


COMBERTON ACADEMY TRUST COURSE INFORMATION

Course Title	Counselling Skills				
Course Description	This course will provide a general introduction to counselling skills. The course aims will be achieved through direct teaching from the tutor, group brainstorming, personal, pair and group reflection, creative art techniques and role play.				
Start Date	27-Sept 2016	Day & Time	Tuesday 7.00-9.00pm	Venue	Cambourne Village College
Tutor Details	Sharon Dines-Allen – Play/Creative Arts Therapist Experienced Therapist who has worked with children, teenagers, groups and families. Sharon successfully runs regular Creative Art Workshops, as well as an Introduction to Play/Creative Art Therapy Course and Introduction to Counselling Course.				
No. of wks	6	Terms		1	
Fee	£47	Concessionary Fee		£36	
Course Level:	Mixed ability			X	
	Level 1, Level 2 (equiv. to GCSE / NVQ2)				
	Level 3 Equivalent GCE A Level				
Skills or qualifications needed for entry into the class			None needed.		
Course aims & objectives					
<p>This course aims to:</p> <ul style="list-style-type: none">• Develop active listening skills including, paraphrasing, reflecting, summarising and the use of open questions.• Understand the difference between counselling and counselling skills• Develop self-awareness and the ability to self-reflect• Understand burn-out, personal support, confidentiality and referrals.					
Progression – after this course what might you do next?					
The tutor will provide guidance					

How progress & success will be recorded	
Learners will assess whether course aims, set out on the learner's Tracker form, have been achieved at the end of the course. Individual targets will also be set in week one and monitored throughout the course.	
Materials/equipment required for first class	Notebook and pen.
Contact for further information	Community Education: 01223 264721 commed@combertonvc.org

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from everyone. We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect.

We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities

Enrolment and payment

Please enrol at Comberton Village College for all courses, including those in Cambourne and Melbourn. Fees can be paid by cheque, cash or debit card. Payments are not processed until classes are viable but please assume the class is running once payment has been sent, unless you hear to the contrary. Please send an SAE or email contact for confirmation or a receipt.

By Post: **Adult Education, Comberton Village College, Comberton, Cambridge, CB23 7DU.**

Cheques payable to: *Comberton Village College.*

In Person Please bring payment to the college reception.

9.00–4.45 pm Mon–Thurs & 7.00–9.30 pm Mon and Weds, term time only.

Summer Holiday: we pick up messages each week and return calls and emails. We are closed in other school holidays.

By Phone 01223 264721 and pay by debit card.

Refunds are only available if we close a class or you withdraw at least two weeks before the start. In the latter case there is a £5 administrative charge. Classes cancelled by us due to unforeseen circumstances (e.g. tutor illness or college closure due to heavy snow) will be replaced with an extra class at the end.

Concessionary Fees (25% discount) are available if you receive a means-tested benefit (evidence to be provided). It is also possible to pay by instalments and this method of payment is available even if you do not qualify for a concessionary fee. Please ask for details.

Safeguarding Statement

Arrangements have been made to make sure that you are safe in our centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the centre manager, who will investigate to ensure your safety.