

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 Skills and Education Group Awards by checking the website [Skills and Education Group Awards](#)

Skills and Education Group Awards Counselling Qualifications 2023/24

Level 2 Award in Counselling Concepts

Ofqual Qualification Number 500/9145/1 SEG Awards Qualification Code A4100-02
Operational Start Date June 2010 Review Date 31/12/2025

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 2023/24
The Professional Context of Counselling	Y/601/7299	2	2	9	£32.00 (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 SEG Awards Qualification Code C4101-03
Operational Start Date June 2010 Review Date 31/12/2025

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 2023/24
Understanding the Context for the Use of Counselling Skills	T/601/7567	3	3	31	£63.20 (4 units)
Understanding Counselling Theory	R/601/7575	3	4	34	
Using Counselling Skills	K/601/7579	3	7	66	
Personal Development for Users of Counselling Skills	K/601/7582	3	4	34	

Level 4 Diploma in Therapeutic Counselling

Ofqual Qualification Number 603/5029/5 SEG Awards Qualification Code D4023-04
Operational Start Date January 2020 Review Date 31/12/2025

Rules of Combination:

Learners must complete all seven mandatory units (including external assessment unit H/617/7590 at Level 4 to achieve 62 credits.

Unit	Ofqual unit number	Level	Credit Value	GLH	Fee 2023/24
Professional Organisational Issues in Counselling	K/617/7588	4	10	75	£168.80 (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	M/617/7589	4	5	45	
Research Methodologies in Counselling	A/601/7635	4	9	40	
Counselling Placement (externally assessed portfolio)	H/617/7590	4	18	20	

Level 2 Award in Counselling Skills

Ofqual Qualification Number 600/1050/2 SEG Awards Qualification Code A4103-02
Operational Start Date March 2011 Review Date 31/12/2025

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 2023/24
Counselling Skills and Personal Development *	T/502/6632	2	4	30	£39.20 (2 units)
Using Counselling Skills *	K/502/6966	2	4	30	

Level 2 Certificate in Counselling Skills

Ofqual Qualification Number 600/1051/4 SEG Qualification Code C4103-02
Operational Start Date March 2011 Review Date 31/12/2025

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 2023/24
Counselling Skills and Personal Development *	T/502/6632	2	4	30	£58.40 (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 SEG Awards Level 2 Award in Counselling Skills will be able to credit transfer any units which they have successfully completed in that qualification to the SEG Awards 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 SEG Awards Qualification Code D4103-03
Operational Start Date January 2011 Review Date 31/12/2025

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 2019/20
Counselling Skills and Diversity	L/502/8225	3	6	40	£116.00 (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 SEG Awards Level 3 Certificate in Counselling Skills will be able to credit transfer any units which they have successfully completed in that qualification to the SEG Awards 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 SEG 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 SEG Awards Counselling qualifications are shown on the website and in the tables on page 1 and 2 of this document.

(2023/24 Fees = £2.40 per credit plus moderation/Certificate fee £20 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:

- E1C (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](#)

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

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

Please Note: Additional qualification supporting documentation is available via [ORS](#)

4. Centre Support

Centres must offer learners guidance and support when preparing for their Placement and submission of their Placement Portfolio for external assessment. The placement unit has GLH's of 20.

Please Note: The indicative content and tutor handbook guidance for this unit were updated in May 2023 and can be located via [ORS](#). Centres should review this guidance in detail for the latest developments with regards to this unit.

5. Additional Documentation

For the Counselling Placement unit H/617/7590, SEG Awards have provided **mandatory** forms for use. These are available via [ORS](#) and include

- For criteria 1.1 Working Agreement between Trainee & Placement
- For criteria 1.1 Working Agreement between Trainee & Supervisor
- For criteria 2.1 Combined Client & Supervision Log (blank & sample)
- For criteria 2.1 Additional Support Evidence Form (blank & sample)
- For criteria 5.1 Supervision Report Form
- For criteria 5.1 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.

Please Note: All working agreements must be in place and signed prior to the accrual of any client hours.

When the learners are ready to start their placement unit they will complete an on-line e-portfolio of evidence on ATOM.

6. External Assessment Procedure

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

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

When the learner has completed their external assessment portfolio, they confirm they have finished on the e-portfolio system.

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 and a result issued directly to the centre)
- Select which learners will be submitting and indicate which learners have completed an e-portfolio and press submit
- We allocate an examiner to log in and mark the work online

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**.

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

(When 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).

Please Note: SEG Awards will not publish a result until the centre acknowledges receipt of the result email.

7. External Assessment Re-submissions

When a learner has been unsuccessful in their submission for the Counselling Placement unit, the Examiner's feedback indicating which criteria have been referred is displayed in the examiners.

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).

Please Note: Any referred criteria must be resubmitted in full and not as an additional response linked to a previous one.

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.

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

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 28 working 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 the Nottingham office, general enquiries
Direct line: 0115 854 1620 or email awardscounselling@skillsedugroup.co.uk