

Qualification Information for Counselling Tutors

1. General

The staff at each centre must be familiar with this guidance and all other qualification documentation, in particular the qualification guide relating to the assessment and grading criteria. Centres must also be aware of all policy documents published and periodically updated by ABC Awards by checking the ABC Awards website www.abcawards.co.uk

ABC Awards' Counselling Qualifications 2016-2017

Level 2 Award in Counselling Concepts

Ofqual Qualification Number 500/9145/1
Operational Start Date June 2010

ABC Awards Qualification Code A4100-02
Review Date 31/12/2018

Rules of Combination:

Learners must complete all three mandatory units at Level 2 to achieve **5 credits**.

Unit	Ofqual unit number	Level	Credit Value	GLH	Fee 2017-18
The professional context of counselling	Y/601/7299	2	2	9	£29.00 (3 units)
Communication skills in helping relationships	F/601/7300	2	2	15	
An introduction to personal development	J/601/7301	2	1	6	

Level 3 Certificate in Counselling Skills

Ofqual Qualification Number 500/9286/8
Operational Start Date June 2010

ABC Awards Qualification Code C4101-03
Review Date 31/12/2018

Rules of Combination:

Learners must complete all four mandatory units at Level 3 to achieve **18 credits**.

Unit	Ofqual unit number	Level	Credit Value	GLH	Fee 2017-18
Understanding the context for the use of counselling skills	T/601/7567	3	3	25	£57.60 (4 units)
Understanding counselling theory	R/601/7575	3	4	30	
Using counselling skills	K/601/7579	3	7	60	
Personal development for users of counselling skills	K/601/7582	3	4	30	

Level 4 Diploma in Therapeutic Counselling

Ofqual Qualification Number 500/9253/4

ABC Awards Qualification Code D4102-04

Operational Start Date June 2010

Review Date 31/12/2018

Rules of Combination:

Learners must complete all seven mandatory units (including external assessment unit J/506/9114 / F/601/7636) at Level 4 to achieve **62 credits**.

Unit	Ofqual unit number	Level	Credit Value	GLH	Fee 2017-18
Professional organisational issues in counselling	K/601/7629	4	10	70	£154.40 (7 units) (Re-sit Fee £36.90)
Counselling in a diverse society	D/601/7630	4	5	30	
Counselling theory	K/601/7632	4	7	50	
Advanced counselling skills	M/601/7633	4	8	50	
Self-awareness for counsellors	T/601/7634	4	5	40	
Research methodologies in counselling	A/601/7635	4	9	40	
Counselling Placement (externally assessed portfolio)	J/506/9114	4	18	20	
<i>Counselling placement (externally assessed portfolio)* updated to the unit code above in Dec 2014</i>	<i>F/601/7636</i>	4	18	20	

Level 2 Award in Counselling Skills

Ofqual Qualification Number 600/1050/2

ABC Awards Qualification Code A4103-02

Operational Start Date April 2011

Review Date 31/12/2017

Rules of Combination:

Learners must complete both mandatory units at Level 2 to achieve **8 credits**.

Units	Ofqual unit number	Level	Credit Value	GLH	Fee 2017-18
Counselling skills and personal development *	T/502/6632	2	4	30	£35.60 (2 units)
Using counselling skills *	K/502/6966	2	4	30	

Level 2 Certificate in Counselling Skills

Ofqual Qualification Number 600/1051/4
Operational Start Date April 2011

ABC Qualification Code C4103-02
Review Date 31/12/2017

Rules of Combination:

Learners must complete all 4 mandatory units at Level 2 to achieve **16 credits**.

Units	Ofqual unit number	Level	Credit Value	GLH	Fee 2017-18
Counselling skills and personal development *	T/502/6632	2	4	30	£53.20 (4 units)
Using counselling skills *	K/502/6966	2	4	30	
Introduction to counselling theories	K/502/6630	2	4	30	
Diversity and ethics in the use of counselling skills	M/502/6631	2	4	30	

* Learners who have completed the ABC Level 2 Award in Counselling Skills will be able to credit transfer any units which they have successfully completed in that qualification to the ABC Level 2 Certificate in Counselling Skills in line with the Rules of Combination for this qualification

Level 3 Diploma in Counselling Skills

Ofqual Qualification Number 600/0632/8
Operational Start Date April 2011

ABC Awards Qualification Code D4103-03
Review Date 31/12/2017

Rules of Combination:

Learners must complete all 5 mandatory units at Level 3 to achieve **40 credits**.

Units	Ofqual unit number	Level	Credit Value	GLH	Fee 2017-18
Counselling skills and diversity	L/502/8225	3	6	40	£106.00 (5 units)
Working ethically with counselling skills	K/502/8233	3	6	40	
Developing counselling skills *	T/502/8235	3	12	80	
Theoretical approaches in the use of counselling skills *	L/502/8239	3	10	70	
Counselling skills and personal development	L/502/8242	3	6	40	

* Learners who have completed the ABC Level 3 Certificate in Counselling Skills will be able to credit transfer any units which they have successfully completed in that qualification to the ABC Level 3 Diploma in Counselling Skills in line with the Rules of Combination for this qualification

2. Registration

Centres must enrol learners through 'ORS' (Online Registration System) on the ABC Awards website. The Centre Examinations Officer needs to register for an ORS account here [Online Registration System](#) to be allocated a log in and password.

- Learners on courses up to and including 10 weeks in length must be registered within 28 working days of the course start date
- Learners on courses greater than 10 weeks in length must be registered within 60 working days of the course start date
- Failure to register in these time scales will incur late fees – currently £20 per learner

Registration fees for ABC Awards Counselling qualifications are shown on the website and in the tables on page 1 and 2 of this document.

(2015-2016 Fees = £2.20 per credit plus moderation/Certificate fee £18 per learner)

3. Documentation

When learners are enrolled on ORS centres must ensure that the correct qualification code is used and then the following documentation will be available to download:

- EIC (Entry Confirmation) this confirms the units on which learners have been enrolled
- Invoice – this should be downloaded and sent to your finance office for payment
- Record of Results (previously known as the MS1 Mark Sheet) - this form is now optional. It can be completed by the tutor and the assessor as an aid for the centre Examinations Officer, who will claim the certificates through ORS

The following documents are provided on the ABC Awards website [Information for Tutors and Assessors](#)

- Declaration of Authenticity - each learners paper based portfolio or piece of assessment evidence (if submitted separately) must include the learner's Declaration of Authenticity
- Internal Moderation and Assessment Templates

For each qualification ABC Awards provides the following documents on the website:

- Qualification Guide
- Learner Unit Achievement checklist
- Internal Quality Assurance of ABC Awards qualifications
- Delivering and Assessing ABC Awards qualifications

4. Level 4 Diploma in Therapeutic Counselling (500/9253/4) Counselling Placement Unit J/506/9114 (F/601/7636)

4.1 Centre Support

Centres must offer learners guidance and support when preparing for their Placement and submission of their Placement Portfolio for external assessment.

**The indicative content and guidance for this unit was updated in September 2017.
Centres should review this guidance in detail for the latest developments with regards to this unit.**

In addition, ABC Awards have provided a recorded webinar which describes these changes. The webinar can be accessed from the following link:

<https://attendee.gotowebinar.com/recording/8423842750553838082>

The webinar is 1hr 22mins in total, but a breakdown of topics and the minute they were delivered in is shown below:

Minute	Topic
00:00 – 03:00	Introduction and explanation of changes to the unit
03:00 – 07:10	New look qualification guide
07:10 – 21:50	03:50 Change to Guided Learning Hours
	The Glossary: Terms and Meanings
	08:40 ABC Awards mandatory forms requirement
	14:50 Change to age of young people
21:50 – 27:45	Learning Outcome 1
27:45 – 34:30	Learning Outcome 2
34:30 – 52:00	Learning Outcome 3
	39:00 Use of 'app' for scanning documents
52:00 – 55:45	Learning Outcome 4
55:45 – 58:15	Learning Outcome 5
58:15 – 1hr 01:55	Learning Outcome 6
1hr 01:55 – 1hr 02:50	Teaching Strategies and Learning Activities
1hr 02:50 – 1hr 03:30	Supporting document (and mandatory forms)
1hr 03:30 – 1hr 07:00	Supervision Guidance
1hr 07:00 – 1hr 08:00	Methods and Evidence of Assessment
1hr 08:00 – 1hr 16:30	AchieveLive e-portfolio
1hr 16:30 – 1hr 22:00	Webinar Q&A

4.2 Additional Documentation

For the Counselling Placement unit J/506/9114 (F/601/7636), ABC Awards have provided mandatory forms use. They include

- For criteria 2.1 Working Agreement between Trainee, Placement, Supervisor
- For criteria 3.1 & 3.2 Combined Client & Supervision Log (blank)
- For criteria 6.1 Supervision Report Form
- For criteria 6.2 Placement Feedback Report

All learners must include these documents fully completed and signed, with their final external submission portfolio, ensuring they keep back-up copies of everything.

When the learners are ready to start their placement unit they have the option to either complete an on-line e-portfolio of evidence on Achievelive, or build a paper based portfolio of evidence. Further guidance on the AchieveLive e-portfolio is available in the webinar and documents and from **September 2017, the AchieveLive e-portfolio will be the preferred methods of submission for portfolios**, as it massively cuts down on both cost and more importantly the time for external assessments to be marked.

4.3 External Assessment Procedure

Centres must follow the procedure below when submitting learners' work to ABC Awards for external assessment.

A copy of all submitted work must be retained by the learner as ABC Awards is unable to return it.

When the learner has completed their external assessment portfolio, they will either sign and confirm they have finished on the e-portfolio system or present a completed paper portfolio to the tutor or exams officer.

The centres will then register the learner for External Assessment on ORS giving the required 28 working days' notice:

How to do this:

- Go to the course on which the learner is enrolled
- Click Book Assessment
- Count 28 working days and enter the next days' date as the exam date. (this is the day the examiner will expect to mark the work)
- Select which learners will be submitting and indicate which learners have completed an e-portfolio and press submit
- Print a confirmation of the exam request (EX4) to send with the paper submissions (no need to send it for electronic submissions - we allocate an examiner to log in and mark the work on line)
- Post the paper submissions for the attention of Lakeisha Dawson at ABC Awards in Nottingham as soon as you have booked the assessment, to arrive in good time before the stated exam date

If the work is not received in time for the stated exam date, the learner will be marked as absent and will then need to be registered for another exam date (giving the required 28 working days' notice) and a re-submission fee will be charged, currently **£36.90**.

ABC Awards will process the submissions and forward them to an Examiner.

Centres can view the results of the external assessment on the online registration system (ORS). If the learner was unsuccessful the centre will be sent an examiner feedback report.

(If submitted on e-portfolio an email will be sent to the centre informing them of the result and the examiner feedback will not be published on the e-portfolio system until receipt of the email is confirmed to Lakeisha Dawson).

Please Note: Centres will only receive feedback reports for learners that failed to meet the required standard.

4.4 Registration for an ABC Awards E-portfolio account

If the learner opts for e-portfolio, when they are ready to start their placement (usually after the first year of the course) the centre must:

- Request an e-portfolio account for the learner from the course page on ORS
- Select which learners require an online account
- Assign a centre manager email address or the counselling co-ordinator email address as the main contact for these accounts.

Please allow 10 working days for learner username and passwords to be received

An email will be sent to the assigned centre contact listing the learners' usernames and passwords for the ABC Awards e-portfolio system. As soon as the learner signs in for the first time they will be required to change both their email address and password to something unique and known only to them.

If the learner needs to reset their password after this point, they will be able to do so by accessing the ABC Awards e-portfolio login page and requesting a new password. If the learner is unable to access their account after resetting their password they will then be required to contact their Centre Manager or assigned Centre contact who can then contact ABC Awards centre support on their behalf.

4.5 Postage and packing for Paper submissions

Centres are advised to ensure that a procedure is in place to track/receipt learner's work. In order to minimise packaging and postal costs, centres should submit work as follows;

- Each learner should ensure their work is securely fastened together and may place their work in an A4 wallet or envelope (not a hard file and no plastic pockets) to ensure that the work does not become separated.
- Each wallet or envelope should be labelled with the learner's name, centre name and centre number.
- All work should be indexed and cross-referenced.

4.6 External Assessment Re-submissions

When a learner has been unsuccessful in their submission for the Counselling Placement unit, the centre will receive a copy of the Examiner's feedback indicating which criteria have been referred.

Centres must Book Assessments for re-submissions giving the required 28 working days' notice.

The learners will only need to re-submit the criteria that they failed (not the whole portfolio).

E-portfolio - Once the feedback has been received the learners' e-portfolio will be reopened allowing them to resubmit by completing the additional evidence to meet the criteria that have been referred, in the re-submission box provided. **The system will prompt the learner to sign the Declaration of Authenticity DOA on the last page before they save and complete, therefore an attached DOA will not be required.**

For paper based - the learner will need to send the additional evidence to meet the criteria that were referred (not the whole portfolio) together with a copy of the Examiner feedback and a new signed Declaration of Authenticity.

Re-submissions will follow the External Assessment procedure as above.

All paper resubmissions should be sent to the ABC Awards Centre Support Office in Nottingham.

The centre will be invoiced for a re-sit fee for all re-submissions.

Once the learner has selected the save and complete button, the account will become read only for the learner in readiness for the examiner to mark. Please allow up to 21 days for the portfolio to be marked, If the portfolio has not met all of the criteria both the centre manager/ counselling co-ordinator and learner will be informed and it will then be opened back up to the learner for re-submission.

If you have any queries please contact Lakeisha Dawson at the Nottingham office
lakeishad@abcawards.co.uk - Direct line: 0115 854 1321