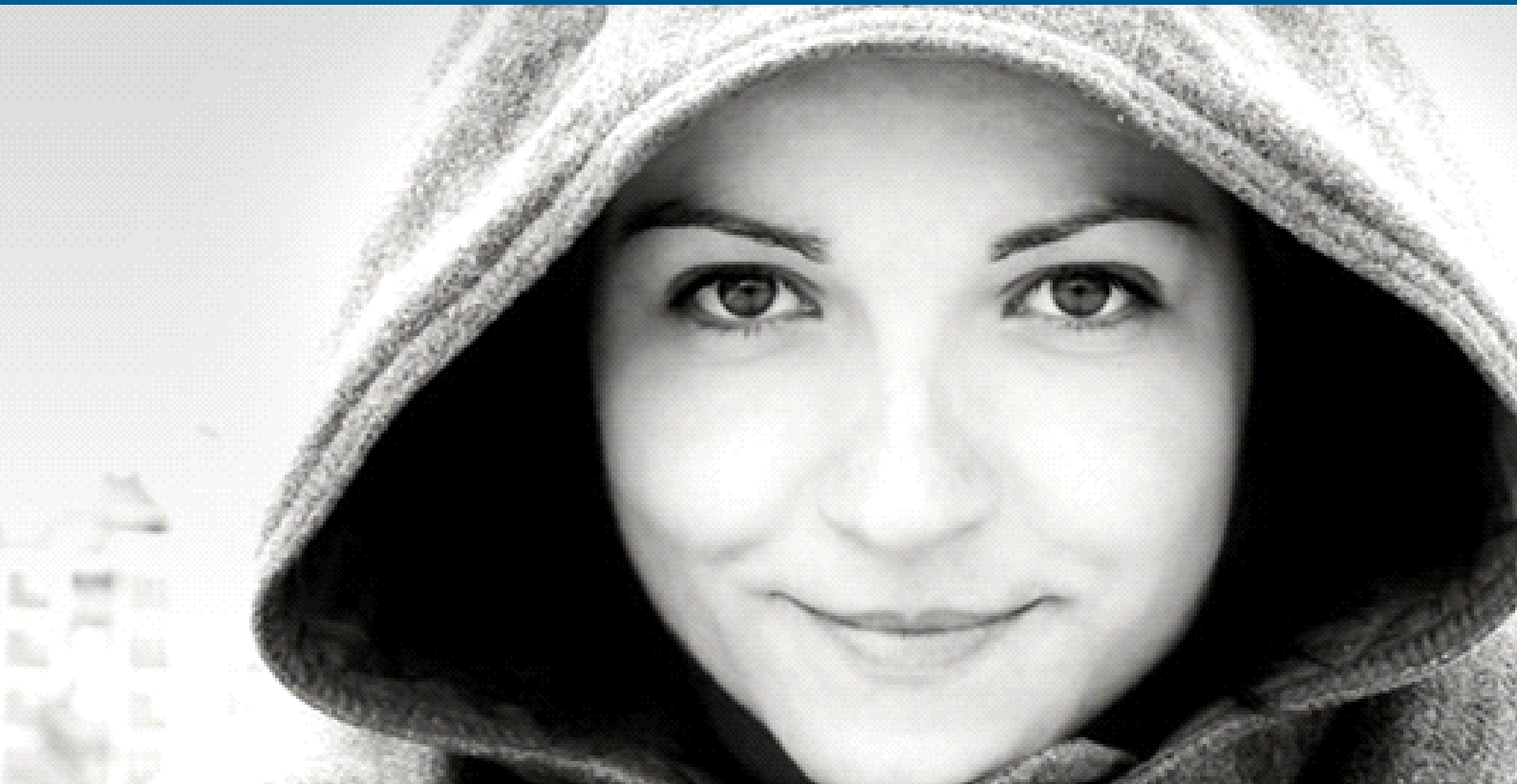




Institute of Counselling Prospectus 2026/2027



The course has helped me
develop my counselling skills.
It has added a completely new
dimension to my work, and my
confidence has grown in leaps
and bounds.

Jan Sutton (Author and Counsellor)

A warm welcome from the Chief Executive



Thank you for enquiring about our courses and, on behalf of the Institute of Counselling, I offer you a warm welcome.

As you are about to discover, counselling has an infinite number of roles and applications at every level - which is why guidance, training and formal qualifications have become essential for responsible counselling.

Training improves communication, clarifies understanding and frequently provides support for individuals who are experiencing what they often perceive as insurmountable difficulties.

Open to all, we offer a comprehensive and attractive range of courses. With today's organisations placing ever-greater emphasis on skills training, more and more people are welcoming the proven flexibility of distance learning. As a result, our courses increase in popularity year after year.

For more than three decades we have provided counselling courses for the caring professions, voluntary sector and individual students, both in the UK and overseas. The programme is varied, designed to match individual learning requirements, and has courses ranging from introductory level to more advanced two-year Diplomas.

In this prospectus I am sure you will find the most suitable course for your first introduction to counselling or the further development of your existing skills or qualifications.

Whatever your personal aspirations, I look forward to welcoming you as a student.

Ian Morrison

I. Morrison
Principal and Chief Executive

The Modern World of Counselling

Counselling was once the exclusive domain of the professional therapist, but no longer. New insights into human behaviour have helped remove the subject's mystique, making the activity more client-focused and therefore more approachable as a topic of training. With the courses, techniques and support of the Institute's tutors, counselling skills can be acquired by anyone ready to learn.



The Institute of Counselling

The Institute of Counselling was founded in 1985 as a Christian-based, independent, educational body committed to promoting counselling and pastoral care. In 2003 it was granted charitable status and is a not-for-profit company.

It has the following mission:

To provide a high level of counselling education and training through tutor-supported online and distance learning in a manner which sustains and develops both practical counselling skills and theoretical knowledge, within a Christian context.

The specific aims of the Institute include:

- provision of high quality training
- development of counselling skills
- production of training material for the caring professions and the voluntary sector
- provision of counselling services for individuals and groups

The Institute is committed to providing counselling and therapy skills training to all who will benefit from the courses. On this basis a non-discriminatory policy applies with regard to students' background, culture, ethnic origin, gender, sexual orientation, age or creed.

A selection of courses offered by the Institute of Counselling have accreditation with the UK professional body: Accredited Counsellors, Coaches, Psychotherapists and Hypnotherapists (ACCPH).

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The Process of Helping

Our aim at the Institute is to prepare you for a valuable and challenging role.

You may already be a professional carer, you may be in business or volunteer work or you may simply be someone who wants to help others. Whichever is the case, the course you choose will extend your natural talents and make you a more effective counsellor or carer. Your interpersonal skills - like those of listening, understanding and empathising - will be explored and developed so that the counselling you ultimately give will be effective.

Wherever the problems and concerns of people are involved, just a small change can make a vital difference.

All our students have come to recognise effective counselling as a two-way process.

Counselling skills share



In the healthcare professions:

The changing nature of nursing and medical care has placed significant burdens on healthcare staff. Beyond purely medical matters, today's professionals must have the interpersonal skills expected of them in their caring role. In the context of mental or physical illness, their counselling and helping is unique, having a direct effect on the well-being of their patients.

In the hospice environment:

Caring for the terminally ill demands particularly sensitive counselling. Not only are hospice staff involved in counselling the terminally ill, they must also counsel relatives and friends during the period of the patient's illness and, when appropriate, in bereavement.

In pastoral work:

The duties of pastoral care demand excellence in counselling skills. Visiting the sick or the bereaved imposes special burdens of responsibility. Words and actions of comfort and support at these times need to convey a high degree of sensitivity and understanding.



so many walks of life

In social work:

Such is the wide remit of social workers that a uniquely broad base of counselling skills is crucial in helping the vulnerable and the disadvantaged. Highly developed interpersonal skills are therefore essential as they deal with drug and alcohol dependency, domestic abuse and the problems of poverty.

In teaching:

In their guidance role, school teachers frequently use their counselling skills to help pupils - from those who have problems at home or school to those finding it difficult to keep up academically. Equally, those same skills can help senior pupils choose their most appropriate career.

In student life:

Many students, especially those studying for a career in the caring professions, will benefit from a course in counselling to improve their helping and caring skills.

In helping others:

If you feel drawn to building a helping relationship with others, encouraging them to resolve issues and problems, then you - whatever your background or experience - will benefit enormously from having acquired counselling skills.

I am writing to let you know how much I am enjoying the course with IOC. I have learned such a lot and am grateful for the lengths that you and others have gone to provide such a good counselling course.

Sue Gibbs, Milton Keynes

Distance/Online Learning

All the Institute's courses are modular and are available by distance/online learning on a part-time basis. Most certificate courses consist of 10 lessons supplemented by tutor-marked assignments and may take up to an estimated 150 hours of study. In the case of the Diploma in Clinical and Pastoral Counselling Skills course, it is estimated that each module will involve 300 hours of study. Although the certificate courses are designed to be completed within 6 months, this is not compulsory, as it is appreciated that participants on part-time courses frequently combine their learning with other duties and responsibilities.

Distance/online learning involves studying at home or at work in a way which suits your individual circumstances. It is now regarded by many as an effective method of learning with the versatility to match individual needs particularly when there is a need to combine work with a course of study.

Being able to study at my own pace has been the secret of me successfully completing the first module.

Patricia Dye

Distance/Online Learning at the Institute of Counselling

- is both flexible and adaptable
- matches your pace of learning to your personal circumstances
- does not require prior educational qualifications
- is supported by tutors who offer guidance and encouragement

Our printed/PDF material is easy to understand, clearly explains the theoretical concepts which are used by experts, and the assignments and case studies help you to apply the skills you are learning. Recordings of real life counselling sessions, as well as helpful explanations to illustrate the principles and skills involved can be found on our YouTube channel:

https://www.youtube.com/channel/UCd5TSm5vM7eWalHwhb-_O6Q.

As you progress through your studies, the resources which we send will enable you to build up your own reference library to develop the skills and knowledge you will need to enhance your own individual counselling style.

Resources

The main learning resource is the multi-media distance/online learning pack supplemented by case studies. Assignments include analyses of case study problems, evaluated by tutors.

Your initial questions answered

Q. Can I study your course if I don't have any formal qualifications?

Yes. Our courses are specially designed for this purpose.

Q. Can I use prior learning to gain exemption from your introductory course?

Yes. The exemption will vary from student to student.

Q. Will I be able to change my course?

Should you decide that another course would suit, you may change (there may be a charge if additional materials are required).

Q. Do I receive personal tuition?

Yes. For each stage of your course, you are assigned a tutor who is a specialist in the subject concerned.

Q. What do you mean by the terms 'clinical' and 'pastoral'?

'Clinical' is not used in a medical context but refers to the helper drawing on psychological insights to facilitate the counselling process. Similarly 'Pastoral' is not used in a devotional or evangelical context. The term implies working alongside a

client's inner struggles, spirituality and relationship issues aided by counselling techniques.

Q. Can I study at continuing professional development level?

Yes. Again our courses are ideally suited for this purpose.

Your tutor will help you throughout your course. This is your opportunity to gain worthwhile and recognised qualifications.

Our Counselling and Cognitive Behavioural Therapy Courses

The Institute of Counselling recognises that our students may have different needs to be met when making a course choice. Some of you may wish to study with us to gain formal recognition as a counsellor/therapist by selecting one of our courses with modules which have ACCPH accreditation.. If you do not have any formal qualifications this is a good place to start.

Some of you will already be well qualified with perhaps a first degree or even a Masters, with your first priority to gain additional knowledge and skills in your chosen area of counselling.

All of our courses will contribute to your Continuing Professional Development (CPD) in addition to your Certificate or Diploma. Full details of whether a course is accredited or not are given in the individual course summaries - if you want further information please contact one of our student advisors.



Continued Professional Development (CPD) and Accreditation

Continued Professional Development (CPD)

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. This applies to all our courses. The Institute's programme of courses provides:

- A comprehensive range of courses from introductory level to advanced counselling or Cognitive Behavioural Therapy (CBT) knowledge and skills
- Training for those who use counselling or CBT skills in the workplace or private practice
- Training for individuals who seek to acquire skills for crisis management
- Opportunities to learn about the psychological insights to help underpin counselling or CBT practice
- Training for those who require access to counselling or CBT skills to help clients
- Our courses are open to all who will benefit from them.

Accreditation

You will see in our course details that our flagship Diploma in Clinical and Pastoral Counselling Skills (Course 5000N) and a selection of other courses are accredited by the UK professional body: Accredited Counsellors, Coaches, Psychotherapists and Hypnotherapists (ACCPH).

Selecting Your Course

Selecting Your Course – Our Website (www.instituteofcounselling.org.uk)

All of the main courses we offer are contained in our website as well as being detailed in this prospectus. The website is designed to allow you to navigate easily through the information needed to help you identify which of our courses is most suitable for you.

Selecting Your Course – Consult Our Student Advisors (0141 – 204 – 2230 or email admin@instituteofcounselling.ac.uk)

Our Student Advisors are able to discuss with you any issues on: choice of course, advice on payments, assessments, or anything else related to your course.

Paying for the Course Selected

Our Charitable Status

The costs to you the student are kept to a minimum to allow as many people as possible to benefit from the courses we offer. We are a not-for-profit charity who use any surplus achieved to create new courses or reduce the costs across our more popular courses. See our website for further details.

Compare our prices

Please take time to compare our prices with other training and education providers.

An example of this is our course 5000N – Diploma in Clinical and Pastoral Counselling Skills - which is competitively priced . This reflects the value in all of the courses we offer. A selection of courses each month are offered at a 20% discount.

Method of Payment

- One-off payments
- Payment by instalments at 0% interest
- **PayPal** may be made through your bank or credit card



Courses with Accredited Modules

Diploma in Clinical and Pastoral Counselling (Course 5000N)

Why take this course?

If you are presently in nursing, social work or one of the other caring professions or a mature student and want to develop your career by gaining an additional qualification, this course will be of major interest. You might, for instance, be a first level nurse seeking to extend your CPD study which can include certificates that form the Diploma in Clinical and Pastoral Counselling course.

Course Content

The Diploma course is made up of 4 modules starting off initially with Clinical and Pastoral Counselling ensuring that basic counselling skills and knowledge are covered in depth. Emphasis is on the person-centred approach put forward in Egan's 'The Skilled Helper.' The following 3 modules extend the knowledge of the student in the specific areas of Grief and Bereavement, Couple and Family, and Crisis and Trauma Counselling with the person-centred approach illustrated in all three areas.

I found this method of study ideal for my needs. Being overseas and being able to email my assignment to the tutor made assignments so easy to send. My tutor was excellent with constructive comments and helpful insights all the way through the course.

Marion Kerr

1. Clinical and Pastoral Counselling (Code GCU 1)

- evaluation of Egan's model to various client groups
- exploration of different models of clinical and pastoral counselling
- demonstration of core qualities to clients
- demonstration of counselling skills for client focused activities
- assessment of the potential of workplace setting for client support

2. Grief and Bereavement Counselling (Code GCU 2)

- comparison of the main theories of bereavement counselling
- demonstration of skills when helping bereaved clients
- identification of bereavement problems and issues
- demonstration of counselling skills and pastoral care
- evaluation of the potential of the workplace setting to help bereaved clients

3. Couple and Family Counselling (Code GCU 3)

- the main theories of couple and family counselling
- identification of relationship issues associated with the family unit
- demonstration of the skills to support a couple or family facing problems
- knowledge of professional and ethical practice when dealing with couples' and families' awareness of internet use to source current legislation on client rights

4. Crisis and Trauma Counselling (Code GCU 4)

- theories and models of crisis and trauma counselling
- identification of crisis problems and experiences
- formation of empathic relationships with clients in crisis and trauma
- helping clients with issues, e.g. divorce, depression, critical incidents, post traumatic stress disorder

Candidates who successfully complete the four modules are entitled to use the designation 'Dip CPC'.

Materials supplied with this course

The main learning resource is the multi-media online/distance learning pack supplemented by directed reading and case studies. Assignments include essays and analyses of case studies for subsequent discussion with tutors who will give constructive feedback.

Competency Portfolio

Students will be supported by a work-based mentor or colleague in developing a competency portfolio of their counselling skills. If a work-based mentor is not available you can request an online mentor.

Linkages to other courses

Each of the modules may be considered separately for those who have specific needs e.g. wish to build basic skills through the foundation module, wish to specialise in a particular area of counselling such as couple and family. If accreditation is not part of your requirements, please consider course 4000 – Diploma in Counselling.

Should you wish to consider any of the modules individually please phone us as previous counselling knowledge is required prior to working through modules 2, 3 and 4. Individual modules are charged separately but reductions are available for 2 or more.

Accredited or CPD

The diploma programme consists of 4 modules. Each of the modules on successful completion gains the student **300** CPD hours of training stated on the certificate or diploma.

Cost – see website for course fees

Any of the modules can be studied individually or in combinations. If this format is of interest to you please phone one of our Student Advisors on 0141 204 2230 or contact us by email at: admin@instituteofcounselling.org.uk.

Diploma Courses

Diploma in Cognitive Behavioural Therapy (Course UD1000)

Why take this course?

The Diploma in Cognitive Behavioural Therapy (CBT) course is awarded by the Institute of Counselling. This course has two certificates. Each of the two certificates within this diploma has ACCPH accreditation. The course is likely to benefit someone probably already with a counselling background, who wishes to extend their knowledge by studying a therapeutic approach. CBT currently has great popularity in organisations such as the NHS and has been used to good effect by occupational health functions in Managing Absence at Work.

1. Certificate in Cognitive Behavioural Therapy 1 (Code CR100)

This certificate course provides a basic understanding of theoretical models, processes and skills practice - within the context of providing a helping and supportive relationship to clients. There is an emphasis on self-awareness, personal and professional development, critical reflection and supervision. The student will be introduced to CBT, at the heart of which is the ABC model. They will also study the triadic structure, the role of automatic thoughts and beliefs, and the need to challenge erroneous thought patterns through applying CBT techniques and strategies. The course demonstrates how CBT can be used to effectively work with issues of depression, anxiety, fears, phobias and anger.

May be taken separately if desired

2. Certificate in Cognitive Behavioural Therapy 2 (Code CR101)

This certificate course follows on from certificate 1 in which the student is introduced to Cognitive Behavioural Therapy. Work will build on certificate 1 to further enhance knowledge and skills. Emphasis is on the development of self-awareness, critical reflection and knowledge of CBT. Working with beginnings, middles and endings as a therapeutic process is investigated within the context of working with clients. Developing a professional and ethical practice is at the heart of this course.

Only available separately following advice from The Institute

Materials supplied with this course.

A manual for each certificate course including 10 Lessons and 4 tutor marked assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

An option to this course is the Diploma in CBT (Course 2000) which is not accredited and therefore, although covering similar issues, does not have the same academic rigour to the ongoing assessment. It may be more suitable for a student who already has a degree. Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development.

Cost

Diploma in CBT (Course UD1000) - [see website for course fees](#)

- 1. Certificate in CBT 1 (Code CR100)
- 2. Certificate in CBT 2 (Code CR101)

Diploma in Cognitive Behavioural Therapy (Course 2000)

Why take this course?

The Diploma Course introduces the student to Cognitive Behavioural Therapy (CBT), and takes you further into the therapy techniques. The aim is to provide extensive training in applying the principles of CBT. It is designed for individuals who wish to practise a CBT approach by enhancing their effectiveness through the provision of case studies, illustrations, practical activities and assignments.

1. Certificate in CBT (Code 150)

This certificate course is based on the premise that our interpretation of an event is crucial in determining how we feel and react. Where beliefs and thought patterns are negative or unrealistic, a variety of problems may occur leading to possible emotional disorders. CBT aims to alleviate emotional distress. CBT has proved to be very effective in treating clients who have addiction issues.

CBT is a series of strategies specifically targeted at an individual's disorder.

These can include:

- cognitive therapy
- relaxation
- breathing techniques
- interceptive exposure

You are introduced to the ABC Model of therapy. This describes the interaction between the clients' behaviours, feelings and thoughts. You are also taught to identify errors in thinking and to challenge damaging beliefs your clients may have. The aim is to enhance your effectiveness as a therapist by teaching you the skills and the techniques of CBT, through providing case studies, illustrations, practical activities and assignments.

2. Certificate in CBT Tools & Techniques (Code 151)

This certificate course forms the second part of the Diploma in CBT (Course 2000). The course revisits and expands the basic concepts making up Cognitive Behavioural Therapy covered in the first certificate (Code 150) looking at, amongst other things, the ABC Model and Beck's 11 common errors in thinking.

It then moves on and subsequent lessons are based on the Beginning/Middle and End structure of the therapeutic process:

Beginning - Looking at the structure and goals of first and subsequent sessions. Evaluating and responding to automatic thoughts.

Middle - Identifying and modifying intermediate beliefs. Identifying and modifying core beliefs. Considering additional techniques and the centrality of homework.

End - The final stage. Relapse prevention and termination of therapy. Looking at CBT and specific disorders such as depression, anxiety and phobias, eating, guilt, anger and hostility.

Course 2 is not offered as a separate certificate as it is dependent on the knowledge and information gleaned from the certificate Course 1 (Code 150).

Materials supplied with this course

The Diploma Course consists of two certificates, 10 lessons and 5 tutor marked assignments supplemented with suggested background reading. Each certificate is supported by a comprehensive manual which allows you to gain competence by combining knowledge building and skills development.

Linkages to other courses

An alternative to this course is the Diploma in Cognitive Behavioural Therapy (Course UD 1000) which has ACCPH accreditation for each of its modules. The primary difference between the two courses is the element of academic rigour required for successful completion.

Accredited or CPD

In addition to the course diploma awarded by the Institute, successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Students may also wish to consider course (Course UD 1000) noted above.

Cost

- Diploma in Cognitive Behavioural Therapy (Course 2000) - **see website for course fees**
- Certificate in Cognitive Behavioural Therapy- (Code 150)

Diploma in Coaching and Mentoring (Course UE1000)

Why take this course?

The Diploma in Coaching and Mentoring is awarded by the Institute of Counselling. This course has two certificates. Each of the two certificates within this diploma has ACCPH accreditation. The course is likely to benefit someone with a particular interest or need in developing Coaching and Mentoring knowledge and skills.

1. Certificate in Coaching (Code CR300)

This certificate course provides a basic understanding of theoretical models, processes and skills practice - within the context of providing a coaching and supportive relationship to clients. There is an emphasis on self-awareness, personal and professional development, critical reflection and supervision.

The student will study and apply the following topics:

- the meaning and practice of coaching
- coaching relationships
- coaching and the learning process
- the GROW technique
- coaching and Cognitive Behavioural Therapy
- attitude management
- image management
- the role of change
- the role of core values
- applying coaching skills in different settings
- systems coaching and professional practice

2. Certificate in Mentoring (Code CR400)

This certificate course also provides a basic understanding of theoretical models, processes and skills practice - within the context of providing a mentoring and supportive relationship to clients. There is an emphasis on self-awareness, personal and professional development, critical reflection and supervision.

The student will study and apply the following topics:

- introduction to mentoring
- the benefits of mentoring
- the tasks of mentoring
- the mentoring process
- setting SMART goals
- the SMILE process
- developing mentoring skills
- Kolb's Learning Cycle
- mentoring in different types of setting
- mentoring issues and accountability
- mentoring practice and self-assessment

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course

A manual for each certificate including 10 Lessons and 4 tutor marked assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

Diploma in Coaching and Mentoring Course 1400 is not accredited and therefore, although covering similar issues, does not have the same academic rigour to the ongoing assessment. It may be more suitable for a student who already has a degree.

Cost

Diploma in Coaching and Mentoring (Course UE1000) - [see website for course fees](#)

- 1. Certificate in Coaching (Code CR300)
- 2. Certificate in Mentoring (Code CR400)

Diploma in Coaching and Mentoring (Course 1400)

Why take this course?

This Diploma Course consists of two certificate courses and equips you in the knowledge and skills of coaching and mentoring.

Coaching is rooted in developmental psychology and is commonly applied in organisational settings.

Coaching is associated with team building, executive coaching, management coaching, life-skills coaching, career development and personal and professional development.

Mentoring is associated with positive personal and professional growth, career outcomes and development.

You will learn the skills, techniques and in depth insights of mentoring. In the role of mentor, you will contract and develop with your client a highly personal yet professional relationship that is creative, dynamic and intentional resulting in a positive outcome. Mentoring enables the individual to develop a greater sense of fulfilment, role identification, internal authority and identity, that results in a greater level of competency and personal satisfaction.

1. Certificate in Coaching (Code 610)

includes the following topics:

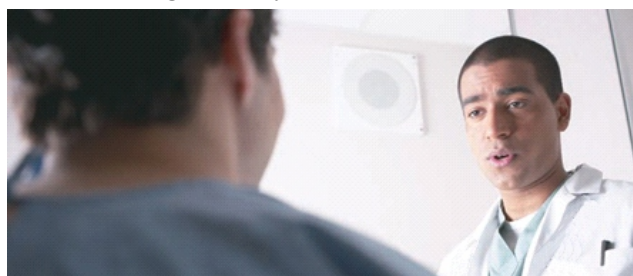
- Defining coaching
- Describing the coaching process
- The tasks of a coach
- Seven steps to developing a good coach-client relationship
- Understanding and identifying different learning styles
- Attitude and perception management
- Coaching through life's transitions
- Coaching core values
- Systems coaching: working with groups (including companies, organisations, families and the community)
- Ethical guidelines for coaches

Each of these Certificate Courses may be taken separately if desired

2. Certificate in Mentoring (Code 620)

includes the following topics:

- Defining and describing the mentoring process
- Mentoring in the corporate and professional world
- Mentoring in the community
- Essential mentor qualities
- Essential skills in mentoring
- Self-awareness: including defining the relationship
- Issues of integrity: including, "what if things go wrong?"
- Mentoring as a way of life



Materials supplied with this course

20 lessons and 10 tutor marked assignments. This is supplemented with suggested background reading. The materials for the second certificate course are normally sent out following successful completion of the first certificate course.

Linkages to other courses

Course UE1000 is an accredited Diploma option which, although covering similar detail to course 1400 Diploma in Coaching and Mentoring, is subject to more academic rigour. See course UE1000 Diploma in Coaching and Mentoring for more details.

Accredited or CPD

In addition to the course diploma awarded by the Institute, successful students receive CPD hours on their Course Certificate or Diploma. Should you require accreditation please see the note above on linkages to other courses.

Cost

Diploma in Coaching and Mentoring (Course 1400) -**see website for course fees**

- 1. Certificate in Coaching (Code 610)
- 2. Certificate in Mentoring (Code 620)

Diploma in Cognitive Coaching and Mentoring **(Course UC1000)**

Why take this course?

This Diploma course equips you in the knowledge and skills of coaching and mentoring enhanced by knowledge and skills in Cognitive Behavioural Therapy (CBT).



Coaching is rooted in developmental psychology and is commonly applied in organisational settings. Coaching is associated with team building, executive coaching, management coaching, life-skills coaching, career development and personal and professional development.

Mentoring is associated with positive personal and professional growth, career outcomes and development. You will learn the skills, techniques and in depth insights of mentoring. In the role of mentor, you will contract and develop with your client a highly personal yet professional relationship that is creative, dynamic and intentional resulting in a positive outcome.

Mentoring enables the individual to develop a greater sense of fulfilment, role identification, internal authority and identity that results in a greater level of competency and personal satisfaction.

CBT knowledge and techniques are used to support the roles of the coach and mentor by introducing the ABC model which aids greater understanding of the impact of beliefs, thoughts and feelings to client behaviours.

Course Content

The Diploma is an amalgam of the Certificate in CBT (Code CR100), the Certificate in Coaching (Code CR300) and the Certificate in Mentoring (Code CR400). Each module is ACCPH accredited,

1. Certificate in CBT (Code CR100)

This certificate course is based on the premise that our interpretation of an event is crucial in determining how we feel and react. Where beliefs and thought patterns are negative or unrealistic, a variety of problems may occur leading to possible emotional disorders. CBT aims to alleviate emotional distress. CBT has proved to be very effective in treating clients who have addiction issues.

You are introduced to the ABC Model of counselling. This describes the interaction between the clients' behaviours, feelings and thoughts. You are also taught to identify errors in thinking and to challenge damaging beliefs your clients may have. The aim is to enhance your effectiveness as a professional by teaching you the skills and the techniques of CBT, through providing case studies, illustrations, practical activities and assignments.

CBT is a series of strategies specifically targeted at an individual's disorder.

These can include:

- cognitive therapy
- relaxation
- breathing techniques
- interceptive exposure

2. Certificate in Coaching (Code CR300)

This certificate course includes the following topics:

- Defining coaching
- Describing the coaching process
- The tasks of a coach
- Seven steps to developing a good coach-client relationship
- Understanding and identifying different 'learning styles'
- Attitude and perception management
- Coaching through life's transitions
- Coaching core values
- Systems coaching: working with groups (including companies, organisations, families and the community)
- Ethical guidelines for coaches

3. Certificate in Mentoring (Code CR400)

This certificate course includes the following topics:

- Defining and describing the mentoring process
- Mentoring in the corporate and professional world
- Mentoring in the community
- Essential mentor qualities
- Essential skills in mentoring
- Self-awareness: including defining the relationship
- Issues of integrity: including, "what if things go wrong?"
- Mentoring as a way of life

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course

The course materials consist of 30 lessons, 15 practice portfolio activities and 12 tutor marked assignments, supplemented with suggested background reading.



Linkages to other courses

The CBT certificate serves as the foundation course of the Institute's Diploma in CBT (Course UD1000). The Certificate in Mentoring and the Certificate in Coaching courses make up the Diploma in Coaching and Mentoring (Course UE1000).

Accredited or CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Should a student not require accreditation he or she may wish to consider looking at the Diploma in Cognitive Coaching and Mentoring (Course 3200).

Cost

Diploma in Cognitive Coaching and Mentoring (Course UC1000) -**see website for course fee**

- 1. Certificate in Cognitive Behavioural Therapy (Code CR100)
- 2. Certificate in Coaching (Code CR200)
- 3. Certificate in Mentoring (Code CR400)

Diploma in Therapeutic Counselling (Course 2500)



Why take this course?

The Diploma in Therapeutic Counselling (Course 2500) is awarded by the Institute of Counselling. This course has two certificates. Each of the two certificates within this diploma can be completed within 6 months part time studies of 6 to 8 hours per week.

This course would help develop or extend counselling knowledge and skills for anyone currently volunteering or working in a helping capacity.

1. Certificate in Therapeutic Communication (Code 840)

This certificate course can only be taken in conjunction with the Certificate in Counselling (Code 121) to make up the Diploma in Therapeutic Counselling (Code 2500).

The student will study and apply therapeutic communication approaches to establish a supportive relationship with clients.

They will also receive training in:

- core qualities
- skills and group development
- personality types
- genograms
- loss and challenging prejudices
- culminating in therapeutic practice

At the heart of this course would be the development of professional and ethical practice in therapeutic counselling.

Materials supplied with this course

A manual for each certificate course including 10 Lessons and 5 **tutor marked** assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development.

Cost

Diploma in Therapeutic Counselling (Course 2500) - **see website for course fee**

1. Certificate in Therapeutic Communication (Code 840)
2. Certificate in Counselling (Code 121)

2. Certificate in Counselling (Code 121)

The student studies and applies training in the:

- psychodynamic
- behavioural
- person-centred
- cognitive and pastoral approaches

They will also receive training in:

- the counselling process
- developing the core counselling qualities and skills
- applying the key skills of the problem-management and opportunity-development model – Egan.

Developing a professional and ethical practice is at the heart of this certificate course.

Diploma in Addiction Counselling (CR 3501)

Why take this course?

Addiction Counselling is one of the fastest growing counselling services in the UK. This is your opportunity to gain a qualification that will enhance your career and counselling practice.

The Diploma in Addiction Counselling course is awarded by the Institute of Counselling. This course has two certificates. Each of the two certificates within this diploma has ACCPH accreditation. This diploma course will be of specific interest to those working in Healthcare Professions. It will also be relevant to people in social work areas, teachers and those involved in pastoral work.



1. Certificate in Cognitive Behavioural Therapy 1 (Code CR100)

This certificate course provides a basic understanding of theoretical models, processes and skills practice - within the context of providing a helping and supportive relationship to clients. There is an emphasis on self-awareness, personal and professional development, critical reflection and supervision. The student will be introduced to CBT, at the heart of which is the ABC model. They will also study the triadic structure, the role of automatic thoughts and beliefs, and the need to challenge erroneous thought patterns through applying CBT techniques and strategies. The course demonstrates

how CBT can be used to effectively work with issues of depression, anxiety, fears, phobias and anger.

2. Certificate in Addiction Counselling (Code CR350)

This certificate course will cover the following topics:

- The nature of addiction
- Drug and alcohol addiction
- Gambling addiction
- Food and spending addiction
- Sexual addiction
- Internet Addiction
- Using CBT to treat addiction
- CBT in action - case studies
- Addiction counselling
- Addiction referral networks and resources

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course

A manual for each certificate course including 10 Lessons and 4 tutor marked assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

An option to this course is the Diploma in Addiction Counselling (Course 3500) which is not accredited and therefore, although covering similar issues, does not have the same academic rigour to the ongoing assessment. It may be more suitable for a student who already has a degree. Students who have completed our CBT certificate course will only be required to study module 2 - Addiction Counselling (Code CR350).

Cost

Diploma in Addiction Counselling (Course CR 3501) - **see website for course fees**

- 1. Certificate in Cognitive Behavioural Therapy (Code CR100)
- 2. Certificate in Addiction Counselling (Code CR350)

Diploma in Addiction Counselling (Course 3500)

Why take this course?

Addiction Counselling is one of the fastest growing counselling services in the UK. This is your opportunity to gain a qualification that will enhance your career and counselling practice.

This Diploma Course consists of two certificate courses and will be of specific interest to those working in Healthcare Professions. It will also be relevant to people in social work areas, teachers and those involved in pastoral work.

1. Certificate in Cognitive Behavioural Therapy (Code 150)

This certificate course is based on the premise that our interpretation of an event is crucial in determining how we feel and react. Where beliefs and thought patterns are negative or unrealistic, a variety of problems may occur leading to possible emotional disorders. CBT aims to alleviate emotional distress. CBT has proved to be very effective in treating clients who have addiction issues.

CBT is a series of strategies specifically targeted at an individual's disorder.

These can include:

- cognitive therapy
- relaxation
- breathing techniques
- interceptive exposure

You are introduced to the ABC

Model of therapy. This describes the interaction between the clients' behaviours, feelings and thoughts.

You are also taught to identify errors in thinking and to challenge damaging beliefs your clients may have. The aim is to enhance your effectiveness as a counsellor by teaching you the skills and the techniques of CBT, through providing case studies, illustrations, practical activities and assignments.

2. Certificate in Addiction Counselling (Code 152)

This certificate course will cover the following topics:

- The nature of addiction
- Drug and alcohol addiction
- Gambling addiction
- Food and spending addiction
- Sexual addiction
- Internet Addiction
- Using CBT to treat addiction



Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course

A manual for each course including 20 lessons and 10 tutor marked assignments. Information given includes current research, recommended textbooks and websites.

Linkages to other courses

Students who have completed our CBT certificate course will only be required to study module 2 - Addiction Counselling (Code 152).

Accredited or CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Although not accredited this course has proved popular with those who wish to study this specialism.

Cost

Diploma in Addiction Counselling (Course 3500) -**see website for course fees**

- 1. Certificate in Cognitive Behavioural Therapy (Code 150)
- 2. Certificate in Addiction Counselling (Code 152)

Diploma in Counselling and Spiritual Care (CR1000)



Why take this course?

The Diploma in Counselling and Spiritual Care course is awarded by the Institute of Counselling. This course has two certificates. Each of the two certificates within this diploma have ACCPH accreditation.

The Diploma course is designed to benefit people who wish to build some basic counselling skills with a particular interest in utilising the knowledge and skills in the area of Spiritual Care. Holistic Counselling combines both counselling and spiritual care that fully supports the client. This accredited diploma course provides the learning to help you do this in the most effective way.

1. Certificate in Counselling (CR200) includes the following topics:

- Introduction to Counselling Theory
- The Psychodynamic Approach
- The Behavioural Approach
- The Person-Centred Approach
- The Cognitive Approach
- The Pastoral Approach
- The Counselling Process
- Basic Counselling Skills
- Core Skills of “The Skilled Helper”
- Professional Practice

2. Certificate in Spiritual and Holistic Care (CR500)

Throughout the course you will systematically explore the following topics and issues:

- the rise and development of spirituality
- models and methods of spiritual care
- developing spiritual and pastoral care
- spiritual, religious and ethical issues
- assessment methods of spirituality
- the importance of maintaining a professional practice

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course

A manual for each certificate course including 10 Lessons and 4 tutor marked assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

An option to this course is the Diploma in Counselling and Spiritual Care (course 2400) which is not accredited and therefore, although covering similar issues, does not have the same academic rigour to the ongoing assessment. It may be more suitable for a student who already has a degree.

Students who have completed our Certificate in Counselling course (CR200) will only be required to study module 2 - Certificate in Spiritual and Holistic Care (CR500).

Cost

Diploma in Counselling and Spiritual Care (CR1000) -[see website for course fees](#)

- 1. Certificate in Counselling (CR200)
- 2. Certificate in Spiritual and Holistic Care (CR500)



Diploma in Counselling and Spiritual Care (Course 2400)

Why take this course?

The Diploma in Counselling and Spiritual Care course is awarded by the Institute of Counselling and consists of two certificate modules.

The Diploma course is designed to benefit people who wish to build some basic counselling skills with a particular interest in utilising the knowledge and skills in the area of Spiritual Care. Holistic Counselling combines both counselling and spiritual care that fully supports the client.

1. Certificate in Counselling (course 121)

includes the following topics:

- Introduction to Counselling Theory
- The Psychodynamic Approach
- The Behavioural Approach
- The Person-Centred Approach
- The Cognitive Approach
- The Pastoral Approach
- The Counselling Process
- Basic Counselling Skills
- Core Skills of “The Skilled Helper”
- Professional Practice

2. Certificate in Spiritual Care (course 950)

Throughout the course you will systematically explore the following topics and issues:

- the rise and development of spirituality
- models and methods of spiritual care
- developing spiritual and pastoral care
- spiritual, religious and ethical issues
- assessment methods of spirituality
- the importance of maintaining a professional practice development

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course

The diploma course consists of 2 certificate courses, 20 lessons and 10 tutor marked assignments, supplemented with suggested background reading.

Linkages to other courses

An option to this course is the Diploma in Counselling and Spiritual Care (CR1000) which is accredited and therefore, although covering similar detail to course 2400 Diploma in Counselling and Spiritual Care, is subject to more academic rigour. See course CR1000 Diploma in Counselling and Spiritual Care for more details.

Students who have completed our Certificate in Counselling course (Course 121) will only be required to study module 2 - Certificate in Spiritual and Holistic Care (950).

Cost

Diploma in Counselling and Spiritual Care (240) -**see website for course fees**

- 1. Certificate in Counselling (121)
- 2. Certificate in Spiritual and Holistic Care (950)

Diploma in Youth Counselling (CR 1830)

Why take this course?

The Diploma in Youth Counselling course is awarded by the Institute of Counselling. This course has two certificates. Each of the two certificates within this diploma has ACCPH accreditation. The Diploma course is designed to help you to counsel young people of various ages. This course will give you a unique in-depth skilled approach to counselling young people.

Counselling a teenager can be a challenge. Where the young person is deeply troubled, or struggling with important issues, this can be even more demanding. The wrong approach can quickly backfire and cause the young client to walk away from the counselling relationship. The long-term effects can be devastating for both the young person and their family. It is therefore important to be informed and trained to support the client well.

This unique counselling course will take you step by step through the knowledge, skills and attitudes counsellors use to effectively counsel young people.

We will help you to understand 'how things look' through the young person's eyes. These insights will help you to build a bridge so that the young client can take a risk, be open and share their concerns with you – a counsellor and perceived 'authority figure'.

1. Certificate in Counselling (CR200) includes the following topics:

- Introduction to Counselling Theory
- The Psychodynamic Approach
- The Behavioural Approach
- The Person-Centred Approach
- The Cognitive Approach
- The Pastoral Approach
- The Counselling Process
- Basic Counselling Skills
- Core Skills of "The Skilled Helper"
- Professional Practice

2. Certificate in Youth Counselling (CR YC2)

Throughout the course you will systematically explore the following topics and issues:

- Educational & Vocational Issues
- Emotional Issues
- Relational Issues
- Family Issues
- Counselling Abused Young People
- Sexual Issues
- Theories and Research on Human Growth and Development

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course

A manual for each certificate course including 10 Lessons and 4 tutor marked assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

An option to this course is the Diploma in Youth Counselling (course 1830) which is not accredited and therefore, although covering similar issues, does not have the same academic rigour to the ongoing assessment. It may be more suitable for a student who already has a degree. Students who have completed our Certificate in Counselling course will only be required to study module 2 - Certificate in Youth Counselling (YC2).

Cost -

Diploma in Youth Counselling (CR 1830) -[see website for course fees](#)

- 1. Certificate in Counselling (CR200)
- 2. Certificate in Youth Counselling (CR YC2)

Diploma in Youth Counselling (Course 1830)

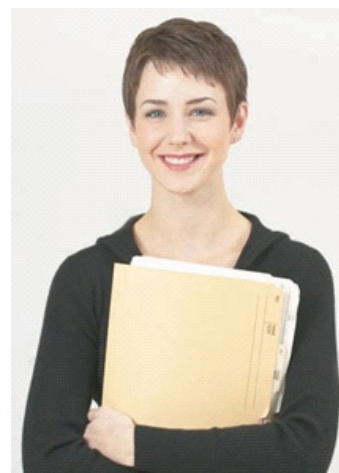
Why take this course?

This diploma course consists of two certificate courses. Youth counselling is one of the fastest growth areas in counselling in the UK. Our Diploma in Youth Counselling course is designed to help you to counsel young people of various ages. This course will give you a unique in-depth skilled approach to counselling young people.

Counselling a teenager can be a challenge. Where the young person is deeply troubled, or struggling with important issues, this can be even more demanding. The wrong approach can quickly backfire and cause the young client to walk away from the counselling relationship. The long-term effects can be devastating for both the young person and their family. It is therefore important to be informed and trained to support the client well.

This unique counselling course will take you step by step through the knowledge, skills and attitudes counsellors use to effectively counsel young people.

We will help you to understand ‘how things look’ through the young person’s eyes. These insights will help you to build a bridge so that the young client can take a risk, be open and share their concerns with you – a counsellor and perceived ‘authority figure’.



1. Certificate in Counselling (Code121)

includes the following topics:

- Introduction to Counselling Theory
- The Psychodynamic Approach
- The Behavioural Approach
- The Person-Centred Approach
- The Cognitive Approach
- The Pastoral Approach
- The Counselling Process
- Basic Counselling Skills
- Core Skills of “The Skilled Helper”
- Professional Practice

2. Certificate in Youth Counselling (Code YC2)

Throughout the course you will systematically explore the following topics and issues:

- Educational & Vocational Issues
- Emotional Issues
- Relational Issues
- Family Issues
- Counselling Abused Young People
- Sexual Issues
- Theories and Research on Human Growth and Development

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course

The diploma course consists of 2 certificate courses, 20 lessons and 10 tutor marked assignments, supplemented with suggested background reading.

Linkages to other courses

There are a variety of supporting courses to help you enhance your helping skills. Please contact us if you wish to discuss this.

Accredited or CPD

An option to this course is the Diploma in Youth Counselling (CR1830) which is accredited and therefore subject to more academic rigour. Students who have completed our Certificate in Counselling course will only be required to study module 2 - Certificate in Youth Counselling (CR YC2).

Cost -

Diploma in Youth Counselling (Course 1830) - [see website for course details](#)

- 1. Certificate in Counselling (Code 121)
- 2. Certificate in Youth Counselling (Code YC2)

Diploma in Counselling (Course 4000)

Why take this course?

This popular 2 year course is frequently taken by social workers, teachers, nurses, pastoral workers and others in the caring and health professions who seek a post-qualification award in counselling. The course is not as academically demanding as course 5000N which contains accredited certificates.

The four certificates of the Diploma are as follows:

Certificate in Counselling (Code 121)

Grief and Bereavement Counselling (Code 500)

Couple and Family Counselling (Code 123)

Crisis Counselling (Code 420)

The Certificate in Counselling lays the foundation for progress to the more advanced courses.



1. Certificate in Counselling (Code 121)

This certificate course provides a comprehensive overview of counselling supplemented by short practical exercises and client case study assignments. It is designed to be completed within 6 months of part-time study, although, should you require it, this period may be extended.

Your course includes the following topics:

- Introduction to Counselling Theory
- The Psychodynamic Approach
- The Behavioural Approach
- The Person-Centred Approach
- The Cognitive Approach
- The Pastoral Approach
- The Counselling Process
- Basic Counselling Skills
- Core Skills of 'The Skilled Helper'
- Professional Practice

Materials supplied with this course

The course material includes comprehensive course notes (knowledge and practice), and consists of 10 lessons and 5 tutor marked assignments to provide insights into the skills and techniques used by professional counsellors. You will be able to observe and become conversant with many of the practical techniques employed by professional counsellors.

Linkages to other courses

The certificate serves as the foundation course of the Institute's Diploma in Counselling (Course 4000).

2. Certificate in Grief and Bereavement Counselling (Code 500)

This certificate course provides a comprehensive overview of Grief and Bereavement Counselling supplemented by short practical exercises and client case study assignments. It is designed to be completed within 6 months of part-time study, although, should you require it, this period may be extended.

Topics covered include looking at:

- Attitudes towards death
- The individual nature of grief
- Stages of grief and other grief models (Worden)
- Grieving rituals
- The role of the bereavement counsellor
- A child and adolescent view of death
- The principal components of grief
- Complicated grief
- Counselling the dying
- Ending long term counselling

Materials supplied with this course

The course material consists of 10 lessons, 5 tutor marked assignments, supplemented with suggested background reading.

Linkages to other courses

The certificate serves as a course within the Institute's Diploma in Counselling (Course 4000).



3. Certificate in Couple and Family Counselling (Code 123)

This certificate course is designed to assist people who work as couple or family counsellors, or are interested in this area of counselling. The student will receive training in the skills used by those in the caring professions, including nurses, doctors, social workers, priests, ministers, teachers, careers guidance and youth workers.

This course provides a comprehensive overview of couple and family counselling supplemented by short practical exercises and client case study assignments. It is designed to be completed within 6 months of part-time study, although, should you require it, this period may be extended.

It will cover:

- The counselling process
- Current issues in couple and family counselling
- A 'family systems' approach.
- Sociological issues impacting couple and family counselling

Materials supplied with this course

The course material includes comprehensive course notes (knowledge and practice) 10 lessons and 5 tutor marked assignments, supplemented with suggested background reading.

Linkages to other courses

The certificate serves as a course within the Institute's Diploma in Counselling (Code 4000).

4. Certificate in Crisis Counselling (Code 420)

This certificate course caters for those already working in the field of counselling or those who are employed in the helping professions.

This course provides a comprehensive overview of crisis counselling supplemented by short practical exercises and client case study assignments. It is designed to be completed within 6 months of part-time study, although, should you require it, this period may be extended.

Your course includes the following topics:

- Premises of Crisis Counselling
- Counselling and the family
- Separation and divorce as a personal crisis
- Personal and professional ethics
- Issues of abuse
- Issues of depression
- Issues of suicide
- Gender role development and sexual stereotyping
- Grief and mourning
- Detection of mental illness

Materials supplied with this course

The course material includes comprehensive course notes (knowledge and practice), and consists of 10 lessons and 5 tutor marked assignments supplemented with suggested background reading.

Linkages to other courses

The certificate serves as a course within the Institute's Diploma in Counselling (Code 4000).

Each of these Certificate Courses may be taken separately if desired

Linkages to other courses

When considering this course the student may also wish to look at the Diploma in Clinical and Pastoral Counselling Skills (Course 5000N) which is built on four ACCPH accredited modules on similar topics.

Accredited or CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Those who require accreditation may wish to consider our course 5000N.

Cost -

Diploma in Counselling (Course 4000) - [see website for course fees](#)

- 1. Certificate in Counselling (Code 121)
- 2. Certificate in Grief and Bereavement Counselling (Code 500)
- 3. Certificate in Couple and Family Counselling (Code 123)
- 4. Certificate in Crisis Counselling (Code 420)

Diploma in Grief and Bereavement Counselling (Course 1500)

Why take this course?

This diploma course covers the clinical and pastoral aspects of bereavement counselling and is of special interest to those who use counselling skills with bereaved clients. It will also be very appropriate for any carers whose clients may be trying to cope with the issues of bereavement and loss.

This is a two certificate Diploma course which is expected to take one year to complete, although should you require it, this period may be extended.

The first certificate course covers the basic skills of counselling with an emphasis on the person-centred approach. The second certificate course Grief and Bereavement Counselling will lead you to understand the major theoretical insights of bereavement care and counselling and demonstrate how practical skills can enhance the counselling care you offer.

The guidance and help you receive from your tutor will ensure that you make the most of this challenging course.

1. Certificate in Counselling

(Code 121) includes the following topics:

- Introduction to Counselling Theory
- The Psychodynamic Approach
- The Behavioural Approach
- The Person-Centred Approach
- The Cognitive Approach
- The Pastoral Approach
- The Counselling Process
- Basic Counselling Skills
- Core Skills of 'The Skilled Helper'
- Professional Practice

2. Certificate in Grief and Bereavement

Counselling (Code 500) includes the following topics:

- Attitudes towards death
- The individual nature of grief
- Stages of grief and other grief models (Worden)
- Grieving rituals
- The role of the bereavement counsellor
- A child and adolescent view of death
- The principal components of grief
- Complicated grief
- Counselling the dying
- Ending long term counselling

**Each of these Certificate Courses
may be taken separately if desired**

Materials supplied with this course

The course material includes comprehensive course notes (knowledge and practice), and consists of 20 lessons and 10 tutor marked assignments, supplemented with suggested background reading to provide insights into the skills and techniques used by professional counsellors.

Accredited or CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. If you require ACCPH accreditation you may wish to consider our Foundation Counselling Skills Module GCU 1 plus Grief and Bereavement Counselling Skills Module GCU 2 which are part of our Course 5000N Diploma in Clinical and Pastoral Counselling Skills (Course 5000N) but can be taken separately.

Cost -

Diploma in Grief and Bereavement Counselling (Course 1500) - [see website for course fees](#)

- 1. Certificate in Counselling (Code 121)
- 2. Certificate in Grief and Bereavement Counselling (Code 500)

Diploma in Couple and Family Counselling (Course 1600)

Why take this Course?

The Diploma in Couple and Family Counselling consists of two certificate courses and has been designed to assist people who work as couple or family counsellors, or are interested in this area of counselling. The student will receive training in the skills used by those in the caring professions, including nurses, doctors, social workers, priests, ministers, teachers, careers guidance and youth workers.

This course provides a comprehensive overview of couple and family counselling supplemented by short practical exercises and client case study assignments. It is designed to be completed within 6 months of part-time study, although, should you require it, this period may be extended.

1. Certificate in Counselling (Code 121)

The certificate course includes the following topics:

- Introduction to Counselling Theory
- The Psychodynamic Approach
- The Behavioural Approach
- The Person-Centred Approach
- The Cognitive Approach
- The Pastoral Approach
- The Counselling Process
- Basic Counselling Skills
- Core Skills of 'The Skilled Helper'
- Professional Practice

2. Certificate in Couple and Family Counselling (Code 123)

The certificate course includes the following topics:

- The counselling process
- Current issues in couple and family counselling
- A 'family systems' approach.
- Sociological issues impacting couple and family counselling

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course:

The course material includes comprehensive course notes (knowledge and practice), 20 lessons and 10 tutor marked assignments, supplemented with suggested background reading to provide insights into the skills and techniques used by professional counsellors. You will be able to observe and become conversant with many of the practical techniques employed by professional counsellors.

Linkages to other Courses

1. Certificate in Counselling (Code 121) is a foundation counselling course which supports other Diploma Courses. 2. Certificate in Couple and Family Counselling (Code 123) serves as a supporting course within the Institute's Diploma in Counselling (Course 4000).

Accredited or CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. If you require ACCPH accreditation you may wish to consider our Foundation Counselling Skills course (Code GCU 1) plus Couple and Family Counselling Skills course (Code GCU 3) which are part of our Diploma in Clinical and Pastoral Counselling Skills (Course 5000N) but can be taken separately.

Cost -

Diploma in Couple and Family Counselling (Course 1600) -**see website for course fees**

- 1. Certificate in Counselling (Code 121)
- 2. Certificate in Couple and Family Counselling (Code 123)

Diploma in Crisis Counselling (Course 1700)

Why take this Course?

The Diploma in Crisis Counselling consists of two certificate courses and has been designed for students wanting to study crisis counselling from a clinical and pastoral perspective. The course is appropriate not only for students who are counselling within communities of faith, but also for those seeking to incorporate a person-centred style within general counselling situations. The course uses the Clinical and Pastoral model, and it identifies practical skills and responses for many crisis counselling situations.

1. Certificate in Counselling (Code 121)

The certificate course includes the following topics:

- Introduction to Counselling Theory
- The Psychodynamic Approach
- The Behavioural Approach
- The Person-Centred Approach
- The Cognitive Approach
- The Pastoral Approach
- The Counselling Process
- Basic Counselling Skills
- Core Skills of 'The Skilled Helper'
- Professional Practice

2. Certificate in Crisis Counselling (Code 420)

The certificate course includes the following topics:

- Premises of Crisis Counselling
- Counselling and the Family
- Separation and divorce as a personal crisis
- Personal and professional ethics
- Issues of abuse
- Issues of depression
- Issues of suicide
- Gender role development and sexual stereotyping
- Grief and mourning
- Detection of mental illness

Each of these Certificate Courses may be taken separately if desired

Materials supplied with this course:

The course material includes comprehensive course notes (knowledge and practice), 20 lessons and 10 tutor marked assignments, supplemented with suggested background reading to provide insights into the skills and techniques used by professional counsellors. You will be able to observe and become conversant with many of the practical techniques employed by professional counsellors.

Linkages to other Courses

1. Certificate in Counselling (Code 121) is a foundation counselling course which supports other Diploma Courses. 2. Certificate in Crisis Counselling (Code 420) serves as a supporting course within the Institute's Diploma in Counselling (Course 4000).

Accredited or CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. If you require ACCPH accreditation you may wish to consider our Foundation Counselling Skills course (Code GCU 1) plus Crisis and Trauma Counselling Skills course (Code GCU 4) which are part of our Diploma in Clinical and Pastoral Counselling Skills (Course 5000N) but can be taken separately.

Cost -

Diploma in Crisis Counselling (Course 2500) -**see website for course fees**

- 1. Certificate in Counselling (Code 121)
- 2. Certificate in Crisis Counselling (Code 420)

Certificate in Addiction Counselling (CR350)

Why take this course?

Addiction Counselling is one of the fastest growing counselling services in the UK. This is your opportunity to gain a qualification that will enhance your career and counselling practice. This course has ACCPH accreditation.

This Certificate Course is designed for those interested or involved in either healthcare, social care, pastoral care and those dealing with vulnerable groups affected by various addictions.

This certificate course will cover the following topics:

- The nature of addiction
- Drug and alcohol addiction
- Gambling addiction
- Food and spending addiction
- Sexual addiction
- Internet Addiction
- Using CBT to treat addiction
- CBT in action - case studies
- Addiction counselling
- Addiction referral networks and resources

Materials supplied with this course

The ten lessons include illustrations and short practical exercises which will help you to become familiar with your newly acquired skills. The 10 lessons include 4 tutor marked assignments supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

Students who already have a degree or don't require accreditation may wish to consider course 152 Certificate in Addiction Counselling.

Cost - see website for course fees



Certificate in Addiction Counselling (Course 152)

Why take this course?

Addiction Counselling is one of the fastest growing counselling services in the UK. This is your opportunity to gain a qualification that will enhance your career and counselling practice.

This Certificate Course is designed for those interested or involved in either healthcare, social care, pastoral care and those dealing with vulnerable groups affected by various addictions.

This certificate course will cover the following topics:

- The nature of addiction
- Drug and alcohol addiction
- Gambling addiction
- Food and spending addiction
- Sexual addiction
- Internet Addiction
- Using CBT to treat addiction
- CBT in action - case studies
- Addiction counselling
- Addiction referral networks and resources

Materials supplied with this course

The ten lessons include illustrations and short practical exercises which will help you to become familiar with your newly acquired skills. The 10 Lessons include 5 tutor marked assignments supplied in PDF and Word format with a list of websites, core and recommended books.

Linkages to other courses

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Students who require ACCPH accreditation may wish to consider course CR350 Certificate in Addiction Counselling.

Cost - see website for course fees

Certificate in Drugs and Alcohol Counselling (6002N)

Why take this course?

Drugs and Alcohol Counselling is one of the fastest growing counselling services in the UK. This is your opportunity to gain a qualification that will enhance your career and counselling practice. This course is ACCPH accredited.

This Certificate Course is designed for those interested or involved in either healthcare, social care, pastoral care and those dealing with vulnerable groups affected by drugs and/or alcohol addictions.

This certificate course will cover the following topics:

- Legal Matters Relating to Drugs
- The Aetiology of Addiction
- Casualty
- Reasonable Use and Prevention of Addiction
- Behavioural Theory
- Assessing the Problem, the Person and their Suitability for Cognitive Behavioural Therapy
- Engagement and Treatment Planning
- Structuring the Treatment Programme
- Firming up Commitment: The end of the Beginning
- Disengagement and beyond

Materials supplied with this course

The ten lessons include illustrations and short practical exercises which will help you to become familiar with your newly acquired skills. The 10 Lessons include 10 practice activities and two assignments supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

Students who don't need accreditation may wish to consider course Course 153 Certificate in Drugs and Alcohol Counselling.

Cost - see website for course fees



Certificate in Drugs and Alcohol Counselling (Course 153)

Why take this course?

Drugs and Alcohol Counselling is one of the fastest growing counselling services in the UK. This is your opportunity to gain a qualification that will enhance your career and counselling practice.

This Certificate Course is designed for those interested or involved in either healthcare, social care, pastoral care and those dealing with vulnerable groups affected by drugs and/or alcohol addictions.

You will explore the following key topics:

- Legal Matters Relating to Drugs
- The Aetiology of Addiction
- Casualty
- Reasonable Use and Prevention of Addiction
- Behavioural Theory
- Assessing the Problem, the Person and their Suitability for Cognitive Behavioural Therapy
- Engagement and Treatment Planning
- Structuring the Treatment Programme
- Firming up Commitment: The end of the Beginning
- Disengagement and beyond

Materials supplied with this course

A manual including 10 Lessons and 5 tutor marked assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Students who require ACCPH accreditation may wish to consider course 6002N Certificate in Drugs and Alcohol Counselling.

Cost - see website for course fees

Certificate in Spiritual and Holistic Care (CR500)

Why take this course?

The certificate in Spiritual Care course teaches you a skilled 'way of being' with people. You will enhance their spiritual awareness and help them identify their spiritual needs in their journey towards wholeness. If you work in the healthcare professions, individual practice, or provide pastoral or spiritual care, then this is the course for you.

Understanding spiritual needs and providing appropriate spiritual care is fundamental to promoting personal wholeness and well-being. This informative course provides a holistic approach to developing and providing spiritual care - in a variety of contexts and with different needs.

You will explore the following key topics:

- The meaning of spirituality (both from a religious and non-religious perspective)
- The rise and development of spirituality (including important contributions from the fields of philosophy, psychology, psychotherapy, sociology, economics, organisational theory and organised religion)
- The essential qualities of spirituality
- Models and methods to develop spirituality and spiritual care
- Understanding, assessing and teaching spirituality
- Developing an awareness of our own and others' spiritual needs
- Resources to assist with spiritual care
- Developing spiritual and pastoral care
- Spiritual, religious and ethical issues
- Assessment methods of spirituality

Materials supplied with this course

A manual including 10 Lessons and 4 tutor marked assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

Students who already have a degree or don't require accreditation may wish to consider course 950 Certificate in Spiritual Care.

Cost – see website for course fees

Certificate in Spiritual Care (Course 950)

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- Understanding, assessing and teaching spirituality
- Developing an awareness of our own and others' spiritual needs
- Resources to assist with spiritual care
- Developing spiritual and pastoral care

- Spiritual, religious and ethical issues
- Assessment methods of spirituality

Materials supplied with this course

A manual including 10 Lessons and 5 tutor marked assignments is supplied in PDF and Word format with a list of Websites, core and recommended books.

Linkages to other courses

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Students who require accreditation may wish to consider course CR500 Certificate in Spiritual and Holistic Care.

Cost – see website for course fees





Certificate in Stress Management (Course 820)

Why take this course?

This useful and informative course presents many practical insights into Stress; what causes it, how it can be overcome and how to avoid it.

Stress is examined from psychological, social and occupational perspectives. Effective strategies and exercises are presented which can be adapted to meet a wide range of needs.

This makes the course particularly suitable for counsellors or trainees who are encountering the effects of client stress in counselling sessions.

The Certificate in Stress Management (course 820)

includes the following topics:

- Introduction to Stress
- Decisional Stress and Burnout
- Recognising Stress
- Stress and Personality
- Life Stages and Personal Stressors
- Family Stressors
- Conflict and Conflict Management
- Stress and the Workplace
- Counselling and Relaxation
- Time Management

Materials supplied with this course

The course material includes comprehensive course notes (knowledge and practice), and consists of 10 lessons, 5 tutor marked assignments, supplemented with suggested background reading.

Linkages to other courses

There are a variety of supporting courses to help you enhance your helping skills. Please contact us if you wish to discuss this.

CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development.

Cost - see website for course fees

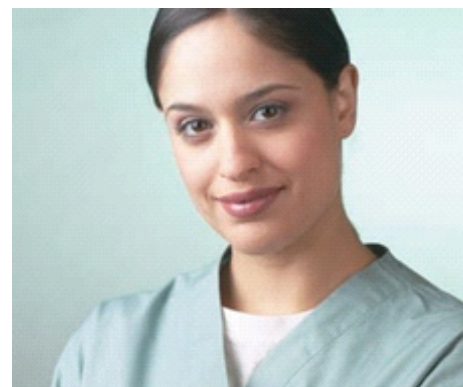
Certificate in Therapeutic Communication (Course 840)

Why take this course?

This single module introductory course in Therapeutic Communication leads to the award of the Institute's Certificate in Therapeutic Communication.

This dynamic course is designed to provide a comprehensive and practical understanding of Therapeutic Communication. It teaches a person-centred approach to communicating effectively with others, offering the student a clinical and pastoral perspective on client care. The course uses a number of communication models, to help identify communication skills and promote positive thinking as a means of enhancing the therapeutic process.

Therapeutic communication is an essential element in the healing process and, although not all people want to be counsellors, all caregivers and practitioners need to be able to communicate effectively with their clients. Therapeutic communication is about providing companionship, emotional support and information about solving life's problems. It is about how to move from understanding the person to putting that understanding into words. The aim of therapeutic communication is to examine what can be said that can contribute to the process of healing and change.



The course is ideal for those who already have some therapeutic and/or leadership experience. Students enrolling on this course may be nurses, allied health professionals, social workers, pastors, teachers, life coaches, managers and leaders. This is an outstanding course and is suitable for all types of professionals and carers working with individuals and groups who wish to further develop communication skills and foster relationships with others.

This course offers an excellent approach for appropriate application of therapeutic communication including:

- An introduction to therapeutic communication
- Development of therapeutic communication
- Core qualities of therapeutic communication
- Self development
- Developing qualities and skills
- Personality types
- Loss and bereavement
- Challenging prejudices
- Therapeutic communication in the workplace
- Therapeutic communication in practice

Therapeutic communication is at the 'cutting edge' of client care.

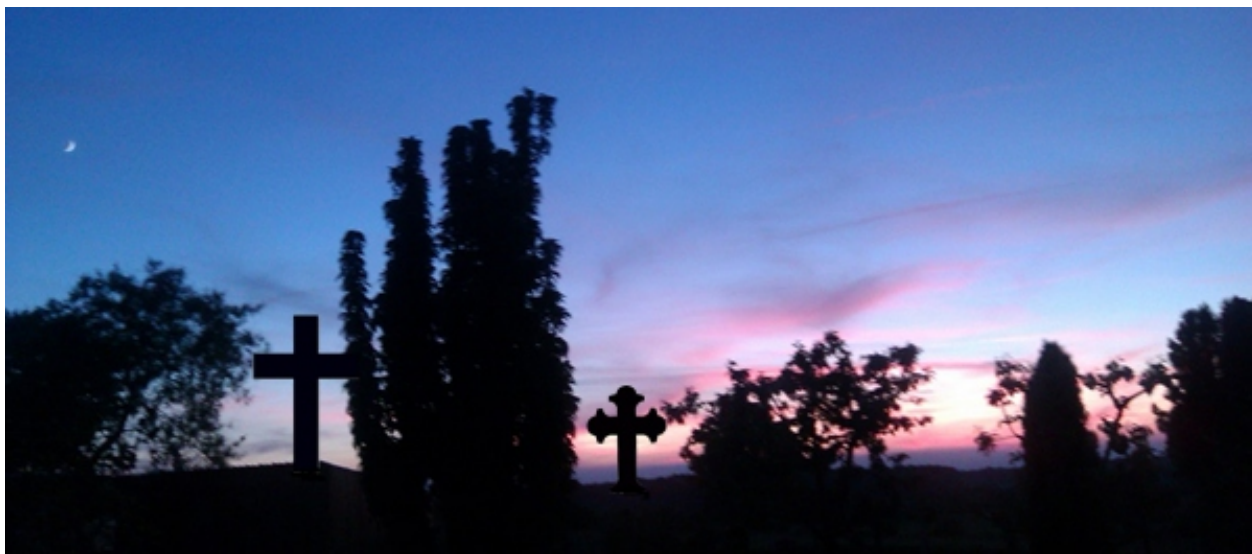
Materials supplied with this course

The ten lessons include illustrations and short practical exercises which will help you to become familiar with your newly acquired skills. Five of the ten lessons conclude with a client case study assignment. Your responses to each assignment are individually assessed by your course tutor, who will also offer guidance and feedback.

CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Although not accredited this course has proved popular with those who wish to gain knowledge of this specialism.

Cost - see website for course fees



Certificate in Christian Counselling (Course 960)

Why take this course

This certificate course introduces the student to the field of Christian Counselling. It is specifically designed to meet the training needs of those who are involved in using counselling skills or who want to work as Christian Counsellors. Essential counselling knowledge and skills are introduced and related to a framework of psychological and pastoral approaches. The course contents, exercises and assignments are designed to support and challenge students as they thoughtfully explore their own and others' issues. The goal of the course is to help the student to acquire the skills, insights, understanding and knowledge they will need to work effectively, promoting health and wholeness.

The course includes the key topics of:

- The nature and development of people
- The nature of problems
- Emotional Baggage and the nature of problems
- The therapeutic process and change
- The therapeutic working alliance
- Therapeutic interventions and techniques
- Counselling methods
- Clients and multicultural issues
- Professional counselling practice

The Association of Christian Counsellors (ACC) consider these topics an essential part of professional training in Christian Counselling.

Materials supplied with this course

There are 10 detailed lessons and 5 tutor marked assignments. The comprehensive manual supports the student in this course.

Linkages to other courses

For those who wish to advance their knowledge and practice further they may wish to consider Course 4000 Diploma in Counselling or the academically accredited modules which make up Course 5000N Diploma in Clinical and Pastoral Counselling Skills.

Accredited or CPD

Successful students receive CPD hours on their Course Certificate or Diploma. This recognises the students' continuing professional development. Although not accredited this course has proved popular with those who wish to gain knowledge of this specialism.

Cost - see website for course fees



Quality Assurance

Accreditation

The Diploma in Clinical and Pastoral Counselling Skills course and many more of our courses are accredited by the UK professional body: Accredited Counsellors, Coaches, Psychotherapists and Hypnotherapists (ACCPH).

Board of Studies

The Institute's Board of Studies consists of senior personnel from the caring professions, pastoral ministries and healthcare. Its purpose is to oversee and ensure the high academic standing of the Institute's courses and advise on educational standards and policies.

External Examiner

The Institute's External Examiner is Gillian L Walton RGN, DIP Palliative Care, BSc (Hons), MSc, PG DIP Education, who is the Director of Programmes of the Department of Public Health and Wellbeing at Northumbria University, Newcastle.

Course Tutors

The qualifications of the academic staff reflect the high level of the Institute's courses. All our tutors are qualified to at least degree level and have extensive counselling experience. Your tutor will assess your assignments and offer constructive feedback and guidance.

Studies Advice

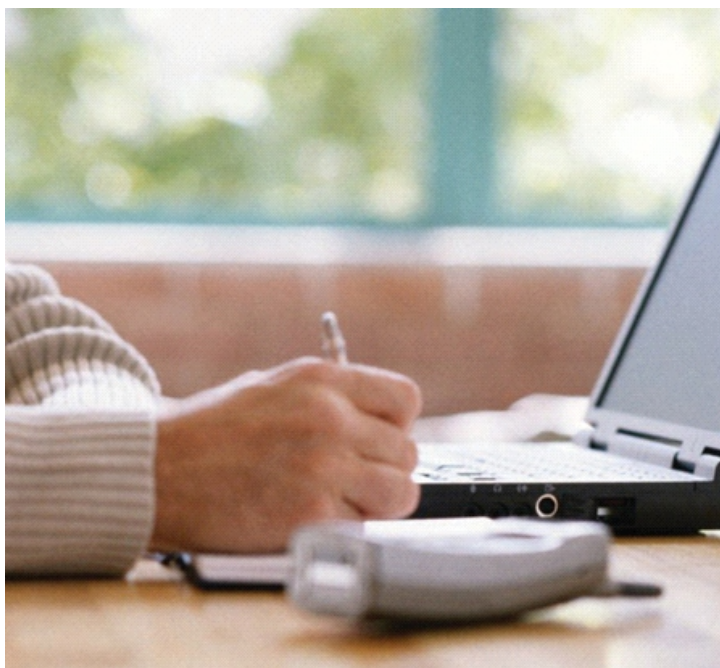
Our Student Advisors will help you with questions which may arise about any aspect of a course. Please feel free to telephone for advice and support.

Professional Affiliation

The Institute of Counselling benefits from the following:

- membership of the Accredited Coaches Counsellors Psychotherapists and Hypnotherapists
- The Institute of Counselling is a Social Enterprise Member of Social Enterprise Scotland (Professional Affiliation)





Enrolment

- Enrol through our website by clicking the enrol button and filling out your information.
- Select your preferred course and complete the Enrolment Application.
- Decide whether to pay the full course fee on enrolment or by monthly payment - details are given in the course fee list.
- Email, post or phone your enrolment. If you are paying by credit/debit card you can email the application to us, or you may call our Student Services Department.
- You may also enrol online using our secure payment method. Go to www.instituteofcounselling.org.uk
- We look forward to hearing from you.

Your Guarantee

The Institute of Counselling will:

- provide all training resources, in stages, as studying progresses
- provide all tuition services and marking of all assignments until successful completion of the course
- provide, on successful completion of the course, the Institute of Counselling's Certificate and/or Diploma
- provide these services until successful completion of the course or for a maximum of:
 - six months for a single module course
 - one year for a two module course
 - one and a half years for a three module course
 - two and a half years for a four module course, whichever is shorter
 If you wish to continue with your studies after the course duration, an extension fee will be required

All of the services above are guaranteed, provided that the Conditions of Enrolment are met.

Conditions of Enrolment

1. All course materials become the property of the student on the understanding that copyright materials may not be used by others.

Course materials may be used in group work only with the express permission of the Institute.

2. Course fees are payable in UK Sterling. Fees paid are not refundable except during the first two weeks after registration.
3. A transfer to another course will always be considered but may be subject to an administration fee.
4. Course fees include all course materials and tuition services for the duration of your course.
5. Instalments must be paid monthly as stated in the fee list. Lack of progress on the course does not affect the liability to complete the payments as agreed.

6. The Institute reserves the right to request references from applicants.

7. All applications are subject to approval from the Admissions Secretary before enrolment.

8. Course duration is:
 - 6 months for a single module certificate course
 - 1 year for a two module diploma course
 - 1.5 years for a three module diploma course
 - 2.5 years for a diploma course with four modules.

9. The Institute reserves the right to alter, substitute or amend course materials or resources without prior notice.

Your statutory rights under UK law are not affected by these conditions of enrolment.

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