

Advanced Certificate in Counselling Skills





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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 & Psychotherapy (BACP) and the National Counselling Society (NCS), we work within the BACP Ethical Framework for the Counselling Professions 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 Certificate training with us. This prospectus is intended to give you the information you need to help you make that decision. 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.



Network at Elm Park, Filton

2. Advanced Certificate in Counselling Skills – at a glance.

Providing institution	Network Counselling & Training Ltd.
Accrediting body	National Counselling Society.
Award	Advanced Certificate in Counselling Skills.
Level	Equivalent to Higher Education Level 4.
Delivery	One year part-time.
Attendance	One day a week (Tuesdays 9.10am to 4.50pm) over three 12-week academic terms. One induction day before the start of the course (Tuesday 9.10am to 4.30pm). One introductory weekend workshop to begin the course (Friday 7pm to 9.30pm and Saturday 9.30am to 4.30pm) Three Saturday workshops, one a term (9.30am to 4.30pm).
Training hours	250 contact hours.
Venue	Elm Park, Filton, South Gloucestershire BS34 7PS
Placement	Placement of 20 hours of supportive listening skills practice.
Theoretical model	The Core Self model – an integrative person-centred model of counselling which includes a focus on the spiritual dimension of personhood.
Assessment	No formal examinations. Three 3,000 word essays (one per term). One counselling skills demonstration (an audio-visual recording of a 45 minute skills practice session, with an accompanying 3,000 word critical evaluation).
Other commitments	You will need to set aside time for preparatory reading before each training day and for completing your weekly learning journal. You will also need to attend a minimum of one tutorial a term. Past students have found they require an average of an additional 6-8 hours a week over and above the course day.

Outline of a regular training day (Tuesdays)

9.10 am	Thought for the day	
9.15 am	Large group work	
9.45 am	Theory seminar	Please note:
11.15 am	Morning break	
11.30 am	Skills practice	The induction day,
1.00 pm	Lunch	introductory workshop and
1.50 pm	Skills practice	Saturday workshops have a
3.05 pm	Afternoon break	different format.
3.25 pm	Personal development work	
4.50 pm	End	

3. Training with Network – A Life Changing Experience.

Introduction

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, seeking to offer whatever support and encouragement they need at each stage of their journey. 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.



"The course has more than met my expectations... I have been overwhelmed by the depth and thoroughness of the teaching"

Our Counselling Training Programme

Our one-year, part time Advanced Certificate in Counselling Skills provides 250 hours of staff-student contact time and is designed to equip you with valuable listening skills which are transferable for use in a range of settings, particularly those that involve caring for others. It is also the pre-requisite for further counselling training to become a fully-qualified counsellor, providing the ideal foundation for our Diploma in Counselling award.

Transfer onto the Network Diploma Course involves a further application and interview process, however, students having successfully completed the Advanced Certificate are well-placed to meet the entry requirements for this course. The Diploma runs every two years and offers a further 550 staff-student contact hours. These 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 National Counselling Society (NCS) and the Association of Christian Counsellors (ACC). Network's Diploma in Counselling is equivalent to a Diploma of Higher Education or Foundation Degree in Counselling. Successful completion of the Diploma also entitles you to become a registered member of the BACP.

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

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 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 the Diploma course is accredited by the BACP, which is your assurance that they meet nationally-agreed professional standards.
- Our Advanced Certificate in Counselling Skills is equivalent to Higher Education level 4, whereas many other Certificate courses are HE level 3 or equal. Our Diploma in Counselling is equivalent to HE level 5.
- Throughout our Certificate and Diploma courses, there is an equal emphasis on counselling theory, 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 (maximum 1:9) 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. Where needed we offer support from a learning mentor, and any specific learning needs are addressed through the tutorial system.
- 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 and training DVDs to support our students' learning.
- All students are eligible to apply for an NUS TOTUM student discount card.

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.





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 Christian and person-centred, 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 delivered in a spirit of curiosity, exploration and respect.

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.

The Training Team

Members of the training team bring to the course considerable training experience and counselling expertise, and come from a range of spiritual backgrounds. 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. More information of our training team can be found on our web site: http://network.org.uk/training

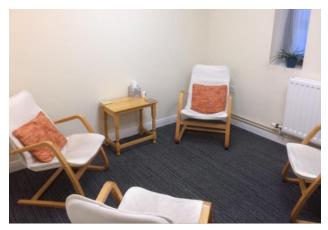
Venue and Resources

Network is based in Elm Park, Filton, North Bristol (just off the A38, Gloucester Road North). Elm Park is easily accessible by public transport, within easy reach of bus stops and a 15 minute walk from Abbeywood Railway Station. Parking is also available in the Elm Park location.

During your training, you will have access to our course library throughout the week (also situated at Elm Park) and will benefit from a range of other resources and facilities – for example, free Wi-Fi, as well as audio-visual recording facilities, and Moodle (an internet-based virtual learning environment).













4. Advanced Certificate in Counselling Skills – in detail.

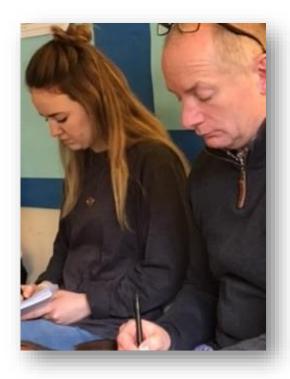
Introduction to the Course

This course has broken new ground in counselling training in the UK with its unique emphasis on the integration of faith, spirituality and counselling practice. In addition to covering the same ground that is covered by comparable humanistic Certificate 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.

This course, in itself, does not qualify you to practice as a counsellor but it will enable you to use counselling skills competently in another role or setting. It will also prepare you for undertaking Diploma level training in counselling, that will, on successful completion, qualify you to practice as a counsellor.

Aims of the Course

- To enable you to develop a sound working knowledge and understanding of the concepts and principles of an integrative person-centred model of counselling, and the ability to evaluate them.
- To enable you to develop the capacity to form and sustain an effective therapeutic relationship.
- To enable you to develop a basic level of competence in a range of foundational counselling skills, and to equip you to use these skills safely, competently and ethically in a wide range of roles and settings.
- To facilitate your on-going personal and professional development, and to enable you to develop a basic level of awareness and understanding of yourself.
- To 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 begin to integrate your spiritual framework with an understanding of the counselling process.
- To encourage in you a commitment to on-going self-evaluation, and to enable you to begin to develop the capacity to be a self-reflective practitioner, and to evaluate your work critically.





Structure of the Course

In total, the course involves 600 hours of teaching and private study, around 250 of which involve contact with the course staff. There are three twelve-week academic terms over the year, with a seven and three quarter hour training day each week. The sessions are held on the same day each week (Tuesdays) and last from 9.10am to 4.50pm.

Each weekly training session includes:

- Large group-work.
- A theoretical seminar.
- Practical skills training in small groups.
- Personal development group-work.

In addition, you are expected to attend an initial induction day, one weekend workshop at the beginning of the year and one additional Saturday workshop per term. You will also be expected to attend a minimum of one individual tutorial per term with your personal tutor. Because of the experiential nature of the course, it is important that you attend training sessions regularly – to achieve the award, you will need a minimum of 85% attendance.

As well as attendance at training 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 **6-8 hours of additional work each week** during term times. This includes reading, writing assignments and completing your counselling skills placement.





Progression

Those students who wish to train as professional counsellors and who have successfully completed our Advanced Certificate course (or its equivalent), will then be eligible to apply for our two-year part-time Diploma in Counselling (HE level 5 equivalent). Alternatively, they will also be eligible to progress onto a Diploma in Counselling course with an alternative training organisation.

"I have learnt so much from this course and it exceeded all my expectations."



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, by Kaitlyn Steele. It is fundamentally person-centred in that it draws heavily on the work of Carl Rogers and other person-centred theorists, 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. It therefore 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 writers, and will seek to incorporate aspects of writings which come from a wide variety of spiritual and religious traditions.



"Every aspect of it demonstrated quality and integrity. Training with Network has been everything I hoped it would be and more."

Course Modules

The course has three key elements – theoretical teaching, practical counselling skills training and personal development work – all of which are closely inter-linked and are taught concurrently throughout the year. It consists of three modules of learning:

MODULE 1: FOUNDATIONAL COUNSELLING THEORY

Overview:

The majority of the theory teaching will take place in weekly theoretical seminars lasting 1.5 hours. Taking into account additional workshops, the course offers in total 60 hours of theory teaching over the year (excluding private study and coursework).

The syllabus will cover the following key areas:

- The nature of the counselling process
- The Core Self theoretical model (an integrative person-centred model)
- Applying the core theoretical model in the process of change
- Aspects of human nature
- The core conditions hypothesis
- The belief system
- Boundaries
- Resistance
- Transference
- The process of spiritual philosophical reflection

- Depression
- Bereavement and Loss
- Sexuality
- Ethics
- Confidentiality
- Anger
- · Guilt and Shame
- Diversity

MODULE 2: FOUNDATIONAL COUNSELLING SKILLS

Overview:

One of the course's primary aims is to enable you to develop your competence in a range of foundational counselling skills, and equip you to use these skills safely and effectively. Practical skills training is therefore an integral part of the course and is designed to link closely with the theoretical framework. You will experience a range of interactive and experiential activities, including the use of audio-visual equipment.

The majority of the skills training will take place in small skills practice groups of up to 4 - 5 students which will meet for 2.75 hours per session. Taking into account additional workshops, the course offers in total approximately 110 hours of facilitated skills training (excluding private study and coursework) during the year.

The syllabus will cover the following key areas:

- A three stage model of the counselling process
- Initial structuring
- Attending, reflective, and probing skills
- Challenging skills advanced empathy, supportive challenge, immediacy, giving information and feedback, self-disclosure
- Understanding process
- Holding boundaries
- Recognising and working with resistance
- Recognising and working with transference
- Working with emotional pain
- Working with anger
- Working with spiritual issues

MODULE 3: PERSONAL DEVELOPMENT

Overview:

The course places a high value on a commitment to the personal and professional development of students. 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, and to explore the balance of your interpersonal strengths and areas for development. These activities will be shaped by and consistent with, the course's theoretical framework. They will include:

- The writing of a personal learning journal, which monitors 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.

Throughout the year, the course also makes explicit provision for personal development through large group work and work in small personal development groups of up to eight students. These groups meet for 1.5 hours per week, totalling 75 hours tutor-facilitated PD over the year (excluding private study and coursework).

The syllabus will cover the following key areas:

- Understanding personal development.
- The importance/development of self-awareness and self-acceptance.
- Exploring your own interpersonal skills/style.
- Exploring aspects of self, and your own belief and value systems.
- Dealing with your own emotional pain.
- Exploring your own defence mechanisms and self-protective strategies.
- Exploring your own transference.
- Developing awareness of vulnerabilities and 'blind spots'.
- Recognising and accepting needs; looking after self.

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. You will learn how 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. You are, however, required to complete satisfactorily a number of written and practical assignments over the year, including:

- Three 3,000 word essays (one each term).
- One counselling skills demonstration (an audio-visual recording of a 45 minute skills practice session, with an accompanying 3,000 word critical evaluation).

These are designed to demonstrate your growing theoretical knowledge and understanding, your developing competence in the use of the foundational counselling skills and your personal development.

5. Entrance Requirements.

No previous listening or counselling experience is required. However, some prior training in basic counselling/listening skills at an introductory level, such as Network's 'Being There' or 'A Way of Being' course (or equivalent), is beneficial.

Applicants will be expected to show evidence of:

- The ability to meet the academic demands of the course, through undertaking and sustaining a course of study at an appropriate level. If you do not have any formal academic or vocational qualifications at 'A' level or equivalent, you may be required to submit a short piece of written work as part of your application.
- A basic level of self-awareness and a commitment to your personal growth and development.
- Previous or current experience of being in counselling and/or the willingness to undertake counselling for yourself during the course should the need arise.





"I love the space, peace, and relaxed nature of Network ... I loved how the spiritual dimension of our being is interwoven so naturally."



6. Frequently Asked Questions.

Is the Network Advanced Certificate course valid for counsellor accreditation purposes?

Yes. The course contact hours may be counted towards meeting the training requirements of the BACP Counsellor/Psychotherapist Accreditation scheme and the Association of Christian Counsellors (ACC). In addition, you would, however, need to complete an additional 200 class contact hours to meet their current training requirements. Normally this would require the completion of a Diploma level training course.

Network Training offers a two-year part-time Diploma course in counselling, accredited by the BACP, which provides a further 550 class contact hours.

How does the Network Advanced Certificate course curriculum compare with other Certificate level courses?

Much of the ground covered is very similar and, on completion of the course, you will have covered the key elements that are generally present in all good Certificate level courses. The key differences between the Network course and other Certificate courses are:

- The provision of a more intensive and demanding training at a higher level than is offered by the majority of Certificate level courses.
- The integrative person-centred approach and the Core Self theoretical model.
- The focus on integrating faith, spirituality and counselling practice.
- A high staff:student ratio (maximum 1:9), which means that students benefit from a high level of tutor feedback.
- In relation to the skills training element of the course, our course tutors are assisted (where possible) by two co-facilitators this gives a staff-student ratio of maximum 1:5, or typically 1:4, in the skills training groups, and means that students receive a particularly high level of tutor feedback on their skills development.
- The inclusion of substantial personal development work.
- The focus on spiritual development, both at a theoretical and personal development level.



"Brilliant, moving year. I have grown so much!"

7. Course Fees.

The fee for the Certificate course starting in September 2019 is £2,750.

In addition you will be encouraged to join the National Counselling Society as a student member – the current student membership fee is £95.

Payment plan.

A £275 non-returnable deposit is payable at the point of accepting the offer of a place on the course.

The outstanding balance of £2,475 for the year can be paid in one of three ways:

Single payment One payment of £2,475 made before the start of the first term.

Payment may be made by cheque or by electronic bank transfer.

Three payments Three payments of £825 to be paid at the start of each term.

Students who choose this option will be responsible for ensuring that all payments are made by electronic bank transfer on or before the

due date.

before 1 September 2019, then nine monthly payments of £247

between 1 October 2019 and 1 June 2020.

Students who choose this option will be responsible for ensuring that all payments are made by electronic bank transfer on or before the

due date.

It is important to note that at the point of accepting a place on the course, you become liable for payment of the full course fee, regardless of which payment option you choose. With this in mind, we ask you to sign an acknowledgement of liability for the full fee.

The first instalment (or payment in full) must be paid on or before 1 September 2019.

Withdrawing from the course.

Having accepted a place on the course the student becomes responsible for payment of that year's fees in full, even if he/she does not complete the course. Course staffing, venue arrangements and resources are planned around student numbers and so no rebate will be payable, regardless of the reason the student does not complete the course.

At Network's discretion, students withdrawing their applications more than seven days before the first teaching session of the course <u>may</u> be eligible to have their course fee (minus the deposit) waived.

8. Possible Funding Sources.

Network Training recognises that 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 course. 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 back 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 <u>St Matthias Trust</u>. If you would like to apply to them, telephone 0117 9060100, or visit <u>www.stmatthiastrust.org.uk</u> for further information.

The <u>Ruby and Will George Trust</u> makes grants for the enhancement of education, provided that the applicant has links to commerce. http://rwgt.co.uk/

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.

9. Application and Interview Process.

An Open Evening for those interested in applying will be held on Tuesday 5th March 2019 at 7.30pm.

This is an opportunity for you to:

- Find out more about the Certificate course.
- Ask any questions or raise any issues or concerns you may have about embarking on Certificate 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 this date 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 the Training Co-ordinator (training@network.org.uk) if you would like to:

- Find out more about the Open Evening.
- Arrange an alternative time to visit us.

Please note, however, that attendance at an open evening is **not** a compulsory part of the application process.

All applications should be submitted on the official form provided by Network. Those selected will be invited to group and individual interviews.

Key dates

Open evening	Tuesday 5 th March 2019
Closing date for receipt of applications	Friday 12 th April 2019
Group interview	Monday 29 th April 2019 (morning)
Individual interviews	Wednesday 1 st May 2019 Wednesday 8 th May 2019
	Monday 13 th May 2019

Late applications

Applicants who apply after the deadline will be considered subject to the availability of places, and interviews scheduled for Wednesday 10th July 2019.

10. Course Dates 2019-2020.

The following dates are *provisional* and will be confirmed on offer of a place on the course:

AUTUMN TERM 2019	
Induction day	Tuesday 3 rd September
Introductory workshop	Friday 6 th September 7.00-9.30pm and Saturday 7th September 9.30am-4.30pm
	Saturday 7th September 5.50am-4.50pm
Term dates	Tuesday 10 th September – Tuesday 3 rd December
Saturday workshop	Saturday 16 th November
Half term	Tuesday 29 th October

SPRING TERM 2020	
Term dates	Tuesday 7 th January – Tuesday 31 st March
Saturday workshop	Saturday 1 st February
Half term	Tuesday 18 th February

SUMMER TERM 2020	
Term dates	Tuesday 21 st April – Tuesday 14 th July
Saturday workshop	Saturday 20 th June
Half term	Tuesday 26 th May



Network Counselling & Training Limited

Elm Park, Filton, Bristol BS34 7PS

Tel 0117 950 7271 Email training@network.org.uk

www.network.org.uk

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