

# The Norwich Centre

## Certificate in Counselling Skills

September 2024 - July 2025



[www.norwichcentre.org](http://www.norwichcentre.org)

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## Course description

The Certificate in Counselling Skills course is designed to develop your counselling skills and give you a deeper understanding of counselling theories, ethics and self-awareness. It is particularly suitable for those whose work involves advising or helping people, such as teaching, medicine and nursing, social work and the emergency services, as well as being suitable preparatory work for professional post-graduate counselling training such as the Norwich Centre Diploma in Counselling.

This course provides the opportunity for you to develop your ability to listen to yourself, your core values and beliefs, and to explore your sense of spirituality. Through offering Rogers' core conditions, the tutors will endeavour to create an environment where you will feel sufficiently confident to engage in self-exploration and to risk sharing with others. It is this increased self-knowledge that can increase the potential for discovering more genuine/authentic ways of relating and listening. You will take responsibility for your own development, whilst respecting the individual processes of other group members.

The course will focus on three main areas:

- unstructured large group work
- exploration of theory and ethics
- listening/counselling skills practice

Alongside the experiential learning, you will be asked to undertake one formative and three assessed assignments to reflect your understanding of counselling skills, the person-centred approach and your self-awareness. You will be assisted in this by referring to your reflective journal that you will need to maintain throughout the duration of the course. Time spent on reflecting and reading outside of the course will enable you to benefit more fully from the experience.

## Aims of the course

- to provide training that enables students to develop the skills of the person-centred approach as developed by the late Carl Rogers and his associates.
- to nurture self-awareness and a valuing of difference and diversity.
- to provide knowledge, skills and understanding relating to the contribution of research to the profession and to encourage the view that doing research is integral to good practice.

## **Tutors**

The tutor team for the Certificate in Counselling Skills course comprise a number of professionally qualified and experienced person-centred counsellors who are all registered and/or accredited members of the British Association for the Counselling Professions (BACP). The tutors bring a wealth of knowledge, experience and skills to the courses, and work with students to facilitate personal development, an understanding of person-centred theory, and reflective listening skills practice.

## **Final assessment**

The person-centred focus of the course is reflected not only in the content of the course but also in the model of assessment. At the end of the course each individual engages in a peer and self-assessment process which is monitored by course staff and an external examiner.

## **Award**

At the end of the course, successful students will be awarded the Norwich Centre Certificate in Counselling Skills.

## **Entry requirements**

Potential students need to have successfully completed the Norwich Centre Introduction to Counselling Skills Course (or equivalent), completed an application form and undertaken a successful interview. The purpose of the interview will be to review the information on the application form and your readiness for embarking on an intensive training of a personally demanding nature. If you have any doubts about your readiness or suitability, please contact the Norwich Centre to arrange an informal discussion.

It is important to re-iterate that whilst this can be an exciting, hugely beneficial and, some have said, 'life changing' course it can also be extremely emotionally demanding and it is important to be sure you are ready to embrace a course of this nature. The tutor team are available to offer support throughout the process and if specific challenges arise throughout the course they can put things in place to support your learning. This year long course is a commitment and whilst deferring is possible in the first couple of weeks due to extreme and unexpected extenuating circumstances, this is a last resort option.

## How to apply

If you would like to apply for the course, please complete the application form and email to [training@norwichcentre.org](mailto:training@norwichcentre.org). You will be contacted to advise you if you have been selected for interview. Please note that acceptance on the course is subject to interview. If the tutors do not feel this course is suitable for you they will explain their reasons.

## Cost

The course costs £2975 (this includes the cost of accommodation and teaching for the residential weekend but not your travel). Please note that **all fees must be paid in full in advance of the start of the course** to secure your place – please see our Cancellation and Deferment Policy below:

## Cancellation and Deferment Policy

Once you have confirmed and secured your place on the course:

- bookings cancelled up to two months in advance of the start date will be refunded 80% of the full fee of £2975
- bookings cancelled within two months before the start date will be refunded 50% of the full fee of £2975
- bookings cancelled one month or less before the start date will not be eligible for a refund

We appreciate that due to unforeseen and exceptional circumstances, it may be necessary to defer your place prior to starting the course. Places on the course are both limited (up to 14 students) and in high demand so we would only be able to offer a deferment before the course starts. Once the course has started, should anything unexpected arise, we would hope to be able to put additional support in place to enable you to continue the course. The tutor and student group can be a valuable resource for personal support in times of need and can make all the difference when life throws us unexpected challenges.

Should you have any concerns before committing to the course, please do not hesitate to get in touch to discuss this further and we will endeavour to work with you to establish the best course of action.

The Norwich Centre reserves the right to cancel the course if numbers are not sufficient for it to run. In the event that the course is cancelled, a full refund will be made of any fees paid.

## **Location**

This course will be delivered at the Norwich Centre, 7 Earlham Road, Norwich, NR2 3RA.

## **Car Parking**

Pay and display parking is available nearby.

## **Accessibility**

The rooms we use are accessible for wheelchair users from the rear of the building. Please contact us for further information.

## **Contact details**

The Norwich Centre  
7 Earlham Road  
Norwich  
Norfolk  
NR2 3RA

Tel: 01603 617709

Email: [training@norwichcentre.org](mailto:training@norwichcentre.org)

Website: [www.norwichcentre.org](http://www.norwichcentre.org)

**If you would like this brochure in large print, audio, Braille, alternative format or in a different language please contact us on 01603 617709 and we will do our best to help.**

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## Term dates

The course will take place on Wednesday evenings from 6.30pm-9.30pm.

Please note that two full Saturdays (10am-4.30pm) and one residential weekend of group work are built into the timetable. These form an integral part of the course and it is important that you are able to commit to these from the outset.

### Term 1 (2024)

Week 1: Wednesday 18 September

**Saturday 21 September**

Week 2: Wednesday 25 September

Week 3: Wednesday 2 October

Week 4: Wednesday 9 October

Week 5: Wednesday 16 October

Week 6: Wednesday 23 October

### Half-Term

Week 7: Wednesday 6 November

Week 8: Wednesday 13 November

Week 9: Wednesday 20 November

Week 10: Wednesday 27 November

Week 11: Wednesday 4 December

Week 12: Wednesday 11 December

### Christmas break

### Term 2 (2025)

Week 13: Wednesday 15 January

Week 14: Wednesday 22 January

**Friday 24, Saturday 25 & Sunday 26 January (weekend residential)**

Week 15: Wednesday 29 January

Week 16: Wednesday 5 February

Week 17: Wednesday 12 February

### Half-Term

Week 18: Wednesday 26 February

Week 19: Wednesday 5 March

Week 20: Wednesday 12 March

Week 21: Wednesday 19 March

Week 22: Wednesday 26 March

### Easter break

**Term 3**

Week 23: Wednesday 23 April

Week 24: Wednesday 30 April

Week 25: Wednesday 7 May

Week 26: Wednesday 14 May

Week 27: Wednesday 21 May

**Half-Term**

Week 28: Wednesday 4 June

Week 29: Wednesday 11 June

**Study Week**

Week 30: Wednesday 25 June

Week 31: Wednesday 2 July

Week 32: Wednesday 9 July

**Saturday 12 July (ending)**

If demand for the course is high we may choose to run a second course. This would also take place at the Norwich Centre but on a Thursday evening from 6.30pm until 9.30pm, plus two full Sundays. The residential weekend would take place on different dates to the course that runs on Wednesdays.

**Residential weekend**

The residential weekend currently takes place at High Leigh Conference Centre at Hoddesdon in Hertfordshire. The venue is run by the Christian Conference Trust. They host all sorts of groups and we do not use this venue because of its Christian links. The Norwich Centre is not aligned with any particular faith or spiritual tradition; it is open to all and to none. We have been well looked after at High Leigh and are pleased to be able to use a worthwhile not-for-profit community resource which enables our residential to remain affordable.

Please note, the Norwich Centre reserves the right to change the current residential weekend venue to an alternative, similar venue without notice.