

The Norwich Centre

Certificate in Counselling Skills

Course Brochure



September 2026 - June 2027

Course Description

This one-year, part-time course is intended for adult students to gain the theoretical knowledge, practical skills, and ways of being required to practise as a skilled listener using the person-centred approach developed by the late Carl Rogers (1902-1987). It includes developing ways of listening and relating, nurturing self-awareness including the spiritual element of the self, and understanding the role and use of counselling skills in the workplace and beyond. It is particularly suited to those working or volunteering in the caring professions, teaching, social work, human resources and pastoral roles.

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.

The Certificate **course objectives** are:

- to create a learning environment that enables participants to develop the way of being integral to the person-centred approach;
- to provide an environment in which participants can engage in self-exploration;
- to encourage exploration of the implications of person-centred theory and practice for spiritual understanding and development;
- to develop reflective listeners;
- to inform participants about the wider context of the counselling profession and to develop ethical awareness underpinned by the BACP Ethical Framework for the Counselling Professions;
- to foster critical thinking, particularly with regard to research and to encourage the view that research is integral to good practice;
- to encourage students to take ownership of their development whilst respecting the needs of other group members.

The Certificate course **learning outcomes** are:

- development of the core conditions of empathy, unconditional positive regard and congruence;
- theoretical understanding of Rogers' personality theory and the person-centred approach;
- ability to listen to others in a facilitative way and development of more authentic ways of relating to others;
- increased self-awareness;
- understanding of the spiritual dimensions of the helping relationship;
- understanding of other influential counselling modalities that co-exist alongside the person-centred approach;
- awareness of professional ethical issues informed by the BACP ethical framework;
- awareness of working within difference and diversity.

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.

Residential Weekend

The residential weekend takes place at the beginning of the second term and is currently held at Dunston Hall, Ipswich Road, Norwich NR14 8PQ. Students and tutors will each be allocated an en-suite bedroom and all meals and refreshments will be provided.

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

Completion of the Course

To complete the course and be awarded the Certificate in Counselling Skills, each student must achieve the following:

- Minimum attendance requirement of 80%
- Assignments 1 and 2 to be formally assessed by tutors as a pass
- Consistent with the aim of becoming reflective practitioners, students should be able to demonstrate the skills necessary for rigorous and continuous self-assessment. This is expected to be evident in Assignment 3, which will be a combination of self, peer and tutor assessment.

In addition to the above, the award will only be made once the tutors and one external examiner have met to confirm that the award can be given.

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. 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. Interviews will take place online, via Teams.

Cost

The course costs £3100 (this includes the cost of accommodation 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. Payment is to be made by BACS only; unfortunately, we are not able to take card payments. 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 £3100
- bookings cancelled within two months before the start date will be refunded 50% of the full fee of £3100
- 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 and Car Parking

This course will be delivered at the Norwich Centre, 7 Earlham Road, Norwich, NR2 3RA. There is no available parking on-site but pay and display parking is available nearby.

Accessibility

We have one car parking space for Blue Badge holders. The rooms we use are accessible for wheelchair users from the rear of the building. Please contact us for further information.

Contact Details

Address: The Norwich Centre, 7 Earlham Road, Norwich NR2 3RA

Tel: 01603 617709

Email: training@norwichcentre.org

Website: www.norwichcentre.org

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 (2026)

Week 1: Wednesday 9th September

plus, Saturday 12th September

Week 2: Wednesday 16th September

Week 3: Wednesday 23rd September

Week 4: Wednesday 30th September

Week 5: Wednesday 7th October

Week 6: Wednesday 14th October

Week 7: Wednesday 21st October

Half-Term

Week 8: Wednesday 4th November

Week 9: Wednesday 11th November

Week 10: Wednesday 18th November

Week 11: Wednesday 25th November

Week 12: Wednesday 2nd December

Week 13: Wednesday 9th December

Christmas Break

TERM 2 (2027)

Week 14: Wednesday 13th January

Week 15: Wednesday 20th January

plus, Friday 22nd, Saturday 23rd & Sunday 24th January (Residential Weekend)

Week 16: Wednesday 27th January

Week 17: Wednesday 3rd February

Week 18: Wednesday 10th February

Half-Term

Week 19: Wednesday 24th February

Week 20: Wednesday 3rd March

Week 21: Wednesday 10th March

Week 22: Wednesday 17th March

Week 23: Wednesday 24th March

Easter Break

TERM 3

Week 24: Wednesday 14th April

Week 25: Wednesday 21st April

Week 26: Wednesday 28th April

Week 27: Wednesday 5th May

Week 28: Wednesday 12th May

Week 29: Wednesday 19th May

Week 30: Wednesday 26th May

Half-Term

Week 31: Wednesday 9th June

Week 32: Wednesday 16th June

plus, Saturday 19th June (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.

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.