

Advanced Diploma in Counselling & Advanced Certificate in Counselling Skills 2024



Prospectus



network
counselling and training



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**Accredited
Course**

Contents

	Page number
1. Welcome to Network	3
2. Training with Network - a life-changing experience	4
Introduction	4
Why Train with Network?	4
Equality and Diversity	5
Code of Ethics and Practice	6
The Training Team	6
Venue and Resources	7
3. Entrance Requirements	8
Advanced Certificate in Counselling Skills	8
Advanced Diploma in Counselling	8
4. Application and Interview Process	10
Information Events	10
Making an Application	10
Key Dates	12
Late Applications	12
5. Course Fees	13
Advanced Certificate in Counselling Skills	13
Advanced Diploma in Counselling	13
Withdrawing from the course	14
6. Possible Funding Sources	15

1. Welcome to Network

Network Counselling & Training is a well-established Bristol-based charity, offering low-cost counselling 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 and Psychotherapy Society (NCPS), we work within the BACP Ethical Framework for the Counselling Professions and the NCPS Code of Ethics.

The Advanced Diploma course has BACP Accreditation, and the Advanced Certificate course has the NCPS Quality Assurance standard.



We are very proud of the quality and professionalism of our training programme and hope that you will choose to undertake your counselling training with us. This Prospectus, and the accompanying Course Information Book, is intended to give you the information you need to help you make that decision. If you would further information, please refer to our website (www.network.org.uk) or email training@network.org.uk

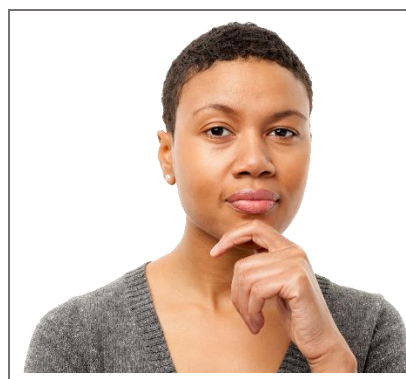


Network at Elm Park, Filton

2. 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. 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 by other counselling approaches.



‘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.’

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 Advanced Certificate course is **quality-checked by the NCPS (National Counselling and Psychotherapy Society)** and
- Our Advanced 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 Advanced Diploma in Counselling is equivalent to HE level 5, whereas some other Diplomas are Higher Education level 4.
- We offer **more hours of training** than many other Diploma courses, lending the course a greater level of depth and breadth.
- Throughout our Advanced Certificate and Advanced Diploma courses, there is an **equal emphasis on counselling theory, counselling skills and personal development work**. It is rare, but essential, for substantial personal development work to form an integral part of a counselling training to the same degree.

- We 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.
- Our Advanced Diploma students are offered the opportunity of a **counselling placement** with Network Counselling. This includes the provision of **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**.



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

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. The ethos of Network is Christian and Person-Centred, and our training community is diverse with people from a wide spectrum of faith and spiritual backgrounds or none. 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.

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



Codes of Ethics and Practice

Network Counselling & Training is an organisational member of both the BACP and the NCPS. 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

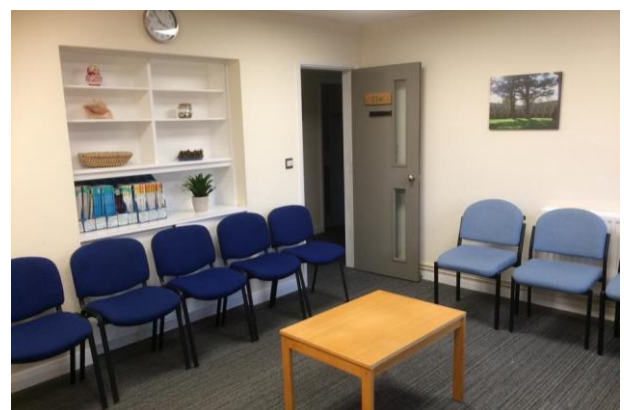
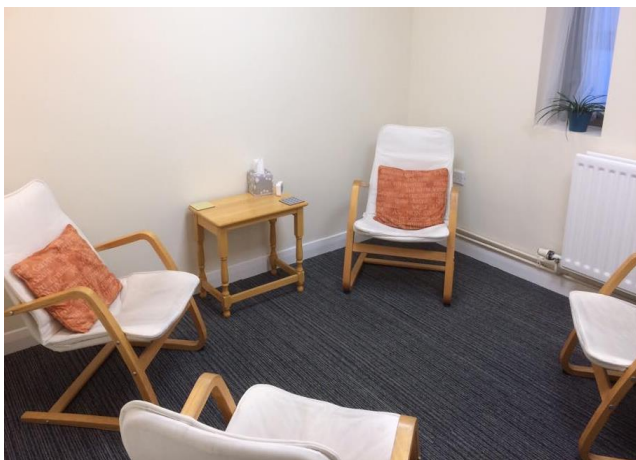
Members of the training team come from a range of spiritual backgrounds, or none, and bring to the course considerable training experience and counselling expertise. Teaching is undertaken by members of the Network core teaching staff, supported (where possible) by appropriately trained and experienced part-time group facilitators. Our tutors have all undergone extensive counselling training to Diploma or MSc level, are experienced counsellors and supervisors, 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 situated in Elm Park, Filton, North Bristol (just off the A38, Gloucester Road North). It 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 and will benefit from a range of other resources and facilities – for example, free Wi-Fi, as well as audio-visual recording facilities, and an internet-based virtual learning environment. We can also offer some private study space.



3. Entrance Requirements

Advanced Certificate

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 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.

Advanced Diploma

Applicants will be expected to have completed a Level 4 counselling course (such as the Network Advanced Certificate in Counselling Skills course or equivalent). In some cases, a level 3 Certificate course will be acceptable, but it must have 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 (e.g. through large or small groupwork, engagement in self-reflective exercises/journaling).

This Certificate level course must have been completed within the past five years. Applicants must also demonstrate their ability to meet the following key learning outcomes:

- 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 – i.e. 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 Advanced Diploma course.

“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.”



“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 quality of the course notes and additional resources provided is excellent – one of the course’s main strengths.”

What does an External Examiner think?

“I warmly commend Network’s counselling courses to students. Over the years I have been the external examiner, I have found an open response to developing the courses at Network. The staff work well with feedback and hold the students central to the learning process.

While holding excellent standards of academic and practice in counselling, the tutors also focus well on individual students’ growth in their personal and professional development. This is all done in an open and safe environment that enables students to challenge and be challenged.”

Karl Gregory

*SR., RMN, Dip. Counselling, MSc Counselling Research, Dip. Psychotherapy Supervision
FNCS.*

4. Application and Interview Process.

Information Events

An Information Open Morning will be held on **Saturday 13 January 2024**.

This session will be an opportunity for you to:

- Find out more about the courses Network offers.
- Ask any questions or raise any issues or concerns you may have about embarking on counselling training at Network.
- View the training premises and resources.
- Meet with the course tutors and, where possible, some 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 an informal talk with one of the course tutors, before deciding whether to apply for a place on the course, you are welcome to join one of our online drop-in sessions. For more details contact us by email at training@network.org.uk or by phone on (0117) 9507271.

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

Making an Application

All applications need to be submitted on the official form provided by Network, on or before the relevant deadline (see Key Dates on page 12). Those selected will be invited to group and individual interviews.

Your references will be taken up as soon as your application is received by Network. Please ensure the people you name as referees will be available to complete a reference form and return it to Network at the very latest by three days before the group interview date.

Advanced Diploma applications

1. Internal applicants

(i.e. those who have completed, or are completing, the Network Advanced 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 one of the Advanced Certificate tutors).

Stage 2

You are required to attend both a group and an individual interview.

2. External applicants

(i.e. 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** on a specific topic as part of your application.

You must also submit a **recording (audio or audio-visual) of a counselling practice session** (minimum length 30 minutes). You may, if you wish, submit a recording which was completed during your previous training. Should this not be possible, you will need to arrange to record a session with a fellow student or colleague, or to complete a role play session as part of your individual interview. During the interview process, you will also be asked to comment on your handling of the session.

Stage 2

You are required to attend both a group and an 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 if you require any support when applying, so we can put you in touch with the Course Leader or Tutor who can talk through the process with you and offer guidance on making the application.

Key dates

Information Events

Information Open Morning (all courses)	Saturday 13 January 2024 10.30am - 12.30pm
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Advanced Certificate in Counselling Skills

Closing date for applications – ROUND 1	Monday 22 January at 9.00am
Group Interview	Monday 5 February, 10.30am - 12.00pm
Individual Interviews	Monday 26 February Friday 1 March Monday 4 March

Closing date for applications – ROUND 2	Monday 13 May at 9.00am
Group Interview	Monday 3 June, 10.30am - 12.00pm
Individual Interviews	Friday 14 June Monday 17 June

Advanced Diploma in Counselling

Closing date for applications – ROUND 1	Wednesday 31 January at 9.00am
Group Interview	Monday 19 February, 6.30 – 8.30pm
Individual Interviews	Friday 1 March Monday 11 March Monday 18 March

Closing date for applications – ROUND 2	Tuesday 30 April at 9.00am
Group Interview	Friday 17 May, 6.30 – 8.30pm
Individual Interviews	Saturday 1 June Saturday 1 June Saturday 22 June

Don't miss out!

We suggest you apply as early as possible and attend the first round of interviews. Places will be offered and secured at this stage. Any further places available will then be allocated at the second round of interviews.

5. Course Fees

Advanced Certificate

The fee for the Advanced Certificate course starting in September 2024 is £3,460

A £460 non-returnable deposit is payable at the point of accepting the offer of a place on the course.

Payment plans – for payment of the balance (£3,000)

Plan		Instalment amount	Total amount paid
One instalment (early bird)	Payable between 1-7 August 2024	£2,900	£3,360
One instalment (standard)	Payable between 8-31 August 2024	£3,000	£3,460
Three instalments (termly)	Payable on 1 September 2024, 1 January & 1 April 2025.	£1,020	£3,520
Ten instalments (monthly)	Payable on 1 September 2024 to 1 June 2025, inclusive	£310	£3,560

In addition, you will be encouraged to **join the National Counselling and Psychotherapy Society** as a student member. There is a reduced rate for students, please contact the NCPS for more information.

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 2023.

Advanced Diploma

Years 1 and 2

The fee for the Advanced Diploma course starting in September 2024 is £4,560 per year.

A £560 non-returnable deposit is payable at the point of accepting the offer of a place on the course, and prior to the start of Year 2 (before 31 July).

Payment plans – for payment of the balance (£4,000)

Plan – Year 1		Instalment amount	Total amount paid
One instalment (early bird)	Payable between 1-7 August 2024	£3,900	£4,460
One instalment (standard)	Payable between 8-31 August 2024	£4,000	£4,560

Three instalments (termly)	Payable on 1 September 2024, 1 January & 1 April 2025.	£1,353	£4,619
2Ten instalments (monthly)	Payable on 1 September 2024 to 1 June 2025, inclusive	£410	£4,660

Plan – Year 2		Instalment amount	Total amount paid
One instalment (early bird)	Payable between 1-7 August 2025	£3,900	£4,460
One instalment (standard)	Payable between 8-31 August 2025	£4,000	£4,560
Three instalments (termly)	Payable on 1 September 2025, 1 January & 1 April 2026.	£1,353	£4,619
Ten instalments (monthly)	Payable on 1 September 2025 to 1 June 2026, inclusive	£410	£4,660

In addition, you will be encouraged to join the BACP as a student member – the current student membership fee is £86 per annum, but please contact the BACP for more information about next year.

You will also need to budget for additional costs such as personal therapy (approximately £35 - £45 per session), purchase of learning resources (e.g. books, stationery, etc.), and supervision fees, which range from £45 - £70 per hour. Network provides free or subsidised supervision rates for its counselling placements. And, if your placement is with Network, you will need to pay for a DBS certificate (at a cost of approximately £60).

Year 3

Any students unable to complete all requirements of the course in two years, will be required to pay for any additional support received during Year 3.

Fees are expected to be in the region of £900, and details of this will be confirmed nearer the time.

The payment will be due by **1st September 2026**.

Withdrawing from the course

Acceptance by a student of a place on a course is a contractual commitment to pay the full course fee for that academic 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 their place on the course has been accepted.**

6. 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 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 – 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 Guide to Educational Grants, the Charities Digest and the Directory of Grant Making Trusts.

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, or visit www.stmatthiastrust.org.uk for further information.

The Ruby and Will George Trust makes grants for the enhancement of education, provided that the applicant has links to commerce. Visit <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.
- Explain what other steps you are taking to secure 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.



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