**Terms and Conditions for Students 2022-23**

**Level 3 Certificate in Counselling Studies (CST-L3)**

This information details the administrative and practical aspects of this course and includes the Terms of Agreement between you and Barnabas Counselling Training (BCT). Please read through this information carefully as you are asked to sign your agreement to these Terms on the Application Form. If you have any specific queries, please contact Julie Allday at the BCT office for assistance (email: info@barnabastraining.com).

**Course Fees**

The course fee for 2022/23 will be £1300. This includes registration fees paid out on your behalf at the start of the course to the Counselling and Psychotherapy Central Awarding Body (CPCAB). The cost of the course, amount of the deposit and any additional fees that may arise are set out in the Schedule of Course Fees at the end of this document.

**Payment of Course Fees**

Your deposit becomes non-refundable (except as set out under “Withdrawal from the Course” below) and the remaining cost of the Level 3 course becomes due and payable on the day of the first teaching session of the course. Further details are set out in the Schedule of Course Fees at the end of this document.

**Withdrawal from the Course**

If you withdraw from the Course at any time on or after the date of the first teaching session of the course, or are asked to leave the course for breaching course requirements, you will remain liable to pay for the full amount of the course for that year. This is because the year’s course fees became due and payable on the day of the first teaching Session. In addition, it is not possible after that date to replace you with another participant.

Part of your deposit pays for your registration with the CPCAB. If you withdraw from the course within the first 6 weeks of the date of the first teaching session of the course, CPCAB will refund their registration fee less their administration fee. If you withdraw from the course after this point, CPCAB currently offers a 50% refund of the registration fee only for cases where you have medical grounds for your withdrawal, supported by a written, signed confirmation from a Doctor.

**Course attendance**

Students are expected to attend all course sessions and are required to attend at least 90% in order be eligible to receive certification on completion of the training programme. If you find that you are absent for more than this, your course tutor and the BCT Administrator will work together to see what we are able to offer you and there would be an extra charge for any additional 1:1 tutor time.

You should also be aware that this Level 3 programme includes an element of ‘Live Skills’ work which runs across three consecutive course sessions – sessions 5, 6 and 7. Students are required to make every effort to be present at each of these sessions as absence will disrupt the ‘Live Skills’ work and the course scheduling for the whole group.

A register of attendance is kept and regular lateness, or early departure, counts towards the percentage of absence. Failure to fulfil the course attendance requirement may result in you only receiving a BCT Certificate of Attendance, as opposed to the CPCAB CST-L3 Certificate in Counselling Studies. We would therefore encourage you not to book or take annual leave on dates which coincide with course training days in order that you can maximize your attendance and allow for any unexpected illness or emergency.

It is important that students are able to attend the first session of the course. At this session we cover a great deal of information relating to course requirements, registration, assessments and administration regarding the development of your personal portfolio. Students who are unable to attend this initial session often find that they struggle to catch up. This can negatively impact their own learning and can be disruptive to the wider training group. Such students are therefore required to attend an additional ‘catch up’ session with the course tutor before the second course session. This will take place at the course venue at a mutually convenient time. There will be an additional charge for this to cover the tutor and administrative costs. Please see the Schedule of Course Fees.

**Changes to sessions**

We will do our best not to make changes to course dates. In the event of exceptional circumstances (eg illness, inclement weather, national/local lockdown or emergency) BCT reserves the right to cancel sessions, revert to Zoom or rearrange dates in consultation with the group where possible. Students will be notified by telephone and email of any unexpected changes.

**Dual Relationships**

Applicants should be aware that we do not accept couples or close relatives / friends on the same course.  Similarly, relatives or close friends of tutors will not be eligible to join courses which are being delivered by them.  This is to ensure that we can actively minimise any conflicts of interest which may arise from such dual relationships and which can, in turn, impact the group dynamics and the learning experience of the whole group.

**Integrative Training**

The core model for this Level 3 course is a secular one but this, and all the teaching, is offered from a Christian perspective. There is ample opportunity to explore faith based issues in relation the holistic wellbeing of clients who require care and counselling.

Some students on Barnabas courses share the Christian faith but applications are accepted and considered from those of any faith or none. The Application Form includes a section marked ‘Christian Experience’. Please complete this as fully and as honestly as you can. If you do not share the Christian faith please describe how you feel about this aspect of the course and how you expect to engage with it. Applicants who do not share the Christian faith can only be accepted on to the course if they are willing to show a tolerance and sensitivity to the faith; those sharing the Christian faith and beliefs will be expected to show the same in return.

As part of your application please ask your Minister or a Church Leader who knows you well to complete the Confidential Reference Form you received with the application form. If you are unable to provide a Minister’s reference please ask someone who can comment on your character and suitability for this training.

**Assessment**

The course is assessed both internally and externally. Students must pass both of these elements before a Certificate will be issued. The Internal Assessment includes an essay, book review, Case Study and skills practice; this is assessed by your tutor. The External Assessment takes the form of a written Review Paper completed at home during a set week in April 2024. This paper is marked by CPCAB.

An Assessment Schedule will be issued at the start of the course and submission dates for coursework will be made clear. Students are asked to discuss difficulties meeting such deadlines with the course tutor as soon as a problem becomes apparent. Extension dates can be negotiated where necessary. Students are encouraged to keep up with their work, particularly, their learning journals. Consistent failure to submit work may result in a student being asked to leave the course.

If an assignment is not satisfactory a student will have one opportunity to redo the assignment for assessment. Assessment decisions are overseen by BCT internal moderators. Your work may also be assessed by an independent tutor or BCT’s Director of Training Standards.

**Tutorials**

Tutorials will be offered in order to check progress and assist with ongoing learning and development. Should you fail to meet the required minimum standard of proficiency this will be discussed with you. We will then work to review your progress and agree what action needs to be taken.

**External Assessment**

An external assessment forms part of the course. This date is included in the course information and notified to you by the tutor at the start of the course. You should make every effort to attend this session. If you are unable to attend, arrangements for re-sits are outlined below.

**Reasonable Adjustments for External Assessment**

If you have a learning difficulty or disability there is provision is made for certain reasonable adjustments during the CPCAB external assessment (such as extra time, enhanced visual or audio aids). Your tutor has a full list of acceptable adjustments and will discuss this with you at least two months before your assessment date.

**Re-sits for External Assessment**

If you are prevented from taking the external assessment through unavoidable circumstances, e.g. illness, you will be offered the opportunity to sit the assessment during the next available assessment week. There will be no additional charge under these circumstances.

If you are not proficient in the external assessment, you will have an opportunity to re-sit the assessment during the next available assessment week. The CPCAB fee for the Level 3 resit is £98. Please see the Schedule of Course Fees.

**Data Protection**

The Barnabas Privacy Notice is provided as a separate document outlining how your data will be processed in compliance with the General Data Protection Regulation 2018 (GDPR). Where consent is required questions are included on the Application Form.

**DBS Checks**

Students applying for Level 3 courses are not required to apply for a DBS check. However, if you are intending to progress through the levels of counselling training to qualification, please be aware that if you have any criminal convictions this could affect the award of an Enhanced DBS which would be required by the Placement Agency at Level 4. This could in turn affect your acceptance onto a placement and your ability to continue on a Level 4 Diploma course.

**CPCAB**

CPCAB is the external accrediting body of this Level 3 qualification. You will be asked to complete their enrolment form on the first session. BCT pays your CPCAB registration fee from your course deposit when you start the course. External verifiers from CPCAB will visit your course on two occasions and you will be asked to have your portfolio available on these dates. The CPCAB website: **www.cpcab.co.uk** will provide you with many useful resources and articles.

**Complaints Procedure**

Your course handbook will detail the BCT Complaints, Appeals and Maladministration Policies. However, if you have concerns about any aspect of your training course, you are advised to speak to your course tutor in the first instance. If this does not resolve an issue, please contact BCT directly.

**Certification**

Both BCT and CPCAB award Certificates to students who fulfil all the requirements of the course. BCT will only release these Certificates to you once all your course fees have been paid in full.

**October 2022**

**You are asked to sign your agreement to these Terms and Conditions and the Privacy Notice on the Course Application form. Please keep this copy for your records.**

**SCHEDULE OF COURSE FEES**

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| **COURSE FEE** | £1300 (including the deposit) |
| **DEPOSIT** | £500 payable on submission of application or by application deadline of 9th December. This fee will be refunded if your application is unsuccessful. If you withdraw before the first session after accepting a place an administrative fee of £25 will be charged. |
| **MONTHLY PAYMENT TERMS** | Once the deposit has been paid, the remaining cost of the Level 3 course, £800, is payable before the first session on 20th May 2023.  |
| **ADDITIONAL FEE FOR MISSED FIRST SESSION ‘CATCH UP’** | £75 |
| **CPCAB EXTERNAL ASSESSMENT RE-SIT FEE** | £98 (correct for 2022-23 academic year) |
| **POTENTIAL ADDITIONAL COSTS** | Extensive handouts are provided covering the key subjects taught. However, some students may wish to purchase specific books in addition to the recommend core course text books. Personal counselling is not mandatory at this stage of training but some students may wish or need to engage in therapy. The cost of this will be met by the student. |