

NCFE Levels 2 & 3 Certificates in Counselling Skills Programme Information

General Information

Applicants should be aware of the following important points:

- A high degree of commitment is required to successfully complete the courses.
- A high volume of work at home is required to complete the coursework, appropriate to course level.
- Attendance of a minimum of 80% each term is essential and is monitored by the awarding body.
- Students are required to be punctual and maintain a high degree of Health and Safety for each session – it is disruptive and discourteous to both tutor and fellow learners to arrive late.
- Students are advised to read the enclosed documents carefully before enrolling on a course as we are unable to offer a refund of fees.
- Transfer to another current course can be arranged, if appropriate, for a small administration fee (providing there is an available place) – any additional fee would be payable and no refund can be offered.
- In the interests of the learner, the tutor has the right to refuse or defer enrolment to a student if, in their professional judgement, that particular course is inappropriate for the learner at that time.
- Interviews: please telephone 0208 269 8991 leaving your name, telephone number and the title of the course you are interested in. If you are unsure please state the subject and whether a day or evening course is required. We will get back to you as soon as possible with details of the interview.
- Examination costs for all levels (which include certification and administration fees) are included in the course fee. Students on funded places must be aware that examinations costs remain payable and must be paid on enrolment.

Please ask centre office staff for a course outline for any course you may be interested in, quoting the course number from the brochure.

Please complete an enrolment form and take it with you to the interview with any other relevant documents, eg certificates.

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NCFE Level 2 Certificate in Counselling Skills

A level 2 Certificate in Counselling Skills, covering student self-development as well as the skills that lead to further counsellor training. It is an ideal qualification for those wanting to implement interpersonal skills in their working environment and for those who are considering a career in counselling. All learners will need to complete this level before progressing to level 3.

Entry requirements – all learners enrolling for NCFE Level 2 must attend an interview with the tutor. Minimum age 18.

NCFE Level 3 Certificate in Counselling Skills

A level 3 certificate course, ideal for those who are seeking to enhance their functional role through the use of counselling skills in their work and those who are seeking a career change and wish to develop as professional counsellors.

Entry requirements – NCFE Level 2 Certificate in Counselling Skills or equivalent certificate (CSCT), or considerable experience in a voluntary organisation, counselling on a one-to-one basis (ie CRUSE), or evidence of work of an appropriate kind at certificate level. All new students must attend an interview with the tutor. All learners will need to complete this level before progressing to level 4 or 5. Minimum age 18.