procedure used to check the suitability of placement agencies including Health and Safety. |
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| Please outline the assistance and guidance you give to the placement agency once approved. |
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| Please outline your support for supervisors of learners whilst on placement once approved. |
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| Please describe your provision for the ongoing support of learners following course end dates if placement hours have not been completed. |
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| Please confirm that you are aware that the Tutor is required to sign the trainees’ combined client and supervision logs, indicating they have verified the trainees’ hours of placement practice and hours of supervision (assessment criteria 2.1) are correct. |
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This information will be reviewed by us and we may recommend an approval visit to your centre. We will notify you when this review has been completed and if a visit is required.

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| **Accountable Centre Contact Name:**  **Centre:**  **Date:** |