Unit Title: Counselling: Setting up a Practice

Unit Credit Value: 15
Unit Level: Four
Unit Guided Learning Hours: 60
Ofqual Unit Reference Number: D/506/3125
Unit Review Date: 31/07/2019
Unit Sector: 1.3 Health and Social Care

Unit Summary
This unit will provide learners with the skills, knowledge and understanding needed for setting up, developing and maintaining a private counselling practice.

Unit Information
It is expected that before the unit is delivered, the tutor will have read the Qualification Specification to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled. Additional guidance is available below as Assessment Guidance for Learning Outcomes and Assessment Criteria in bold.

This unit has 4 learning outcomes

<table>
<thead>
<tr>
<th>LEARNING OUTCOMES</th>
<th>ASSESSMENT CRITERIA</th>
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<tbody>
<tr>
<td>The learner will:</td>
<td>The learner can:</td>
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<tr>
<td>1. Understand UK and EU business and marketing systems and procedures for the</td>
<td>1.1. Critically compare and contrast the UK and EU requirements for counselling</td>
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<td>efficient, effective, ethical and legitimate functioning of a counselling practice</td>
<td>practices and practitioners</td>
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<td>2. Understand research methods in order to conduct a meaningful evaluation and</td>
<td>2.1. Critically compare research methods that would provide meaningful data for</td>
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<td>enquiry into candidate’s own private counselling practice</td>
<td>counsellors working in private practice</td>
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<td>2.2. Differentiate between the projected outcomes of the used methods of data</td>
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<td>collection</td>
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<td>2.3. Draw conclusions which demonstrate an ability to critically reflect on practice</td>
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<td>3. Be able to develop a business plan required to establish, develop and maintain</td>
<td>3.1. Develop a business plan focusing on setting up a private counselling practice</td>
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<td>a private counselling practice</td>
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LEARNING OUTCOMES

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<th>The learner will:</th>
<th>ASSESSMENT CRITERIA</th>
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| 4. Understand the effectiveness of supervision in maintaining professional counselling practice standards | 4.1. Critically evaluate the benefits of supervision for private practitioners  
4.2. Critically evaluate the effectiveness of supervision for private practitioners |

Assessment

This unit is assessed by an internally set and assessed journal of up to 800 words per session.

Indicative Content

Learning Outcome 1

Understand UK and EU business and marketing systems: UK and EU business and marketing systems and procedures for counselling practice and practitioners (legal, professional, etc).

Learning Outcome 2

2.1 Research methods: research methods (e.g. Case study; client evaluation forms such as the CORS and the SRS; CORE).

Learning Outcome 3

Develop a business plan:
- planning an independent private practice (who, what, why, when, where, how)
- locality; planning the physical set-up of the practice
- deciding on and developing a professional profile
- marketing the business; developing and maintaining a web presence
- financial matters (budget, fees, expenses, accounts, banking, tax, etc)
- storing data (client records, process notes, evaluation forms, recordings, documentation, etc)
- managing risk and safety issues; crisis plan; succession plan
- client contracts - developing and maintaining
- legal and ethical issues
- support networks (peer, professional, etc).

Learning Outcome 4

Effectiveness of supervision: benefits, effectiveness and practicalities.
Evidence Requirements
Evidence of practical ability must be demonstrated.

Reading List

Required Reading


Recommended Reading


