

L4D in Therapeutic Counselling – 603/5029/5

Examiner standardisation meeting – 8th December 2025

This document highlights the findings from the latest examiner standardisation meeting. The details **must** be shared with your delivery teams and learners. A link to this document is **here**.

Assessment Criteria 1.1 Placement and Supervisor Working Agreements – the following are common issues encountered which will result in a refer for this assessment criteria:

- > Pages missing – examiners will refer and request the full document
- > Separate attachments for each page – examiners will refer and ask for the logs to be sent as a whole document
- > Contracts not being signed and / or dated – examiners will refer and request the signatures and date. Working agreements **must** pre-date the accrual of any client hours and / or supervision sessions
- > Working agreements dated after client works starts – examiners will refer and ask for the supervisor or placement (as appropriate) to provide a written statement to say the agreements were in place prior to the commencement of client work, with an explanation of why the agreements were post-dated
- > The working agreements **must** be the mandatory SEG working agreements; if not, examiners will refer and request them. Learners are **not** required to upload the centers' own agreements as these will **not** be checked

Assessment Criteria 2.1 Combined Client and Supervision Logs – the following are common issues encountered which will result in a refer for this assessment criteria:

- > Separate page attachments – examiners will refer and request a whole document
- > Supervision dates not recorded – examiners will refer and request dates
- > No supervision recorded after the last client hours – examiners will refer and explain the hours need to be covered with appropriate supervision
- > Remote working but no additional support evidence form – examiners will refer and request the form

- > If inadequate supervision time is recorded or supervision is missing, examiners will refer. Examiners will allow the client hours up to the date supervision should have taken place and request further client hours, with appropriate supervision to ensure the 100-hour minimum client hours are met. If the learner has additional hours at the end of the log and still meets the 100 hour minimum, examiners **may** be in a position to pass
- > Theme of Session – Learners **must** show variation in the theme i.e., sadness / regret / family / bereavement

Missed Supervision: If a learner is not supervised over the period of a month they will lose their client hours and cannot include them in their 100 hour client log. Learners should make alternative arrangements for further supervision. Only client hours that are sufficiently supervised will count towards the required 100 client hours.

Note: In exceptional circumstances (e.g., illness, leave) Skills and Education Group Awards will accept supervision 7 days over the 1 month period, however continual overrunning of supervision is unacceptable, and we will only accept supervision running 7 days over the 1 month period **ONCE**.

Any variation **must** be explained in the log entry or in the notes section at the end of the log.

Assessment Criteria 3.1 – Learners are reminded that a minimum of six key concepts need to be outlined to demonstrate adequate knowledge of the theory. If the learner has been trained in more than one Theory, six concepts are required from each theory.

If the learner is trained in Person Centred Theory, the **six** necessary and sufficient conditions **must** be met. Acceptable theories / key concepts are detailed on page 47 of the indicative content available to delivery teams via their ORS account via a web browser by connecting to our secure website using a username and password: **Skills and Education Group Awards Secure Login**

Assessment Criteria 3.2 –

- > This should be presented as a case study, session by session
- > Examiners will **not** accept key concepts as headings since this is not a case study and the guidance clearly says, 'case study.' Using key concepts as headings does **not** allow for understanding of the client process
- > A minimum of **six** sessions needs to be clear, and the analysis **must** be focused on how the trainee counsellor applied the concepts rather than just using the concepts to understand the client
- > More than one key concept **must** be analysed within each session with appropriate examples, i.e., the analysis **must** be on the whole session and **not** just one use of a concept

- > If the learner is trained and working with Person Centred, examiners will expect to see the core conditions used in each session
- > Any key concept or theory used here **must** first have been outlined in 3.1

Assessment Criteria 3.3 –

- > This **must** be structured session by session as in 3.2
- > Every concept applied in 3.2 **must** be evaluated here – examiners will use their own knowledge and expertise here and if a learner misses a small number of concepts, but the overall work shows knowledge and competence, it **may** result in a pass

Assessment Criteria 4.1 –

- > **Two** clear and distinct issues **must** be chosen
- > Each issue **must** be addressed separately
- > The client used **must** be a different client than the one used for the theory case study
- > The **two** issues chosen **must** be for the same client
- > The learner **must** explain the issue and explain how it was worked with in supervision
- > The main body of evidence to meet the criteria is the analysis of what was learned as a result of taking each issue to supervision. It **must** be clear that the learning was as a result of supervision

Assessment Criteria 4.2 –

- > Each issue **must** be addressed separately
- > Examiners are looking for clear and thorough evaluation of how the learning impacted on what the trainee counsellor did with the client in subsequent sessions
- > Any analysis of learning **must** be in 4.1 and **not** here in 4.2

Assessment Criteria 5.1 – Placement and Supervisor Feedback Reports

- > Each document **must** be uploaded in entirety as a whole document
- > If submitted as separate pages this will result in a refer
- > The number of client hours supervised / completed **must** be recorded on the front page of the reports where it is requested
- > Dates and durations of supervision sessions **must** be completed

- > Reports **must** be signed and dated by all parties. Electronic signatures **are** acceptable until further notice, but this does **not** mean a keyboard typed signature. Please refer to the guidance on acceptable electronic signatures **here**
- > The author of the report **must** be the same name and signature as on the respective working agreement. If this has changed, i.e., a different mentor, a written explanation from the placement **must** be provided as to the reason names differ

Assessment Criteria 5.2 –

- > The learner **must** provide a reflective evaluation of how they have developed their practice in each of the areas during their placement practice. An explanation of each factor is **not** sufficient
- > Application of GDPR requires the learner to show their knowledge of the content of the legislation and how that has been applied in their practice. The learner **must not** merely refer to the placement Policies and Procedures. This criteria is specifically asking about the legislation

Additional Clarification / Guidance:

ATOM Submission / resubmissions

As per page 5 of the Learner Userguide titled (**How to navigate your learning environment**) available from a registering centre / provider, any required written assessment criteria **must** be inserted into the learner response box provided on ATOM. The following **must** be adhered to:

Note: Where assessment criteria requires the learner to add a typed response into the learner response box it is **not** permitted to merely upload a document to cover the specific assessment criteria. Required typed responses **must** be entered into the relevant assessment criteria response box. If learner response(s) are **not** typed into the respective learner response box then the assessment criteria **will** be referred.

Note: If assessment criteria does **not** require a typed learner response but does require the learner to upload mandatory evidence / documentation such as working agreements, reports, combined client and supervision logs or the additional support evidence form, the learner **must** add a comment into the learner response box to direct the examiner. Examples as follows can be used:

- > See attached 'working agreements' – related to assessment criteria **1.1**
- > See attached 'combined client and supervision logs' – related to assessment criteria **2.1**
- > See attached 'additional support evidence form' – related to assessment criteria **2.1**
- > See attached 'reports' – related to assessment criteria **5.1**

As per page 3 of the Learner Userguide titled (**Viewing examiner feedback**) available from a registering centre / provider, learners **must** adhere to the following:

Note: When resubmitting any referred assessment criteria the new response **must** be resubmitted in **full** and placed beneath the original in the same learner response box. It is not acceptable to merely update / edit the initial assessment criteria which has been referred as this **must** be visible to the examiner. Learners **must** ensure that the new response is clearly separated from the previous as this will allow the examiner to identify the new response along with the previously referred. If any previously referred assessment criteria is edited / deleted then it **may** result in a refer.

As a suggestion, learners **may** wish to add the following example text to accompany the resubmitted assessment criteria so the examiner can compare past and present criteria.

Example: 1st RESUBMISSION RESPONSE – Add a date here which will clearly differentiate this response from other assessment criteria submissions.

Additional Clarification / Guidance:

ATOM Submission – Word Count

Please note: In August 2024 we set a word count of 25,000 (**excluding references**) for the submission of unit 7 on ATOM. This was implemented due the fact that we had been receiving submissions in excess of 90,000 words. Once again, we would like to confirm that the word count **must** be adhered to, if not, the submission will be returned to the candidate unmarked. The guidance can be found **here**.