



# Barnabas Counselling Training

---

## **Terms and Conditions for Students 2016-2017**

### **Level 2 Certificate in Counselling Skills (CSK-L2)**

This information details the administrative and practical aspects of this course and includes the Terms of Agreement between you and Barnabas Counselling Training (BCT). Please read through this information carefully as you are asked to sign your agreement to these Terms on the Application Form. If you have any specific queries, please contact Julie Allday at the BCT office for assistance (email: [info@barnabastraining.com](mailto:info@barnabastraining.com)).

#### **Course Fees**

The cost of the course for 2016/2017 is £995. This includes registration fees paid out on your behalf at the start of the course to the Association of Christian Counsellors (ACC) and the Counselling and Psychotherapy Central Awarding Body (CPCAB). The cost of the course, amount of the deposit and any additional fees that may arise are set out in the Schedule of Course Fees at the end of this document.

#### **Payment of Course Fees**

Your deposit becomes non-refundable (except as set out under "Withdrawal from the Course" below) and the remaining cost of the Level 2 course becomes due and payable on the day of the first teaching session of the course. However, if you are unable to pay for the full cost of the year of the course at the outset, BCT allows you to spread the cost of the course over the number of months that the course runs in that year. Further details are set out in the Schedule of Course Fees.

#### **Withdrawal from the Course**

If you withdraw from the Course at any time on or after the date of the first teaching session of the course, you will remain liable to pay for the full amount of the course for that year. This is because the year's course fees became due and payable on the day of the first teaching Session. In addition, it is not possible after that date to replace you with another participant.

Part of your deposit pays for your registration with the CPCAB. If you withdraw from the course within the first 6 weeks of the date of the first teaching session of the course, CPCAB will refund their registration fee less their administration fee. If you withdraw from the course after this point, CPCAB currently offers a 50% refund of the registration fee only for cases where you have medical grounds for your withdrawal, supported by a written, signed confirmation from a Doctor.

#### **Course attendance**

Students are required to attend at least 90% of the training sessions. If you find that you are absent for more than this, we will try to arrange for you to make up the training sessions at other venues, depending on location. Your course tutor and the BCT office will be able to advise you on this. They will work together to see if you can be accommodated on another course. A register of attendance is kept and lateness counts towards the percentage of absence.

It is important that students are able to attend the first session of the course. At this session we cover a great deal of information relating to course requirements, registration, assessments and administration regarding the development of your personal portfolio. Students who are unable to attend this initial session often find that they struggle to catch up. This can negatively impact their own learning and can be disruptive to the wider training group. Such students are therefore required to attend an additional 'catch up' session with the course tutor before the second course session. This will take place at the course venue at a mutually convenient time. There will be an additional charge for this to cover the tutor and administrative costs. Please see the Schedule of Course Fees.

### **Changes to sessions**

We will do our best not to make changes to course dates. In the event of exceptional circumstances (including illness, inclement weather or emergency) BCT reserves the right to cancel sessions and rearrange dates in consultation with the group where possible. Students will be notified by telephone and email of any unexpected changes to session dates.

### **Integrative Training**

This Level 2 course is designed to offer an introduction to counselling skills. The core model taught is a secular one but this, and all the teaching, is offered from a Christian perspective. There is ample opportunity to explore faith based issues in relation the whollistic wellbeing of clients who require care and counselling.

The majority of students participating in the course share the Christian faith but applications are accepted and considered from those of any faith or none. The Application Form includes a section marked 'Christian Experience'. Please complete this as fully and as honestly as you can. If you do not share the Christian faith please describe how you feel about this aspect of the course and how you expect to engage with it. Applicants who do not share the Christian faith can only be accepted on to the course if they are willing to show a tolerance and sensitivity to the faith; those sharing the Christian faith and beliefs will be expected to show the same in return.

As part of your application please ask your Minister or a Church Leader who knows you well to complete the Confidential Reference Form you received with the application form. If you are unable to provide a Minister's reference please ask someone who can comment on your character and suitability for this training.

### **ACC**

You will be asked to complete an enrolment form for the Association of Christian Counsellors (ACC) on the first session of the course. Students will receive student membership of the ACC for one year. ACC will send all the relevant information and journals to you by post. BCT pays your ACC fee from your course deposit at the start of the course.

### **CPCAB**

CPCAB is the external accrediting body of this Level 2 qualification. You will be asked to complete their enrolment form on the first session. BCT pays your CPCAB registration fee from your course deposit when you start the course. External verifiers from CPCAB will visit your course on two occasions and you will be asked to have your portfolio available on these dates. The CPCAB website: [www.cpcab.co.uk](http://www.cpcab.co.uk) will provide you with many useful resources and articles.

## **Assessment**

The course is assessed both internally and externally. Students must pass both of these elements before a Certificate will be issued. The Internal Assessment includes essays, book reviews and skills practice; this is assessed by your tutor. The External Assessment takes the form of a written exam and takes place towards the end of the course. This paper is marked by CPCAB.

An Assessment Schedule will be issued at the start of the course and submission dates for coursework will be made clear. Students are asked to discuss difficulties meeting such deadlines with the course tutor as soon as a problem becomes apparent. Extension dates can be negotiated where necessary. Students are encouraged to keep up with their work, particularly, their learning journals. Consistent failure to submit work may result in a student being asked to leave the course.

If an assignment is not satisfactory a student will have one opportunity to redo the assignment for assessment. Assessment decisions are overseen by BCT internal moderators. Your work may also be assessed by an independent tutor or BCT's Director of Training Standards.

## **Tutorials**

Tutorials will be offered in order to check progress and assist with ongoing learning and development. Should you fail to meet the required minimum standard of proficiency this will be discussed with you. We will then work to review your progress and agree what action needs to be taken.

## **External Assessment**

An external assessment forms part of the course. This date is included in the course information and notified to you by the tutor at the start of the course. You should make every effort to attend this session. If you are unable to attend, arrangements for re-sits are outlined below.

## **Reasonable Adjustments for External Assessment**

If you have a learning difficulty or disability there is provision is made for certain reasonable adjustments during the CPCAB external assessment (such as extra time, enhanced visual or audio aids). Your tutor has a full list of acceptable adjustments and will discuss this with you at least two months before your assessment date.

## **Re-sits for External Assessment**

If you are prevented from taking the external assessment through unavoidable circumstances, e.g. illness, you will be offered the opportunity to sit the assessment during the next available assessment week. There will be no additional charge under these circumstances.

If you are not proficient in the external assessment, you will have an opportunity to re-sit the assessment during the next available assessment week. The CPCAB fee for the Level 2 resit is £94 and an additional administration fee will be charged to cover the venue and invigilator if the resit is not taken during another group's assessment. Please see the Schedule of Course Fees.

## **Personal Learning Records**

If you do not already have a Unique Learner Number (ULN), BCT will obtain one for you. A ULN is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Learners retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning.

## Data Protection

Full information on how BCT uses your personal data is given in the Privacy Notice below.

## Privacy Notice

Information you supply will be used by:

- (1) BCT in processing your application to join the course. BCT holds your contact information as provided on your application form to enable it to administer the course;
  - (2) BCT in processing your enrolment with CPCAB and ACC;
  - (3) BCT in applying for your ULN (as above) or accessing your existing ULN to process your CPCAB enrolment;
  - (4) BCT in working with CPCAB: By the very nature of the Course, it may be that you disclose **sensitive personal information** to BCT on your application form, or it may become necessary for you to disclose, or you might volunteer, such information during the Course. If this is the case, the following disclosures may take place:
    - If the sensitive personal information is disclosed as part of your Course work, the information may be disclosed to the CPCAB as part of your Internal and External Assessments;
    - depending on the nature of the sensitive personal information, BCT may need to liaise with CPCAB to determine how best to help you to continue with your training. Examples of such information could be where you have suffered physical or mental illness, or there are other relevant and material changes in your circumstances. In this case, you would be advised of BCT' intention to advise CPCAB prior to contact being made. Further guidance is included in the Student Handbook received at the start of the Course;
  - (4) BCT to send you details of other courses that may be of interest to you. You can opt out of receiving details of future courses by emailing Julie Allday at [info@barnabastraining.com](mailto:info@barnabastraining.com).
  - (5) CPCAB in carrying out its functions when verifying your Unique Learner Number and uploading your achievement data (if any) to your Personal Learning Record and thereby fulfilling the requirements of the Skills Funding Agency.
  - (6) The Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding education. Further details of how your information is processed and shared can be found at:  
[www.learningrecordsservice.org.uk/NR/rdonlyres/30EE21D9-0C38-4A67-85D9-923C052F2999/0/PN02PrivacyNoticesstudentsandlearnersversion13aug2012.pdf](http://www.learningrecordsservice.org.uk/NR/rdonlyres/30EE21D9-0C38-4A67-85D9-923C052F2999/0/PN02PrivacyNoticesstudentsandlearnersversion13aug2012.pdf)
- If you wish to opt out so that your information is stored but not accessible by the bodies listed above please advise the BCT office.**
- (7) ACC for the purposes of student membership as outlined above

**Complaints Procedure**

Your course handbook will detail the BCT Complaints and Appeals Policies. However, if you have concerns about any aspect of your training course, you are advised to speak to your course tutor in the first instance. If this does not resolve an issue, please contact BCT directly.

**Certification**

Both BCT and CPCAB award Certificates to students who fulfil all the requirements of the course. BCT will only release these Certificates to you once all your course fees have been paid in full.

May 2016

**The Schedule of Fees is included overleaf.**

**You are asked to sign your agreement to these Terms and Conditions on the Course Application form. Please keep this copy for your records.**

## SCHEDULE OF COURSE FEES

<b>COURSE FEE</b>	£995 (including the deposit)
<b>DEPOSIT</b>	£300 payable on submission of application. This fee will be refunded if your application is unsuccessful.
<b>MONTHLY PAYMENT TERMS</b>	<p>Once the deposit has been paid, the remaining cost of the Level 2 course becomes due and payable on the day of the first teaching session of the course. However, BCT allows you to spread the cost of the course over the number of months that the course runs in that year.</p> <p>If you choose to spread the remaining cost of the Course (£695), you are required to complete a Standing Order Form to make 10 monthly payments of £69.50. Please indicate the date each month when you wish payment to be made, sign and date the form and return it with your application form.</p>
<b>ADDITIONAL FEE FOR MISSED FIRST SESSION 'CATCH UP'</b>	£75
<b>CPCAB EXTERNAL ASSESSMENT RE-SIT FEE</b>	£94
<b>BCT EXTERNAL ASSESSMENT RE-SIT FEE</b>	£75 unless the resit is timed to coincide with another group's assessment.
<b>POTENTIAL ADDITIONAL COSTS</b>	<p>Extensive handouts are provided covering the key subjects taught. However, some students may wish to purchase specific books in addition to the recommend core course text book.</p> <p>Personal counselling is not mandatory at this stage of training but some students may wish or need to engage in therapy. The cost of this will be met by the student.</p>