Diploma in Counselling

Accredited by the National Counselling Society

Prospectus 2016-18
(Revised May 2016)
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1 WELCOME TO NETWORK

Network Counselling & Training is a well-established Bristol-based charity, offering affordable counselling for everyone alongside a proven professional counselling training programme. With a warm and welcoming inclusive Christian ethos, we are committed to spiritual and cultural diversity, and to working with people of all faith traditions and none. As an organisational member of both the British Association for Counselling and Psychotherapy (BACP) and the National Counselling Society (NCS), we work within the BACP Ethical Framework and the NCS Code of Ethics.

We are very proud of the quality and professionalism of our training programme and hope that you will choose to undertake your Counselling Diploma training with us. This prospectus is intended to give you the information you need to help you make that decision but if there is anything else you would like to know – or if you would simply appreciate the opportunity to meet with someone from the Training Team to talk things through – we would love to hear from you.

2 TRAINING WITH NETWORK – A LIFE-CHANGING EXPERIENCE

An overview of our courses

At Network, people matter. The training we offer not only equips our students with the skills they need to be fully qualified counsellors, but we genuinely care about each student, offering whatever support and encouragement they need at each stage of their journey. At Network, the person-centred philosophy is not simply an approach that we teach, but is integral to the values we live out in our work as trainers. We base our teaching on the belief that all individuals are a complex unity of body, mind, soul and spirit. In recognising the spiritual aspect as universal, we offer a dimension to our courses that we believe is unique in counselling training. This enables our students to facilitate clients in exploring spiritual perspectives which may well be overlooked or even actively discouraged by other counselling approaches.

We offer a broad range of part-time courses for those who wish to develop their listening and counselling skills. Our courses will be of interest not only to those wishing to train as counsellors, but also to those wishing to develop their listening and counselling skills for use in other roles and settings such as management, nursing, pastoral care or teaching.

- ‘Being There’ – an introduction to basic listening and counselling skills, run over 12 evenings. This course can also be delivered to external organisations, in a flexible workshop format, to suit their individual needs.

- ‘A Way of Being’ – an introduction to person-centred counselling, run over 12 evenings.
• Certificate in Counselling Skills (Quality Checked by the National Counselling Society) – one day a week over one year.

• Diploma in Counselling (Accredited by the National Counselling Society) – one day a week over two years.

• A continuing professional development programme of short courses and workshops for qualified counsellors and supervisors.

Our counselling training programme

Our three-year part-time counselling training programme is equivalent to a Diploma of Higher Education or Foundation Degree in counselling. It consists of a one-year Certificate level course (which runs every year) and a two-year Diploma level course (which runs every two years).

Completion of the full three-year programme leads to a Diploma in Counselling award which more than meets the training requirements for counsellor accreditation with:

• the British Association for Counselling and Psychotherapy (BACP)
• the National Counselling Society (NCS) and
• the Association of Christian Counsellors (ACC).

It offers around 255 hours of staff-student contact time at Certificate level and 550 hours at Diploma level. The course contact hours may, at BACP’s discretion, be counted towards meeting part of Criterion 4 of the BACP Counsellor/Psychotherapist Accreditation Scheme and may also be counted towards meeting the training requirements for accreditation by the NCS and by the ACC.

The core theoretical model taught at both Certificate and Diploma level is known as the Core Self model, which is an integrative person-centred approach.

Our particular interest as a training organisation lies in the integration of faith, spirituality and counselling practice. In addition to covering the same ground that is covered by comparable humanistic courses, therefore, our courses will also give you the opportunity to deepen your understanding of human spirituality – both religious and non-religious – and to develop the ability to work as a counsellor with the spiritual dimension of people’s experience.

Why train with Network?

• We are the only Bristol-based counselling training programme to include a primary focus on human spirituality in its curriculum.

• Our Certificate course is quality-checked by the National Counselling Society and our Diploma course is accredited by the National Counselling Society, which is your assurance that they meet nationally-agreed professional standards. It also means that students who successfully complete our three-year counselling training programme
automatically qualify for NCS counsellor accreditation and membership of the NCS voluntary register which is accredited by the Professional Standards Authority.

- Throughout our three-year programme, there is an equal emphasis on counselling theory, practical counselling skills and personal development work. It is rare for substantial personal development work to form an integral part of a counselling training to the same degree.

- We are able to offer an excellent staff-student ratio (typically 1:8) which is significantly higher than many other comparable courses (the BACP recommendation is 1:12). This means that our students benefit from a high level of tutor feedback not only to support their practical skills training and personal growth but also on their written assignments.

- We recognise that, due to the nature of a counselling vocation, many students may have been out of education for some years and we work hard to support our students both academically and personally. You will have a Personal Tutor who will support you as you progress through your training. We offer you a minimum of one tutorial a term, although you can meet with your Personal Tutor more often if necessary.

- We are able to offer our Diploma students a guaranteed counselling placement with Network Counselling. This includes the provision of free supervision.

- We have a library of key texts, journals, articles, extracts and training DVDs to support our students' learning.

- Students are eligible to apply for an NUS Extra student discount card.

Equality and diversity

Network Training is an open and inclusive learning community committed to the celebration of diversity. Our courses operate an equal opportunities policy with regard to gender, race, religion, sexuality, and disability. While the ethos of the course is a Christian and person-centred one, we warmly welcome students who come from other faith backgrounds, who do not belong to any particular religious or spiritual tradition, or who are not committed to a particular faith community. The focus on human spirituality in our training programme is not associated with any one approach to the subject but is delivered in a spirit of curiosity, exploration and respect.

The training team

Members of the training team come from a range of spiritual backgrounds and bring to the course considerable training experience and counselling expertise. Teaching is undertaken by members of the Network core teaching staff, supported where possible by appropriately trained and experienced part-time group facilitators. Our tutors have all undergone extensive counselling training to Diploma or MSc level, are experienced counsellors in their own right and have considerable previous experience of involvement in counselling training at this level.
Codes of ethics and practice

Network Counselling & Training is an organisational member of both the BACP and the NCS. All of Network’s counsellors, supervisors, tutors and facilitators are therefore required to work to their ethical frameworks for good practice. Students are also required at all times to adhere to these ethical frameworks.

Venue and resources

All our courses are currently held at our training venue at 12 The Courtyard in Woodlands, Almondsbury. The premises are situated within Almondsbury Business Park close to the Almondsbury M4/M5 interchange and approximately one mile from Junction 16 of the M5 motorway. Bristol city centre is located approximately 7 miles to the south via the A38. Bristol Parkway station is located approximately 2 miles away, providing a regular service to London Paddington and the South West. The venue has six dedicated parking spaces, with additional parking available on adjacent roads. There is also a bike rack in the car park.

The venue itself is modern, light and airy, and is surrounded by mature trees and shrubs. The venue is on the first floor and is accessed by stairs, although there is also access via a chair lift. Inside the venue there is a spiral staircase leading to the main teaching area. If you have particular access needs, do please let us know so that we can seek ways to accommodate them. There is a small kitchen with a dishwasher, fridge and microwave. Within the Business Park there is a café, open from 9.30am to 3.30pm on weekdays, which serves light refreshments and lunch. A short distance away is another café, a supermarket and a pub.

During your training, you will have access to our extensive Course Library (also situated at The Courtyard) and will benefit from a range of other resources and facilities – for example, two Internet-linked computers, free wi-fi, audio-visual recording facilities and Moodle – an internet-based virtual learning environment.

What do our students think?

‘The Diploma course at Network has gradually changed my life over the last two years. I’ve discovered hidden parts of myself I have known are there, but haven’t been able to access until now. It has also unveiled parts I never even knew existed. My journey has taken me deep into my soul where I’ve finally been reunited with the person I was born to be.’

‘This is an excellent course. It is stretching and challenging me far beyond my expectations and I have learnt more than I ever imagined.’

‘The most amazing experience – growth in the fast track!’

‘This course is life-changing – I am not only developing as a counsellor, but also changing and growing as a person. It is a liberating experience.’

‘This is a very thorough and well thought-out course. There is a very real sense of each individual being important and cared for.’
'The course tutors are always accepting, affirming and encouraging and the learning environment is a very supportive one.'

'The quality of the course notes and additional resources provided is excellent – one of the course's main strengths.'

'What I particularly value is the opportunity to explore the integration of my faith with my practice – this is what makes the course different and exciting.'

**What does an External Examiner think?**

'I am delighted to be able to commend the Network counselling training courses to students. From my knowledge of the staff and curriculum I am confident that students will have a fruitful learning experience. The tutors have the students' best interests at heart by working carefully, respectfully and diligently to facilitate both personal and professional development. At Network students can be sure of a safe environment in which to expand as an individual and as a counsellor. They will be expected to work hard within a clear framework and will reap the rewards of full engagement with this high quality learning context.'

Ruth Dormandy  
*UKCP registered pastoral psychotherapist, supervisor and trainer*
## Details of the course

<table>
<thead>
<tr>
<th>Providing institution</th>
<th>Network Counselling &amp; Training Ltd</th>
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<tbody>
<tr>
<td>Accrediting body</td>
<td>The National Counselling Society</td>
</tr>
<tr>
<td>Award</td>
<td>Diploma in Counselling</td>
</tr>
<tr>
<td>Level</td>
<td>Equivalent of Higher Education Level 5</td>
</tr>
<tr>
<td>Duration</td>
<td>Two to three years part-time, starting in September 2016 (terms dates to be confirmed)</td>
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<tr>
<td>Delivery</td>
<td>Attendance in Years 1 and 2:</td>
</tr>
<tr>
<td></td>
<td>• an induction day (Wednesday) at the start of the course</td>
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<tr>
<td></td>
<td>• one day a week (Wednesdays) over three 12 week academic terms in each year</td>
</tr>
<tr>
<td></td>
<td>• four Saturday workshops in each year</td>
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<tr>
<td>Year 3:</td>
<td>Most students can expect to continue into a third year to complete their placement hours and any outstanding assignments</td>
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<tr>
<td>Training hours</td>
<td>550 class contact hours over two years</td>
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<tr>
<td>Venue</td>
<td>Network Training, 12 The Courtyard, Woodlands, Woodlands Way, Almondsbury, Bristol BS32 4NQ</td>
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<tr>
<td>Theoretical model</td>
<td>Integrative person-centred (the Core Self model)</td>
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<tr>
<td>Counselling practice</td>
<td>150 hours of supervised counselling</td>
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This course has broken new ground in counselling training in the UK. It is suitable for students who have completed substantial Certificate level counselling training and who wish to train as professional counsellors.

What makes this course different is its emphasis on the integration of faith, spirituality and counselling practice. In addition to covering the same ground that is covered by comparable humanistic diploma courses, the course will also give you the opportunity to develop your understanding of human spirituality – both religious and non-religious – and to explore the interface between your own developing spirituality and your practice.

### Voluntary registration

The entry level qualification for registration as a counsellor has currently been set at the level of a Diploma of Higher Education or a Level 5 Diploma (National Qualifications Framework). This course will, therefore, meet the training requirements for voluntary registration as a counsellor.
Counsellor accreditation

Successful completion of the course will enable students to meet the requirements for counsellor accreditation with the National Counselling Society. The course contact hours may also, at the discretion of the British Association for Counselling and Psychotherapy, be counted towards meeting part of Criterion 4 of the BACP Counsellor/Psychotherapist Accreditation Scheme.

Progression

On successful completion of the Diploma in Counselling, you are eligible to apply for degree level training in counselling or, if you are a postgraduate, an MSc in counselling. Alternatively, this course will prepare you for a variety of careers in the counselling field.

Aims of the course

The Diploma in Counselling course aims to:

- enable you to develop an in-depth working knowledge and understanding of the concepts and principles of an integrative person-centred model of counselling, including recent developments in person-centred theory and practice, and the ability to evaluate them in a theoretically and empirically informed manner.

- develop your awareness of the range of counselling approaches in the field, your knowledge and understanding of the other principal counselling approaches, and your ability to compare and contrast these with the core theoretical model.

- enable you to articulate and apply a coherent philosophical and theoretical framework effectively in the context of your client work.

- enable you to develop your capacity to engage in the process of philosophical/spiritual reflection from the perspective of your own faith or spirituality, and to integrate your own spiritual framework with an understanding of counselling theory and psychology.

- enable you to deepen your capacity to form and sustain an effective therapeutic relationship, and to equip you to function safely, competently and ethically as a professional counsellor in your work setting.

- enable you to develop a high level of competence in the use of foundational counselling skills, to apply a range of appropriate therapeutic strategies and interventions effectively and to monitor their impact on the counselling process and relationship.

- develop your understanding of, and capacity to work within, an appropriate ethical framework and to use that framework to make decisions about counselling practice.

- develop your awareness and understanding of the legislation that is relevant for the practice of counselling.
• deepen your commitment to and ability to take responsibility for your own ongoing personal and professional development, and to enable you to develop a high level of awareness, acceptance and understanding of yourself.

• enable you to develop your self-reflective capacity and your ability to engage in rigorous self-examination, and to monitor and review and the effectiveness of your practice.

• develop your awareness of, and capacity to appraise, published counselling research critically and to integrate relevant research findings into practice.

• develop your awareness and understanding of methodologies used to evaluate the process and outcome of therapy.

• enable you to understand the importance of supervision, to function effectively in the role of supervisee and to use supervision to address personal and professional developmental needs.

• develop your awareness of the wider societal framework within which counselling occurs and of issues relating to counselling within a multidisciplinary setting.

Structure of the course

Years 1 and 2

There are three twelve-week academic terms in each year, with a seven and three quarter hour teaching session each week. The sessions are held on the same day each week and last from 9.10am to 4.45pm.

Each teaching session includes:

• a theoretical seminar
• practical skills training in small groups
• large groupwork
• personal development groupwork
• and, in the second year, small group supervision.

In addition, you must attend an initial induction day and eight Saturday workshops – one at the beginning and end of the course and an additional workshop each term. You will also be expected to attend a minimum of one individual tutorial per term with your personal tutor. You are expected to attend teaching sessions regularly and must achieve a minimum of 85% attendance of teaching sessions to be eligible for the award.

Year 3 (up to one year)

During this stage, you will be completing your counselling placement and submitting your final pieces of coursework in relation to your work on placement. There is no formal tuition during this year.

The course will, however, continue to provide you with support until you complete all of the course requirements. This support will be provided by one or more Continuing Student
Support Tutor(s) whose role it will be to provide ongoing support in a variety of ways and to assist in the marking of outstanding assignments. During this period, you will have ongoing access to the course library and other resources; tutorial support (a minimum of one tutorial per term is required); and for those students completing their placements at Network Counselling, free ongoing supervision support. Students will also have additional tutor-led seminar support on a regular basis.

Note that, as well as attendance at teaching sessions and tutorials, the course demands a considerable commitment of time and energy for personal study, reflection and coursework. You will need to be able to commit yourself to an average of ten to twelve hours of additional work each week. This includes the completion of your counselling placement.

Course curriculum

Theoretical model

The theoretical model taught on the course is the Core Self model, which is an integrative person-centred model especially developed for this course. It is fundamentally person-centred in that it draws heavily on the work of Carl Rogers and other person-centred writers, and shares with its humanistic counterpart many of the philosophical assumptions and theoretical hypotheses that shape person-centred theory and practice. It is also person-centred in that it rests firmly on the belief that ‘the relationship is the therapy’ (Mearns and Thorne 2000) – in other words, that it is the quality of the relationship between counsellor and client that lies at the heart of the effectiveness of the counselling process.

It is, however, also an integrative model. Firstly, it is integrative in that it seeks to draw together the person-centred and the spiritual in a meaningful synthesis. It rests firmly on the assumption that all human beings are spiritual beings and that the spiritual dimension of human nature and experience is a fundamental part of what it means to be human. It sees human beings as complex living unities of body, mind, soul and spirit in whom the various aspects of being and experiencing are closely interwoven, and hence recognises the importance of being willing and able to address this dimension of human experience in the counselling room.

It is also integrative in the sense that it seeks to draw together relevant insights from psychology, counselling theory and philosophy with insights from Christianity and the world’s other major religious traditions. The course will draw on the thinking of a number of Christian writers but will also seek to incorporate aspects of writings which come from a wider variety of spiritual and religious traditions.

Course modules

The course has three key elements – theoretical teaching, practical counselling skills training and professional practice development work, and personal development – all of which are closely inter-linked and are taught concurrently throughout the course. The elements are structured in modular format:

Year 1:
Theory

Module 1: Person-centred theory and practice – the Core Self model (integrative person-centred) – explored in considerable depth with a primary focus on applying the model to a range of presenting problems and critiquing it; humanistic person-centred counselling theory – explored in depth, including recent developments, with a focus on comparing and contrasting the humanistic person-centred and Core Self model approaches and exploring relevant research findings.

Module 2: Human psychosocial and spiritual development – theories of human psychosocial development; understanding lifespan development; theories of faith and spiritual development; understanding the spiritual journey.

Module 3: Counselling and mental health – developing awareness and understanding of a range of mental health problems, their causes and treatment; assessing the need for psychiatric help; counselling people on prescribed drugs; working with other mental health professionals; codes of ethics and practice; counselling and the law; dealing with ethical issues and dilemmas

Module 4: Counselling ethics and the law – introducing you to professional codes of ethics and practice; developing your awareness of ethical issues and dilemmas, and how to deal with them; developing a sound knowledge and understanding of the legal issues relevant to counselling practice.

Counselling Skills and Professional Practice Development

Module 1: Counselling skills development – developing the capacity to form and sustain an effective therapeutic relationship, including communication of the core conditions and working at relational depth; developing competence in a broad range of the foundational counselling skills and middle stage challenging skills; developing the skill of interpersonal process recall; case management skills; understanding and using supervision.

Personal Development

Module 1: Personal development – facilitating personal growth; developing awareness, understanding and acceptance of self; relating theoretical ideas and concepts to your own personal and spiritual development; addressing personal development issues which may inhibit the ability to work effectively with clients; developing your self-reflective capacity.

Year 2:

Theory

Module 5: Spiritually-oriented counselling approaches – understanding the concepts of religion and spirituality and the spiritual dimension of human nature; recognising and working with spiritual problems; understanding the concepts of pathogenic and salugenic religion; individual differences in spirituality; working with people from other faiths/spiritualities; articulating your own philosophical/spiritual framework and considering its relevance for and impact on practice.
Module 6: Alternative counselling approaches – developing awareness of the wider counselling field; developing knowledge and understanding of the other principal counselling approaches; studying three alternative humanistic approaches in depth – Transactional Analysis, cognitive-behaviour therapy (CBT) and Inner Child therapy; understanding eclectic and integrative approaches; the process of integration.

Module 7: Counselling research – the role of research in counselling; reading and interpreting research; understanding research findings and their relevance for practice; methods of evaluating the outcome and process of counselling (including CORE); other counselling research methodologies; the challenges involved in becoming a research practitioner; designing a small-scale research project.

Module 8: The socio-cultural context of counselling – understanding the socio-cultural context of the counselling relationship, including the organisational context; understanding human systems and their relevance for counselling practice; the wider societal framework within which counselling occurs and issues relating to counselling within a multidisciplinary setting; exploring the politics of counselling, looking especially at issues relating to social and interpersonal power and to social disadvantage and difference; race, gender, sexuality and the counselling process.

Counselling Skills and Professional Practice Development

Module 2: Professional practice development – developing the capacity to function competently and ethically in working with a wider range of presenting problems; developing your own personal approach and style as a professional counsellor; increasing your capacity to work at relational depth; using self therapeutically; working with the spiritual dimension in counselling; working with process; working with creative techniques.

Personal Development

Module 2: Personal development – developing awareness and understanding of ‘blocks’ within the self which inhibit the ability to be fully present to clients, to achieve mutuality within the counselling relationship and to work at relational depth; developing awareness of own values, attitudes and prejudices and of the power dynamics within your relationships and of the ways in which these might impact on work with clients.

Theoretical teaching

The theoretical teaching on the course has two key elements: counselling theory and applied psychology. The core syllabus is covered in four modules – Modules 1, 2, 5 and 6 as outlined above. The majority of the theory teaching will take place in weekly theoretical seminars lasting one and three quarter hours. Teaching methods will include lectures, interactive presentations, discussion groups, audio-visual presentations and self-reflective exercises.
Counselling skills and professional practice development

Practical skills training is an integral part of the course and is designed to link closely with the core theoretical framework. The core syllabus is covered in two modules, as outlined above. You will work throughout the two years in small groups of up to eight students and will experience a range of interactive and experiential activities, including the use of audio and audio-visual equipment. In the second year, the focus moves away from practical counselling skills towards developing your awareness and understanding of broader issues relating to professional practice. This will include the provision of group supervision on the course.

The counselling placement

You will be required to complete 150 hours of supervised counselling practice, either with Network Counselling or with another suitable alternative agency or organisation. You will be required to work under close supervision, receiving a minimum of 45 minutes of supervision fortnightly throughout the placement. During the first year of the course, you will need to ensure that you have made satisfactory arrangements for your counselling placement and that these are acceptable to the course.

Network Counselling offers a professional counselling service to clients from Bristol and the surrounding area, and has a large volunteer team of professional counsellors who work with clients on an equal opportunities basis (ie irrespective of their gender, sexual orientation, ethnic origin or religion). The agency is currently based in the Stoke Bishop area of Bristol.

*All Network Diploma students will be offered the opportunity to complete their counselling placements with Network Counselling.*

Personal development work

As part of your own personal and professional development, you will be asked to participate in a range of activities designed to increase your awareness and understanding of yourself, to enable you to identify and explore your own unique value, attitude and belief system, to explore the balance of your interpersonal strengths and areas for development and to relate the theoretical ideas and concepts you encounter to your own personal development, including your spiritual development.

These activities will be shaped by, and consistent with, the course’s theoretical framework and will include:

- the writing of a personal learning journal which focuses on self-development.
- the opportunity to explore personal issues in the client role.
- participation in a range of written and experiential exercises.
- attendance at personal tutorials and supervision.

Throughout the year, the course also makes explicit provision for personal development through work in the large group and in small personal development groups.
The core syllabus is covered in two modules, as outlined above. You will, however, be largely responsible for setting and pursuing your own personal development goals.

Assessment

Co-operative working with tutors and other students is a central feature of the course. In order to help you learn and monitor your progress, informal verbal and written feedback will be given to you by staff and other students throughout the course in a variety of different settings.

In addition, you are required to complete a number of formal written and practical assignments over the two years. These comprise:

- a learning journal
- four essays
- a counselling practice demonstration, comprising a recorded counselling session and critical evaluation
- a case study
- a personal development work self-assessment
- a personal development profile.

These assignments are designed to demonstrate your theoretical knowledge and understanding, your developing competence as a counsellor and your personal development. You will be asked to evaluate both your own and others’ work, as well as being assessed by members of the core teaching staff.

There are no formal examinations.
4 ENTRANCE REQUIREMENTS

Applicants will be expected to have completed a Level 3 or 4 Certificate course (such as the Network Certificate in Counselling Skills course or equivalent) which has included the following core elements:

- a strong focus on person-centred counselling theory and practice.
- practical counselling skills training (including triad work and some tutor observation of skills work).
- some focus on personal development work (eg through large or small groupwork, engagement in self-reflective exercises/journalling).

Applicants must also demonstrate their ability to meet the key learning outcomes of the Network Certificate in Counselling Skills course. These are as follows:

- evidence of adequate knowledge and understanding of person-centred counselling theory, and the ability to apply this to counselling practice.
- a sound understanding of the counselling process.
- the capacity to form a therapeutic relationship.
- evidence of the competent use of a reasonable range of foundational counselling skills.
- evidence of an adequate degree of personal soundness - ie an adequate self-reflective capacity (awareness and understanding of self); a high degree of personal integrity; the absence of major intra- or inter-personal difficulties which might inhibit the ability to work safely and competently with clients.
- evidence of awareness of personal and inter-personal strengths and areas for further development.

NB If your course has not included each of the three core elements outlined above, it may still be possible for you to make an application if you can evidence your ability to meet all of the above learning outcomes.

Applicants must also be able to demonstrate:

- the ability to meet the academic demands of undertaking and sustaining a course of study at Higher Education Level 5.
- previous or current experience of being in counselling and the willingness to undertake personal counselling during the Diploma course.

Previous counselling experience is not required.
(a) Internal applicants
(ie those who have completed or are completing the Network Certificate in Counselling Skills)

Stage 1
You are required to complete an **internal application form** and supply two references (one of which should be from a current or previous counselling tutor).

Stage 2
You are required to attend two interviews at Network Training – a group and individual interview.

(b) External applicants
(ie those who have completed their Certificate level training at another institution)

Stage 1
You are required to complete an **external application form** and supply two references (one of which should be from a current or previous counselling tutor).

If you do not already hold a Higher Education Level 4 qualification, you will need to provide evidence that you are able to meet the academic demands of the course through **submitting an essay** completed during your previous counselling training. If this is not possible, you may be asked to write a short essay on a specific topic as part of your application in order to demonstrate your academic ability.

You must also submit a **DVD or audio tape of a counselling session** (minimum length 30 minutes). You may if you wish submit a recording which was completed during your previous training. In the event that this is not possible, you will need to arrange to record a session with a fellow student or colleague or to complete a recorded role play session at Network Training. During the interview process, you will also be asked to comment on your handling of the session.

We realise that we are asking a lot of external applicants but would like to assure you that the thoroughness of this procedure is in your interests. The intensive nature of a Level 5 Diploma can be challenging and it is important to us to be assured that your previous training has prepared you well. We hope also that the rigour of this application process may give you the confidence that you have the skills, qualities and experience to meet its demands.

Stage 2
You are required to attend two interviews at Network Training – a group and individual interview.
What support is available to students submitting an external application?

It is important to us to make your application as straightforward as possible. Please let us know that you would like to apply so that the Diploma course leader can arrange to meet with you informally, in order to talk through the process with you and offer you any support you might need.
(a) **What quality assurance checks are in place for the Network Diploma course?**

The Diploma in Counselling is accredited by the National Counselling Society (NCS) and, as such, it offers a form of provision that meets nationally agreed standards. The NCS is a not-for-profit organisation whose primary role is the advancement of counselling and psychotherapy, and a part of this role is the support and encouragement of approved training providers.

To achieve accreditation status for its Diploma, Network has had to fully demonstrate to the NCS high standards of course content and delivery, and demonstrate that the course develops students who are safe, competent and ethical to practice. Successful completion of an NCS accredited course is one of the routes to becoming an accredited member of the NCS and to being accepted on to the NCS’s register which is, in turn, accredited by the Professional Standards Authority.

At the discretion of the ACC and BACP, the training hours the course offers can be counted towards the training requirements for counsellor accreditation with both these organisations as well. Note that it is not necessary to have completed a BACP or ACC accredited course in order to achieve accreditation with these national bodies. Qualified counsellors who completed their Diploma training at Network have not so far experienced any difficulty in meeting the training requirements for BACP or ACC counsellor accreditation.

(b) **Does the Network Diploma course provide sufficient staff-student contact time to enable me to meet counsellor accreditation training requirements?**

The two year Network Diploma course offers in total 550 hours of staff-student contact time (excluding counselling supervision). This is in itself enough to meet the BACP, NCS and ACC training requirements for accreditation status.

(c) **How does the Network Diploma course curriculum compare with university courses?**

The Network course covers the same ground as that covered by university-based courses and on completion of the two years, you will have covered the key elements that are present in all good Diploma level courses.

The key differences between the Network course curriculum and university Diploma courses are:

- the integrative person-centred approach and the Core Self theoretical model
- the equal emphasis on theory, practical counselling skills and personal development
- the focus on integrating faith, spirituality and counselling practice
- the focus on spiritual development, both at a theoretical and personal development level
(d) Will the counselling I do while on placement for my Diploma course count towards counsellor accreditation with the BACP or ACC?

The Network Diploma course requires you to complete a minimum of 150 hours of supervised practice over two to three years of training. In order to achieve counsellor accreditation with the BACP, you need to complete a minimum of 450 hours of supervised counselling over a minimum of 3 years and a maximum of 6 years.

In other words:

- you need to have been counselling for at least three years.
- you need to complete a minimum of 75 hours of counselling per year on average if your counselling hours are to be counted.

Providing you then complete a further 300 hours over the next 3 to 4 years, you will meet the practice requirements for BACP accreditation at the end of this period.

Currently, the ACC requirement is for a minimum of 600 hours of supervised practice. In order to meet ACC requirements, you will therefore have to complete a further 450 hours of supervised practice to achieve accreditation.
7 DIPLOMA COURSE FEES

Years 1 and 2

The course fee for Years 1 and 2 of the Diploma in Counselling starting in September 2016 is £3,250 per year.

Payment plan

We ask you to pay a £195 non-returnable deposit at the point of accepting the offer of a place on the first year of the course.

The outstanding balance of £3,055 for the year can be paid in one of three ways:

**Single payment**
One payment of £3,055 made before the start of the first term. Payment may be made by cheque or by electronic bank transfer.

**Three payments**
Three payments, one to be paid at the start of each term, i.e. £1,019, £1,018 and £1,018. Students who choose this option will be required to complete a standing order mandate provided by Network and to return it to us in good time for the initial payment to be made. Alternatively, payments may be made by electronic bank transfer.

**Monthly instalments**
Ten monthly payments of £305.50 commencing 1 October 2016. Students who choose this option will be required to complete a standing order mandate provided by Network and to return it to us in good time for the initial payment to be made. Alternatively, payments may be made by electronic bank transfer.

We need to be clear that by accepting a place on the course, you become liable for payment of the full course fee for that year, regardless of which payment option you choose. With this in mind, we ask you to sign an acknowledgement of liability for the full fee.

**Withdrawing from the course**

Generally, acceptance by a student of a place on a course is a contractual commitment to pay the full course fee for that year. Course staffing, venue arrangements and resources are planned around student numbers and so it is not possible to waive the year’s fees should a student withdraw once the course has begun.
Students withdrawing their applications **before the first teaching session of the course** may, at Network’s discretion, be eligible to have their course fee waived unless the financial viability of the course would be jeopardised by so doing.

**Year 3**

There is no set course fee for students continuing into a third year. However, you will be required to pay for whatever additional support you receive during this period of time. You will be billed on a termly basis.

**Fee structure for 2018-19:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fee</td>
<td>£50</td>
</tr>
<tr>
<td>Tutorials</td>
<td>£25</td>
</tr>
<tr>
<td>Essay marking</td>
<td>£25</td>
</tr>
<tr>
<td>Personal development profile marking</td>
<td>£25</td>
</tr>
<tr>
<td>Case study marking</td>
<td>£35</td>
</tr>
<tr>
<td>CPD marking</td>
<td>£45</td>
</tr>
<tr>
<td>Double marking</td>
<td>£10</td>
</tr>
<tr>
<td>seminar</td>
<td>£50</td>
</tr>
</tbody>
</table>

Double marking is £10 in addition to the above marking fee (if an assignment is a borderline pass or at risk of failing, it will be double-marked).

The average fee for Year 3 is likely to be around £250-£300 but this will vary according to individual student needs.
Network Training recognises that a counselling training is a significant financial commitment. For your sake as well as Network’s, it is important that you consider carefully how to finance the whole of your training. We aim to keep course fees as low as reasonably possible and offer several methods of payment, two of which allow students to pay by instalments without any interest payments – please refer to the Fees page.

**Trusts**

There are a number of Trusts which will support individuals who are not eligible for any form of statutory funding. You can find standard lists of these in most public libraries. Useful publications include the Educational Grants Directory, the Charities Digest and the Directory of Grant Making Trusts.

There is a Directory of Educational Grant Making Trusts held at Network. Please get in touch with us if you would like to consult it.

There is a Bristol-based Christian trust fund which regularly considers applications from those seeking counselling training with Network: the St Matthias Trust. If you would like to apply to them, telephone 0117 9060100 for further information.

For those living in the Henbury, Westbury and Horfield areas who are under 25 years of age, applications for funding can also be made to the Anthony Edwards Charity – telephone 0117 9098303.

**Guidelines for applying to Trusts**

- Your letter should be no more than one A4 page.
- It may be helpful to include a copy of the prospectus (apart from the St Matthias Trust which has supported a number of our students in the past) – but make sure that you do include exactly what the fund asks for.
- Explain how the course will benefit you and others.
- Make a clear request for the amount you need.
- It is important to state how much funding you already have in place, and to explain what other ways you are taking to get the necessary funding.
- It is good idea to include a stamped addressed envelope.

**Other funding sources**

If you belong to a church or faith community, you could approach them for financial support, particularly if you are involved in its pastoral care work. A number of our students
have been funded, totally or in part, by their church/faith community. We would suggest that you talk with your faith/church leader or treasurer.

Your employer may be interested in supporting you if what you learn could benefit their business.

Another possibility is a bank loan.

If you are successful with any ideas or Trusts, please let us know, as the information may be helpful to future students.
Open Evenings

Open Evenings for those interested in applying will be held at Network’s training venue at 12 The Courtyard on:

Wednesday 22nd April 2015 at 7.30pm
Wednesday 14th October 2015 at 7.30pm
Wednesday 16th March 2016 at 7.30pm

This is an opportunity for you to:

- find out more about the Diploma course.
- ask any questions or raise any issues or concerns you may have about embarking on Diploma level counselling training.
- view our training premises and resources.
- meet with the course tutors and, where possible, some of our current or former students.
- find out for yourself whether you are comfortable with the ethos of the course and whether you think it will meet your own particular learning needs.

If you are unable to make these dates but would like to come to Network and talk informally with one of the course tutors before deciding whether to apply for a place on the course, we will do our best to arrange an alternative time for you to visit us.

Please contact Sue Cater, Interim Head of Training and Diploma Course Leader – phone (0117) 9507271, email sue.cater@network.org.uk – if you would like to:

- find out more about the Open Evenings.
- arrange an alternative time to visit the Training Department at Network.

Please note, however, that attendance at an Open Evening is not a compulsory part of the application process.

Making your application

All applications should be submitted on the application form provided by Network. Those selected will be invited to group and individual interviews. There are two deadlines for submitting your application form. To be considered for the first selection process, we need to receive your application form by Wednesday 3 June 2015. To be considered for the second selection process, we need to receive your application form by Wednesday 4 May 2016.
Your references will be taken up as soon as your application is received by Network. Please ensure those people you name as referees will be available to fill in a reference form and return it to Network at the very latest by three days before the relevant group interview date.

The selection process

Two selection processes will be run, one in 2015 and the other in 2016. You are only required to attend one selection process.

First selection process (2015):

- Closing date for receipt of applications: Wednesday 3 June 2015
- Group interview: Wednesday 17 June 2015 – morning
- Individual interviews: Wednesday 17 June 2015 – afternoon or Wednesday 24 June 2015

Second selection process (2016):

- Closing date for receipt of applications: Wednesday 4 May 2016
- Group interview: Wednesday 18 May 2016 – morning
- Individual interviews: Wednesday 18 May 2016 – afternoon or Wednesday 25 May 2016

Late applications

Applicants who apply after the second selection process has taken place will be considered subject to the availability of places. Interviews will be arranged on an individual basis.