



INTRODUCTION TO COUNSELLING Level 2

○ Student Profile

This programme is designed for people who wish to gain an understanding of principles and practice of Counselling. No prior knowledge is required.

○ Objectives

The objectives of the course are to:

- describe the role of a counsellor and what counsellors do
- List common types of counselling
- Understand the skills and attributes required to conduct counselling
- Practice and improve their listening skills
- Demonstrate an understanding of the principles of negotiation
- Describe the key aspects of successful mediation
- Understand the role of counselling in crisis mediation
- List sources of help and advice in a range of counselling situations

○ Study Method

The course is designed for study by distance learning at work or at home. You receive course manual, assignments and study guide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of registration. The course takes about 60 hours to complete.

○ Assessment

Each element is followed by a written assignment, which is submitted and marked by your tutor. There is no external examination required.

○ Course offered by:

The Distance Learning Partnership

○ Accreditation

The course is accredited by **NCFE** and is equivalent to Level 2 on the National Qualifications Framework and is provided in conjunction with Kendal Publishing Ltd, a licensed NCFE centre.

NCFE is recognised by the Office of Qualifications & Exams Regulator (Ofqual) in England, DCELLS in Wales and CCEA in Northern Ireland.

○ Course Provider

You will become a registered student of **Study House** which is part of Kendal Publishing Ltd.

Contact info@study-house.com



○ Pack/Course Contents

- Study guide
- Comprehensive study notes for each element of the course
- Self-assessment activities
- Assignments
- Tutor support
- Assignment marking & feedback
- Accreditation

○ Price £250

Or £60 deposit & 4 monthly payments of £50 (total £260) (UK only)
Overseas: EU postage included. World £20 airmail signed for delivery.

○ To Enrol See P.4

For advice contact: 01483 28 5626
or e-mail
info@distancelearningpartnership.co.uk

COURSE CONTENT

Unit 1 The Basics of Counselling

- What is counselling
- Who is a Counsellor
- When is a Counsellor not ready to Council
- Who needs counselling
- Ten Steps to Counselling

Unit 2 Types of Counselling

- When a Counsellor is needed
- Types of counselling offered
 - Addiction
 - Anxiety
 - Depression
 - Divorce
 - Eating Disorders
 - PMS
 - Sexual health
 - Stress

Unit 3 New wave Counselling

- On-line Counselling
- Telephone Counselling
- Telephone / Internet counselling
- SMS text counselling
- Video counselling
- The Future

Unit 4 Traditional Counselling Styles

- What are the different Types of Traditional Counselling
- What Counselling
- Individual Therapy
- Couples Therapy
- Family therapy
- Group Therapy
- Who goes to Counselling

Unit 5 Listening Skills

- Listening
- Stages of listening
- Obstacles of Listening
- Emphatic Listening
- Listeners in Control
- Traps for Listeners

Unit 6: Negotiation

- Negotiation
- The Establishment Group
- The Community group
- Negotiation in General
- The Joint Problem-Solving Approach
- Definition of the Problem
- Guidelines
- Insist on Using Objective Criteria
- Invent Options for Mutual Gain
- Separate the People from the Problem
- Suggestions
- Breaking the Rules
- Alternatives
- Best Alternative to Negotiated Agreement

Unit 7 Mediation

- What is Mediation
- When is Mediation called for
- Responsibilities
- Preliminaries
- The Introductory Phase
- Problem Definitions
- Respect the Parties' Ability to reach a settlement
- Caucus Meetings
- The Second session
- Teamwork
- The Agreement
- Attributes of a Good Mediator

Unit 8 Crisis Mediation

- Other Considerations
- Power imbalance
- The Power of skill and Knowledge
- A Summary of Factors Influencing the Balance of Power
- Analysis and Responses

General Counselling Client Information Form

Publications

Addresses

Useful Contacts

Glossary of Health Terms

○ **HOW TO APPLY**

Complete our enrolment form and send with payment or deposit and completed Standing Order to:

The Distance Learning Partnership
FREEPOST SEA9262 West Horsley
LEATHERHEAD KT24 6BR

➡ Or enrol online via our website www.distancelearningpartnership.co.uk

➡ Or call 01483 28 5626 to enroll by phone or to pay your deposit by credit card

Overseas: If applying by post send to:

Distance Learning Partnership
PO Box 52
EAST HORSLEY Great Britain
KT24 6YQ

The Distance Learning Partnership is a member of the **Association of British Correspondence Colleges** to whose Code of Ethics we subscribe.



The Distance Learning Partnership

Registered in England (No 3884393)

Regd Office: 85 Northcote Crescent West Horsley Leatherhead Surrey England KT24 6LX
Directors D Brice MA DMS DipM MICM MInstAM FIMgt Ian Campbell BA ACIS Dip Distance Ed