


## CAM ACADEMY TRUST COURSE INFORMATION

ACADEMY TRUST	<div>Counselling Skills (Online) - an Introduction</div>					
<div>Course Description</div>		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.				
<div>Start Date</div>		Mon 9 <sup>th</sup> Sep 2024 Tue 10 <sup>th</sup> June 2025	<div>Day &amp; Time</div>	Fri 18:00 -21:00 Tue 18:00-21:000	<div>Venue</div>	Online
<div>Tutor Details</div>		Helen McHugh is a qualified counsellor and adult tutor with over 20 years’ experience facilitating training with adults and young people. She has worked at counselling agencies supporting adults, carers, young people and vulnerable people. Helen currently works as counsellor for a college in Hertfordshire supporting 16-19 year olds as well as delivering formal counselling qualifications for numerous CPCAB centres.				
<div>No. of wks</div>		4	<div>Terms</div>		1	
<div>Fee</div>		FREE*/£73 <small>See eligibility criteria below</small>	<div>Concessionary Fee</div>		FREE*/£55 <small>See eligibility criteria below</small>	
<div>Course Level:</div>		Mixed ability			X	
		Level 1, Level 2 (equiv. to GCSE / NVQ2)				
		Level 3 Equivalent GCE A Level				
<div>Skills or qualifications needed for entry into the class</div>			None needed.			
<div>Course aims &amp; objectives</div>						
<div>This course aims to:</div> <ul style="list-style-type: none"><li>• Enable participants to learn about counselling skills and to practice these in a safe, supportive and confidential environment.</li><li>• Develop active listening skills including: paraphrasing, reflecting, summarising and the use of open questions.</li><li>• Provide opportunity to improve communication skills.</li><li>• Develop self-awareness and the ability to self-reflect.</li></ul>						
<div>Progression – after this course what might you do next?</div>						

The tutor will provide guidance on further courses that are available including the formal routes into becoming a qualified counsellor.	
<b>How progress &amp; success will be recorded</b>	
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. You will be required to complete a weekly diary, known as an individual learning plan.	
<b>Additional information</b> (e.g. visits, materials, books, equipment)	
This course will be taught online and will involve participation in role play scenarios as a 'helper and helpee'.	
<b>Materials/equipment required for first class</b>	<p><b>You must have photographic ID available at the first class</b></p> <p>Notebook and pen.</p>
<b>Contact for further information</b>	<p>Adult Education: 01223 264721</p> <p><a href="mailto:commed@combertonvc.org">commed@combertonvc.org</a></p>

## 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 are as follows:
- Aged 19 or older on 31 August 2024
- 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 (including Afghanistan, Hong Kong and Ukraine) **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 (does not apply to Afghanistan, Hong Kong and Ukraine)
- you must attend a minimum of 50% of the classes
- you must fully complete an enrolment form
- You must complete an individual learning plan (ILP) on a regular basis (like a diary)

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 can currently accept card payments within our office based in Comberton Village College. We accept cash and cheques made payable to The Cam Academy Trust. We will be available in class to collect contactless card payments in person, at the beginning of each term. We can also send out secure payment requests for fees, via email and text messages. **Please note, we no longer accept payments over the telephone.**

You can contact our office via the following:

By Phone: 01223 264721 – please check our office opening hours

Email: [commed@catrust.co.uk](mailto:commed@catrust.co.uk)

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

### **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 28<sup>th</sup> Oct – 1<sup>st</sup> Nov 2024

Spring Term Half term 17<sup>th</sup> Feb – 21<sup>st</sup> Feb 2025

Summer Term Half term 26<sup>th</sup> May – 30<sup>th</sup> May 2025

During the summer holiday period our office is open on reduced hours. Please note, 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 2024). 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.cambsals.co.uk](http://www.cambsals.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>

