

## Level 3 Certificate in Applied Counselling

This course is intended for candidates who want to : take the next step in training to become a counsellor (having already acquired counselling skills level 2): learn more about counselling theory and agency work. The course runs for 3 hours per week for 33 weeks. Learners are also expected to spend additional time on their project work outside of class time. Learners to be 19+ on the course starting date.

Start Date: 07 October 2026  
Start Time: 18:00  
Lessons: 33  
Weeks: 33  
Hours: 99.00

The lessons will be held in classrooms, but may be switched to online delivery for tutorials and special circumstances such as severe weather conditions. During this time, the lessons will be held remotely, via live video calls on Teams or Zoom.

### **Venue**

Medway Learning and Skills Hub  
Unit 2  
Britton Farm Street  
ME7 1GX

### **What will I learn on this course?**

The course aims that you will be able to:

1. Build on the skills gained in level 2
2. Gain an understanding of the theories of counselling and mental health
3. Understand the importance of relationship in counselling
4. Understand the importance of supervision and how to use it
5. Use self awareness, reflection and feedback throughout the process

Learners must have completed the Level 2 counselling skills course or its equivalent. There will be an interview, and assessment date to be attended. You need literacy skills (be able to follow written and verbal instructions, use alphabetical order, write coherent and structured essays and assignments) and numeracy skills (criteria is numerical based, journals and pages in each section numbered sequentially) IT Skills (all journals and assignments to be computer generated and presentations can be done on power point). You also need to be emotionally stable. Counselling courses include elements of self awareness, personal growth and development, this will involve self reflection and sharing of possibly uncomfortable situations undertaken within the confines of the classroom with boundaries and rules set by learners. You will also be expected to give feedback to peers both on written work and practical skills. Due to the nature of the course all students are required to sign a confidentiality agreement at induction.

Although personal counselling is not a requirement at this level it is highly recommended and maybe specifically suggested to you if the tutor thinks it will enhance your support and development. Group and triad sessions are not a replacement for this.

### **Is this course suitable for me?**

This course is suitable for you if you have completed the Level 2 Counselling Certificate.

### **Is there anything I need to know about this course?**

A portfolio of work will be built up. Learners have to submit a weekly journal 750 – 1000 words, a written assignment, A presentation, two observed counselling skills practice sessions (one via transcribed recording), one case study, set goals and review these and progress in your ILP. You will also be required to complete your own research outside of taught sessions, it is recommended at least 6 hours per week.

Learners will be expected to attend all sessions and be prepared to carry out homework as requested by the tutor, read the course text book and research topics and concepts explored on the course  
You are undertaking a course that leads , to a nationally regulated qualification on the Qualification and Credit Framework (QCF) awarded by the Counselling and Psychotherapy Central Awarding Body (CPCAB) - the only Ofqual approved awarding body to specialise in the field of counselling and supervision  
(cpcab.co.uk) have an excellent website with any further information you may want.

### **Will there be any additional costs?**

You will need to purchase your own stationery, including a folder and dividers and the course text book: Counselling Skills & Studies: available through CPCAB or Amazon websites.  
You will also need a computer and access to a printer, a digital recorder for skills practice sessions and a memory stick

### **What could I go on to do after this course?**

This course is a requirement to progressing to a Level 4 Counselling Diploma, this is discussed during the year. Level 4 Life Coaching is also offered by the Centre.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice please telephone 01634 338400.

### **Attendance Policy**

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term -time please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend please contact 01634 338400 so that we can let your tutor know, and so they can send you any work you may have missed.

### **How are digital skills used and enhanced?**

You need to use the internet for some of your course - using a tablet, laptop or computer. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

### **Health and Safety**

If you are worried about anything, please talk to your tutor or our Safeguarding Officer.  
Learners are encouraged to work safely. Poor positioning of equipment can lead to Repetitive Strain Injury (RSI).  
Discover more about safe ways to work with computer equipment here:  
<https://www.bbc.co.uk/bitesize/guides/zkyg87h/revision/1>

### **For e-learning courses - etiquette and safe learning**

Please make sure you and everyone at home are fully dressed when you are joining classes online, and that no personal information (address, bank details) can be seen.