



CAM ACADEMY TRUST COURSE INFORMATION

Course Title	<p style="text-align: center;">Introduction to Counselling Skills (Online)</p>				
Course Description	<p>This course will provide a general introduction to counselling skills. The course aims will be achieved through direct teaching from the tutor, creative group work, personal, pair and group reflection and role play.</p>				
Start Date	29 th Sep 2021 12 th Jan 2022 4 th May 2022	Day & Time	Wednesday 7pm – 9pm	Venue	Online via Zoom
Tutor Details	<p>We have a variety of highly qualified tutors who will be teaching our counselling courses, all of whom are tutors for JHD Counselling Services Ltd. Nearer the time we will be able to let you know who will be teaching this course, this is dependent on their individual availability.</p>				
No. of wks	6	Terms	1		
Fee	FREE* /£52	Concessionary Fee	FREE* /£39		
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"> • Enable participants to learn about counselling skills and to practice these in a safe, supportive and confidential environment. • Develop active listening skills including: paraphrasing, reflecting, summarising and the use of open questions. • Provide opportunity to improve communication skills. • Develop self-awareness and the ability to self-reflect. 					
Progression – after this course what might you do next?					
<p>The tutor will provide guidance on further courses that are available, including the Level 2, 3 and 4 in Counselling at JHD Counselling Services Ltd.</p>					
How progress & success will be recorded					

Learners will assess whether course aims have been achieved at the end of the course. Individual targets will also be set in week one and monitored throughout the course.

Additional information (e.g. visits, materials, books, equipment)

This course will be taught online using Zoom, therefore you will need access to equipment that can run this program.

Materials/equipment required for first class

You must have photographic ID available at the first class

Notebook and pen.

Contact for further information

Adult Education: 01223 264721
commed@combertonvc.org

Funding

This course is funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

Eligibility criteria *

In order to qualify for a FREE place on this course, you must be eligible for us to claim funding to cover the costs. The eligibility criteria is as follows:

- Aged 19 or older on 31 August 2021
- You are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have settled status or the Right of Abode in the UK, **AND** have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous 3 years on the first day of learning
- you must attend regularly, more than 50% of the classes
- you must fully complete an enrolment form
- You must complete an individual learning plan (ILP) on a regular basis

If you do not qualify for a free course, then you can attend by paying the relevant fee.

Enrolment and Payment

Please enrol at Comberton Village College for all courses, including those in Cambourne, Melbourn and online. **Please assume the class is running once payment has been received, unless you hear to the contrary.**

We would appreciate payment of fees over the telephone by debit card to avoid contact, however, if that is not possible then we will accept cheque or cash.

By Phone: 01223 264721

Email: commed@combertonvc.org

Cheques: The Cam Academy Trust

Address: Adult Education, Comberton Village College
Comberton, Cambridge, CB23 7DU

In person: Please bring payment to Reception
9.15am – 2.00pm Mon-Thurs
6.45pm – 9.15pm Weds, term time only

Refunds

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) will be replaced with an extra class at the end.

Concessionary Fees

25% discount (excluding materials) is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP, PIP) evidence to be provided. It is also possible to pay by instalments, please ask for details.

Calendar (Please check start date of specific courses)

Autumn Term Half term 25th – 29th Oct 2021

Spring Term Half term 14th – 18th Feb 2022

Summer Term Half term 30th May – 3rd June 2022

During the summer holiday period a member of staff will pick up messages each week and return calls and emails. We are closed in other school holidays.

Equalities statement

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31 August 2021). 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 do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications or no qualification at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website www.cambials.co.uk for details of all our funded courses.

Safeguarding Statement

Arrangements have been made to make sure that you are safe at 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.

How we use your data

<https://www.gov.uk/government/publications/esfa-privacy-notice>

