

Level 3 - Personal Therapy Course Requirements

1. The student is required to complete a minimum of 16 hours of individual personal therapy during the Certificate Course which **must be completed between course sessions 5 – 19**. The therapy sessions must take place at the counsellor's practice **where both parties are physically present** and must be on a **WEEKLY** basis. Sessions should only take place remotely, either by telephone or on-line, if there is a period of lock down or either party needs to self-isolate. Also the sessions must be separated into two blocks, each to be a **minimum of 8 sessions**, one **BEFORE** and one **AFTER** the residential weekend. Fortnightly sessions will not count towards the total required number of hours.

N.B. Previous therapy hours cannot be counted to cover this criterion.

2. Counsellor Requirements

Before commencing personal therapy, it is the student's responsibility to ensure the prospective counsellor meets all the following Counsellor Requirements. As such the counsellor **must**;

- a) Be listed on the BACP Register of Counsellors and Psychotherapists or another professional counselling register which is recognised by the Professional Standards Authority.
 - b) Work within BACP guidelines and be a member of a professional body e.g. BACP, UKCP.
 - c) Have a Counselling Diploma with a min of 450 counselling face to face tutor training hours.
 - d) Have been in post-diploma qualified practice for a minimum of 2 years.
 - e) Have completed 350 supervised client hours, comprised of a minimum 100 training and minimum 250 post qualifying client hours, and attended a min 1.5 hrs of supervision per month during these periods of practise.
 - f) Be able to provide a theoretical orientation in line with the course i.e. a humanistic client-led approach integrating the psychodynamic model, CBT techniques or creative media.
 - g) Attend at least 1.5 hours supervision per month as per BACP requirements for an accredited counsellor/a counsellor working towards accreditation.
 - h) Provide the student with the name of their supervisor because the student cannot have the same supervisor themselves for their clinical practise during Level 4.
 - i) Not be a member of the School's management and teaching team.
 - j) Not be on the School's Approved Supervisor List or present student-clients to a supervisor who is part of the teaching/management team.
 - k) Confirm they are not in a therapeutic counselling relationship with another student from the same cohort and will not knowingly take on another of the student's peers as a client.
3. Before commencement of counselling sessions or if changing counsellors, the student must email the Course Director the names of both the counsellor, and the counsellor's supervisor, so that the boundaries stated above can be checked and maintained. Should an unforeseen conflict of interest inadvertently occur, due for example to a student having taken a year out, which results in a counsellor seeing 2 students from the same cohort then the counsellor should discuss the situation with both student clients with a view to closing the counselling contract with one of them within 4-6 sessions.
 4. L-F School does not have a list of counsellors and the student is free to choose their own counsellor provided they meet the Counsellor Requirements above. It is important the student contracts with a therapist with whom they can connect and form a solid working alliance.
 5. Students can contact the LIFE-FORCE Centre BACP Accredited Counselling Service if they wish to have counselling at the Centre, but students would still need to check with the School to ensure the above boundaries are in place before commencement of personal therapy.
 6. Students are required to maintain an accurate record of personal therapy sessions by adding the appointment dates of each arranged session onto a Personal Therapy Record Sheet. They should then add the relevant record code to evidence; the session took place and whether it was face-to-face, by telephone or online; the session was cancelled and by whom, or the therapy contract was temporarily suspended. **(Ref. Record Code Requirements)**
This sheet needs to be signed on a termly basis by the student's counsellor to confirm all the above Counsellor Requirements have been met and the sessions listed have been attended by the student. The completed sheet must also be signed by the student's personal tutor during individual tutorials and be included in Unit 4 of the student's Professional Portfolio as written evidence of completion of this important course requirement.

7. Level 4 students, prior to the commencement of clinical practice, must complete a minimum of 16 hours of weekly personal therapy in the year preceding the start of the Diploma Course. The therapy undertaken during Level 3 will meet this requirement provided the student has not taken a year or more out between Level 3 and Level 4 of the training programme.
8. **Extensions are not available in respect of the requirement for 16 hours of individual personal therapy.**

Record Code Requirements

The student must maintain accurate records regarding the Personal Therapy Record Sheet. In order to meet this course requirement they must add the appointment date for **each** arranged personal therapy session onto this sheet. They should then record which of the following situations occurred by correctly using one of the appropriate **record codes** listed below, which must be written in the Record Codes Column on the record sheet.

- a) A session goes ahead - indicate whether it was undertaken face-to-face, by telephone or online.
- b) A session is cancelled - indicate who cancelled the session.

1. Personal Therapy Record Sheets

- **Personal therapy session undertaken face-to-face or remotely**

FF = Face-to-Face T = Telephone OL = Online

Personal therapy cancelled by personal therapist

PtC = Personal Therapist Cancelled

- **Personal therapy cancelled by student**

StC = Student Cancelled

- **Personal therapy temporarily suspended**

S = Suspended