

Higher National Unit Specification

General information for centres

Unit title: Counselling Awareness for Social Care

Unit code: DH43 34

Unit purpose: The purpose of this Unit is to enable candidates to effectively assist and support individuals with whom they work. Fundamental to the Unit is an understanding of, and commitment to, rights, equality, and supporting individuals in a non judgemental way. This Unit is designed for candidates who are providing support and caring for individuals in a paid or voluntary capacity or in a family or any other social care setting.

On completion of the Unit the candidate should be able to:

- ◆ Have an understanding of the definition of counselling, in accordance with the British Association for Counselling and Psychotherapy, and the qualities and skills of a helper in the counselling process
- ◆ Evaluate their own effectiveness when using counselling skills

Credit value: 0.5 HN Credit at SCQF level 7: (4 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Candidates should have good communication skills, both written and oral. These may be evidenced by the achievement of nationally recognised qualifications for example Higher English or a qualification equivalent to SCQF level 5 or by the completion of a pre-course interview part of which could take the form of a written assignment.

While it is not essential for candidates to have work experience in a social care setting, some candidates will have undertaken some real work experience, paid or voluntary, in a care setting.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

Candidates will have opportunities to develop the following core skills:

Communication: through observed practice and reflective accounts which evidence interpersonal skills with particular emphasis on attention giving, active listening and challenging skills

General information for centres (cont)

Problem solving: through observed practice and reflective accounts that demonstrate analysis of the situation, goal setting, appropriate counselling techniques, and evaluation of own work practice

Working with others: working with individuals, which involves confidentiality, building up trust, being non judgemental in order to support and assist in the helping process

Context for delivery: If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

This unit is part of the group award HNC Social Care. However, it may also be used as a 'stand alone' Unit and could be useful as part of a continuing professional development programme (CPD).

Assessment: This Unit should be assessed by two instruments of assessment.

- ◆ Tutor observation and assessment of a role play using supplied checklist.
- ◆ Written assignment in which the candidate evaluates their effectiveness in assisting and supporting an individual using counselling skills underpinned by essential counselling values.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Give a definition of counselling, and describe the qualities and skills of a helper in the counselling process

Knowledge and/or skills

- ◆ Clear understanding of the various concepts of counselling and its definition in accordance with the British Association of Counselling and Psychotherapy (BACP)
- ◆ Knowledge of a variety of methods when using counselling skills
- ◆ Demonstration of counselling skills which are effective and incorporate the core conditions
- ◆ How the application of knowledge and skills can meet individuals' needs.

Evidence requirements

This Outcome will be assessed through a session of observed practice (role play) which should also contribute to Outcome 2.

Candidates will be required to:

- ◆ Demonstrate an informed awareness of counselling theory and methods.
- ◆ Evidence the application of counselling skills and qualities in a practice situation by undertaking a role play which is observed by the tutor
- ◆ Show that they have a clear understanding of how an individual may be supported by using the core conditions of counselling in a practice skills session.

Assessment guidelines

Evidence for Outcome 1 should be generated by the tutor observing a practice session conducted as a role play of the candidate using counselling skills, in the classroom situation. Candidates should plan a session lasting at least 30 minutes. The supplied checklist may be completed by the tutor and used for assessment and feedback. All criteria on the checklist must be met in order to satisfy the requirements of Outcome 1.

Higher National Unit specification: statement of standards (cont)

Unit title: Counselling Awareness for Social Care

Outcome 2

Evaluate your own effectiveness in the counselling process

Knowledge and/or skills

- ◆ Identification of the principles of a non directive method of counselling
- ◆ An understanding of the roles of the counsellor and the helper in supporting and assisting the individual in a care setting
- ◆ How the counselling relationship relates to the core conditions.
- ◆ Ability to review and evaluate own practice in a working situation.

Evidence requirements

This Outcome will be assessed through a written assignment. In the assignment the candidate should choose an individual to whom they have offered individual support using counselling skills and explain the skills used and their purpose.

Candidates will be required to:

- ◆ Identify and describe a piece of practice in which they have been involved, using a person centred counselling approach
- ◆ Discuss how they have used counselling skills incorporating core conditions
- ◆ Critically analyse their own use of counselling skills in practice

Assessment guidelines

Evidence for Outcome 2 should be by written assignment – (maximum 1000 words).

They should be able to describe what core conditions were met during the session, and finally review and evaluate their own practice and how they felt when using counselling skills to support the individual.

Administrative Information

Unit code:	DH43 34
Unit title:	Counselling Awareness for Social Care
Superclass category:	PM
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Higher National Unit specification: support notes

Unit title: Counselling Awareness for Social Care

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

Guidance on the content and context for this Unit

This unit is primarily designed to help candidates acquire a sound knowledge of current trends in counselling as a model of working with individuals. Candidates should be made aware of the training and requirements involved to practice as a registered counsellor.

This Unit is to allow candidates an opportunity to practice basic counselling/helping skills which can prove useful to those working with individuals.

This should enable them to distinguish between the use of counselling skills in dealing with every day situations, and when the expertise of a trained counsellor is required.

The following texts may be useful reference material for both Outcomes, for both tutors and candidates. It is not exhaustive, and centres should add their own sources of learning materials.

Egan, G. (1975) The Skilled Helper. A systematic Approach to Effecting Helping California. Brooks/ Cole

Mearns, D. and Thorne, B. (1991) Person- Centred Counselling in Action London. SAGE

Miller, J. (2002) Care in Practice for Higher Still - London. Hodder and Stoughton

Nelson – Jones, R. (1988) Practical Counselling and Helping Skills 3rd edition. London. Cassell

Rogers, C. (1991) Client - Centred Therapy - London. Constable

Outcome 1- introduces the diversity of counselling theory and practice. Candidates should be made aware of the growth in counselling services and the main areas in which counselling services are offered e.g. Couple Counselling, Addiction Counselling, Debt Counselling, Bereavement, Medical Issues, Abuse and others. They also need to know about recognised bodies such the British Association for Counselling and Psychotherapy (BACP), Confederation of Scottish Counselling Agencies (COSCA). They should be advised of the various definitions of counselling and of Codes of Ethics to which practising counsellors have to adhere. It would be helpful to relate this to the aims of counselling and the core conditions. They need to be aware of the different approaches to counselling e.g. Psychodynamic, Cognitive with particular emphasis on the Person-Centred Approach and the work of Carl Rogers and Gerard Egan.

Higher National Unit specification: support notes (cont)

Unit title: Counselling Awareness for Social Care

Candidates need to be given the opportunity to practice the use of basic counselling skills such as:

- ◆ Attending and Listening
- ◆ Non Verbal Communication
- ◆ Reflective responding (including feelings, behaviour and attitudes)
- ◆ Paraphrasing
- ◆ Open Questioning
- ◆ Summarising

They also need an understanding of confidentiality in the counselling session and of the core conditions:

- ◆ Empathy
- ◆ Congruence
- ◆ Unconditional Positive Regard

Outcome 2 - the main focus of Outcome 2 is the promotion of a person centred approach to support an individual, using counselling skills that incorporates the core conditions and gives consideration to confidentiality. Candidates should be encouraged to consider situations in their work setting where the use of counselling skills may assist and support an individual. They will also need to be taught about the importance of trust and of building up a relationship with individuals. Candidates need to know the main principles of a 'person centred approach' that enables the person to make choices and decisions rather than imposing their own ideas. They need to be aware of how to balance the health and safety needs of the individual in a counselling situation. This necessitates an understanding of the qualities and skills required for an empowering and facilitative approach to support the individual. They should be able to reflect and critically analyse their practice in relation to a counselling intervention.

Guidance on the delivery and assessment of this Unit

This unit should be assessed by two instruments of assessment – role play and written assignment.

Outcome 1 requires the candidate to demonstrate the use of basic counselling skills and the core conditions associated with a 'person centred approach' to counselling. Candidates should be given one to two practical exercises in relation to using a counselling approach before being observed and assessed by their tutor with the supplied checklist. In the observed practice the candidate should have the opportunity to use basic counselling skills incorporating core conditions with a 'peer' who provides an appropriate scenario for the purpose of the session. The role play should last 20 minutes with feedback period of 10 minutes. During feedback the candidate will identify the skills used and how they evidenced the core conditions. They should also provide an explanation of those skills not demonstrated.

Higher National Unit specification: support notes (cont)

Unit title: Counselling Awareness for Social Care

Outcome 2 takes the form of a written assignment. Candidates should describe a piece of practice where they were able to support an individual using counselling skills and incorporating core conditions. Their practice should be based upon an actual work experience and should not be contrived. It should relate to a meaningful interaction where the individual needed support to discuss and explore a 'live' issue. Candidates should be able to describe how the interaction was 'person centred' and non-directive. They should reflect on and analyse their counselling skills and how it offered support to the client. In addition, they should be able to evaluate their practice and identify lessons learned and make suggestions for improvement.

Open learning

This unit could be studied by open learning – provided there was an opportunity for tutor observation of the role play and face to face feedback.

For information on open learning arrangements, please refer to the SQA guide *Assessment and Quality Assurance of Open and Distance Learning* (SQA, 2000)

Special needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, 2001).

General information for candidates

Unit title: Counselling Awareness for Social Care

This Unit is designed to help you to acquire a sound knowledge of current trends in counselling as a way of working with individuals. It will enable you to distinguish between the use of counselling skills in dealing with every day situations that can occur in your work setting and when the expertise of a trained counsellor is required.

The emphasis is on an intervention that is 'person centred' and a non-directive way of supporting and assisting the individual to discuss and explore 'live' issues.

Fundamental to the unit is an understanding and commitment to individual rights, equality and supporting the person in a non judgemental way.

You need to be in a support role to undertake this Unit. This can be paid employment, voluntary capacity or in a family or other social setting.

The Unit has two outcomes. The first outcome introduces the diversity of counselling practice and the various settings where counselling is used as an intervention in dealing with life's issues. The second outcome focuses on a 'person centred approach' in your daily work setting. It will also give you a sound knowledge and understanding of what counselling skills are and the core conditions of counselling required for an empowering and non directive approach to support people.

You will be assessed in two ways:

Outcome 1 requires you to demonstrate basic counselling skills and the core conditions associated with a 'person centred approach'. If necessary you can be given one or two practice sessions before taking part in a role play that is observed and assessed by your tutor.

Outcome 2 takes the form of a written assignment. You will need to describe a piece of practice from your actual work experience where you have been able to support an individual using counselling skills that incorporates the core conditions. You will be expected to reflect on your practice and how it offered support to the client. The assignment should also include an evaluation of your practice and identify lessons learned and make suggestions for improvement.

Counselling Awareness for Social Care

Checklist for Outcome 1

Candidate:

Tutor:

Date:

Evidenced	Tutor Assessment: Please Comment on each area below
Managing the Session Introduction/opening appropriate Confidentiality explained Timing accordingly Appropriate ending	
Non Verbal Communication Open body posture Use of appropriate eye contact Head nodding Appropriate facial expression	
Counselling Skills Listening Attending Reflective responding Paraphrasing Open Questions Summarising	
Core Conditions Empathy Non Judgemental Congruence Unconditional positive regard	

Tutor signature:.....

Candidate signature:.....