

# Rowan Counselling Skills Certificate

## – Information for Trainees

### **Rowan Consultancy**

Rowan is an organisational member of COSCA (Counselling and Psychotherapy in Scotland) and abides by the COSCA Statement of Ethics and Code of Practice. Our anti-discriminatory policy is available on request.

### **Modular Certificate in Counselling Skills**

The certificate is designed for people who wish to develop their counselling skills and self-awareness for use at work and for their own personal growth. It is a training in using a counselling approach and can be used as a first step towards qualification as a counsellor. Each module carries 10 credits at SCQF Level 8.

The course is experiential, and student centred in its approach. Our aim is to create an environment that is safe, confidential, supportive and challenging. Each day will involve a mixture of skills training and practice, small group work, tutor input and large group discussion. Individual reflection and increasing self-awareness are key elements of the training.

To help others we need to look at what we find difficult or uncomfortable and what we may avoid in ourselves. We will be exploring some of these aspects in the course. Exercises will bring up your past and issues you may find uncomfortable, it will be up to you how much you share and how deeply you choose to explore these issues.

### **Assessment**

The purpose of the assessment process is to support you in your learning. There is continuous assessment opportunity throughout the course. The assessment components for each module are: 85% attendance, observed skills practice, self-assessment, tutor assessment and a written assignment. A sample of anonymous assignments is read by our external assessor and internal verifier. Your assignments will be deleted after a year and any other records after 3 years.

### **The External Assessor**

The External Assessor is independent from Rowan Consultancy. Their role is to verify that we are upholding COSCA's standards and to evaluate our delivery of the Certificate. The External Assessor is Maggie Harris, who you can contact on [maggie@ukgo.com](mailto:maggie@ukgo.com)

### **Additional Fees**

If you need to resubmit an assignment or submit it late, there is an additional marking fee of £60. If you need extra tutorial time out with the 6 days of each module, this will be charged at £55 per hour.

### **Data Protection**

Rowan Consultancy complies with the provisions of the General Data Protection Regulation in relation to how we handle any personal data we obtain from you. Our Privacy Policy is available on our website.

**rowan**  
live better

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## **Timing of Modules**

We strongly recommend that you complete all four Modules within one year. This gives you continuity with trainers and fellow students. However, if you do need to take a study break, COSCA allows you to spread your study of the four modules over up to three years.

## **Reading**

You may wish to do some background reading during the module. Three books we recommend are:

Pete Sanders, *First Steps in Counselling*, 4th Edition, PCCS Books  
Pete Sanders, *Next Steps in Counselling Practice*, PCCS Books  
Margaret Hough, *Counselling Skills and Theory*, Hodder & Stoughton

You will be given a participant's handbook containing reading for each unit.

## **Compliments or complaints**

We welcome feedback on our training. If you are dissatisfied or have any concerns with your training, please discuss this with your trainer. If you continue to be dissatisfied, you can make a formal complaint. Our complaints procedure is available on the home page of [our website](#). We ask you to complete two feedback forms after each module, one for us and another for COSCA.

## **Appeals**

You can appeal against an assessment decision up to two months after you receive your tutor's written assessment feedback. It will be then be marked blind by another tutor or the Head of Training and we will reconsider the assessment decision and get back to you within a month of receiving your appeal.

## **Confidentiality**

Your training group will agree confidentiality parameters at the start of each module. If you are concerned by anything shared with you by a fellow student, please share the information with a trainer.

Rowan trainers will not pass on personal information to anyone outside Rowan Consultancy unless one of the following applies:

- You give express consent to disclose information
- Your trainer believes that you or a third party is in serious danger
- Your trainer would be liable to civil or criminal court procedure if the information was not disclosed

In all cases you will be encouraged to pass on the information to the relevant person or agency yourself.

In line with professional requirements, trainers may discuss matter arising during the course with a supervisor external to Rowan. In this process your anonymity is maintained.

Enjoy your studies, many students say this is a life-changing course!