



## CANDIDATE ENTRY VALIDATION FORM

Please read the guidance notes on the following two pages before completing this form. Please keep all three pages as a master-copy from which to make photocopies as required.

This form does not apply to courses leading to level 2 qualifications – which do not require a prior qualification.

Candidate name: .....

EITHER: I have assessed the level of this prospective candidate's prior training as equivalent to the following CPCAB qualification(s) [please enter code(s)]:

.....

OR: Where there are gaps in this prospective candidate's prior training, I have assessed the combination of her/his prior training and workplace experience as equivalent to the following CPCAB qualification(s) [please enter code(s)]:

.....

This candidate has therefore been accepted onto a course leading to the following qualification [please enter code]:

.....

### I can confirm that:

1. I have seen clear evidence of the candidate's prior counselling training (e.g. certificates) and, where APEL is being accredited, counselling practice experience
2. The candidate has undergone a minimum of ..... guided learning hours (GLH) relevant training  (Please see next page for guidelines on minimum APL and APEL entry requirements.)
3. The candidate has undergone their prior training at .....
4. Where there are gaps in the prospective candidate's prior training, I have assessed, as equivalent, her/his prior learning through workplace experience
5. I have examined appropriate references for this candidate – from a former tutor – confirming the candidate's suitability for the course and supporting her/his application
6. I believe that this candidate has sufficient personal and professional maturity to embark on the course identified above
7. Tutor's signature: ..... Date: .....

Please return this completed form with your completed candidate registration form(s) CR1 to:

CPCAB, PO Box 1768, Glastonbury, Somerset (UK) BA6 8YP. Fax: 01458 852055

E-mail: [registrations@cpcab.co.uk](mailto:registrations@cpcab.co.uk)

We hope the following guidelines (over page) will be useful. However, if you need further help in relation to individual candidates please contact CPCAB.

## Guidance notes for the candidate entry validation form

Key notes:

1. The *Candidate entry validation form* applies to CPCAB-registered courses starting after 1st September 2005.
2. The form is to be used for each student who does not hold the prior CPCAB qualification.

It is important that each candidate who is APL/APEL assessed is at an equivalent level of training and experience to that of CPCAB-qualified candidates. Therefore all centres are required to carry out an effective pre-course assessment. This CPCAB **candidate entry validation form (CR2)** is intended to help formalise that process and is also designed for quick and easy completion. It therefore asks only for the minimum required of an effective APL/APEL pre-course assessment procedure – in essence asking for confirmation that the candidates' prior training and/or experience is comparable to that of the previous CPCAB qualification(s). Centres may therefore wish to include additional pre-course assessment procedures, for example:

- Attendance in a pre-course assessment group;
- Examination of learning reviews/journals, case studies, audio/video tapes etc. from previous courses.

### Recommendations for your APL/APEL pre-course assessment process:

We recommend that tutors/assessors request the following details from prospective candidates and that the assessor completes this **candidate entry validation form** at the interview:

- Details of the candidate's prior counselling skills/counsellor/supervision training, including actual certificates (for entry onto CST-L3, CSK-L3, TC-L4, CBT-L5, PC-L5 and TCSU-L6);
- Details of counselling skills/counselling/supervision practice experience (if APEL is being accredited);
- References – from a former tutor (for entry onto CST-L3, CSK-L3, TC-L4, CBT-L5, PC-L5, and TCSU-L6).

### Verifying APL/APEL procedures:

In order to ensure that centres carry out APL and APEL procedures satisfactorily, CPCAB will randomly choose particular groups of candidates to verify prior experience and/or qualifications/training.

### Accrediting Prior Learning (APL)

This can consist of either certificated and/or non-certificated training. Certificated training means courses that have led to a recognised qualification which has been awarded by a national awarding body or reputable training organisation. It is important to have detailed information about the nature, content and duration of the course(s).

Appropriate non-certificated training will have been provided by reputable counsellor training organisations. Such a course may take the form, for example, of a 10 day in-house training programme for volunteer counsellors, or a linked series of 5 weekend workshops run by a private counsellor training organisation. Prospective candidates would need to provide evidence of their training – for example a certificate of attendance (or confirmation letter from the provider), together with details of the nature of the training undertaken. APL in this case can be quite problematic and it is useful to have local knowledge of the type and quality of training being offered within the catchment area of your college/organisation.

In both of the above categories it is important to determine the level at which the training was delivered and its duration. It is appropriate to add up the GLH of courses that were part of a portfolio designed to help the individual reach a certain proficiency level. Courses of very short duration and/or on specialist topics need to be viewed with quite a careful eye, as do short courses that claim to help the individual achieve a high level of competency in a short time. Six days of basic counselling skills at six hours per day, for example, may well have provided the candidate with 36 GLH of good (if basic) counselling skills training, but a course consisting of six weekends leading to a practitioner diploma would be very questionable.

### Accrediting Prior Experiential Learning (APEL)

Prospective candidates may have developed understanding and skills through extensive practice. In recognition of this, CPCAB accepts that candidates may be credited with APEL where they can provide sufficient and appropriate evidence of their prior experiential learning. However, it is not enough for any candidate to base their entry-application purely on APEL – i.e. without their having any prior training (whether certificated or non-certificated).

To establish their APEL, it is not enough for a candidate to simply provide a statement to the effect that “I have x hundred hours of supervised practitioner experience”. Information concerning the level of client-work involved, together with a statement from a supervisor validating the evidence, is the minimum that can be accepted. The information provided to tutors in each case needs to indicate/include:

1. Practitioner experience;
2. Names and details of agencies involved;
3. Number of counselling hours and number of supervision hours;
4. Level(s) of client-work;
5. Testimonial(s) from an appropriately qualified supervisor supporting items 1 to 4 above;
6. A case-study and other evidence of his/her practice (e.g. review of supervision);
7. A face-to-face interview to gauge the level of the applicant’s knowledge and experience.

### **Minimum APL / APEL entry requirements:**

<b>Entry onto:</b>	<b>Requires a prior minimum GLH of:</b>
Level 3 Certificate in Advanced Counselling Skills (CSK-L3)	75 GLH (CSK-L2 or equivalent)
Level 3 Certificate in Counselling Studies (CST-L3)	75 GLH (CSK-L2 or equivalent)
Level 4 Diploma in Therapeutic Counselling (TC-L4)	150 GLH at the relevant level (CSK-L2 + CST-L3, or their equivalents)
Level 5 Certificate in Cognitive Behavioural Therapeutic Skills and Theory (CBT-L5)	420 GLH (approx) at the relevant level ( TC-L4 or equivalent diploma), plus appropriate pre-diploma training
Level 5 Diploma in Psychotherapeutic Counselling (PC-L5)	420 GLH at the relevant level ( TC-L4 or equivalent diploma), plus appropriate pre-diploma training
Level 6 Diploma in Therapeutic Counselling Supervision (TCSU-L6)	<b>Either</b> Level 5 diploma (PC-L5 or equivalent) plus at least one year post-qualified supervised client work; <b>or ...</b> <b>Or</b> Level 4 diploma (TC-L4 or equivalent) plus at least <u>two</u> years post-qualified supervised client work.