



# ABC Level 2 Award Counselling Concepts

30 Hour programme – **Summer Term 2012 Intake**

This course provides an introduction to counselling and may be of interest to you if:

- You would like a realistic understanding of the nature of counselling training
- You would like to enhance and improved your verbal and communication skills
- You would like to experience working in groups of different sizes
- You would like to enhance your career prospects through extra qualifications
- You are undertaking voluntary work
- You are seeking a career change
- You are returning to study
- You would like to enhance your self-awareness

This course is accredited by ABC and offers a Level 2 qualification.

The course consists of 3 units, which are both internally and externally assessed.

**Unit 1** An appreciation of the basics of counselling , the professional context and relationship

**Unit 2** An introduction to the skills used by a counsellor

**Unit 3** An introduction to personal development

**Course fee**

**£245**

**Number of places per cohort**

**15**

<b>Tuesday Evening: 18.00-21.00</b>	<b>Wednesday Daytime: 9.30-16.30</b>
<b>10</b> Training days - 3 hour per session	<b>5</b> training days - 6 hours per session <i>(Lunch break from 12.30 - 13.30)</i>
<b>Programme Tutor: Ambika Connelly</b>	<b>Programme Leader: Anissa Chung</b>
17 <sup>th</sup> April 2012 – 26 <sup>th</sup> June 2012 <i>(No training on 5<sup>th</sup> June 2012)</i>	13 June 2012 – 18 <sup>th</sup> July 2012 <i>(No training on 27<sup>th</sup> June 2012)</i>

**Full payment** plus your **completed reference** will finalise your booking, and these are required as soon as possible, as places are allocated on a first come first served basis.

The course is open to all applicants. Fees include the ABC registration and official certificate.





## **EMPLOYER/SPONSOR**

### **FEE PAYMENT - INVOICE REQUEST**

**This form must be completed and returned to the Institute as soon as possible.**

Name of applicant: \_\_\_\_\_

Title of Course: **ABC Level 2 Award in Counselling Concepts**

Cost of Course: **£245**

**Person authorising payment:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please give invoice details:**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Admissions, The Sherwood Psychotherapy Training Institute, Thiskney House, 2 St James Terrace, Nottingham, NG1 6FW, UK.

**Telephone:** +44 (0) 115 844 7904

**Fax:** +44 (0) 115 924 2738

**Email:** [admissions@spti.net](mailto:admissions@spti.net)



**SECTION 1 – APPLICANT DETAILS** (to be completed by the **Applicant**)

**Section 1** is to be completed by the **applicant**. The form should then be passed to the **referee** who is asked to complete **Section 2**, compile and attach their separate reference and return to the address below.

Applicant Name

Applicant Address

Proposed programme of study

ABC Counselling Concepts

**SECTION 2 – REFEREE DETAILS** (to be completed by the **Referee**)

The above named individual is applying to study at the Sherwood Institute and has named you as a referee. We would be grateful if you could complete Section 2 of this form and return it together with your **separate signed reference letter** to the address below. Please outline your views in regard to the applicant's ability to carry out and complete their studies at their selected level with reference to relevant work experience/ability to work within a group/communication skills/etc. Please note; **the accompanying SEPARATE LETTER of reference itself should be provided on headed paper wherever possible**.

**Thank you for your time and co-operation in completing this reference.**

Referee Name

Referee Post/Occupation

Name & Address of Organisation (if applicable)

Work email address (if applicable)

Telephone (Work)

Home address (if work address not applicable)

Home Email address (if applicable)

Telephone (Home)

How long and in what capacity do/have you known this applicant?

Telephone (Mobile)

Referee signature

Date

I have attached my separate letter of reference to this front sheet

**DATA PROTECTION;** References will normally only be accessed by a limited number of staff within the Institute. However, under the Data Protection Act, the applicant may request access to information that has been written about them.

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