**AIM Awards**

**Level 5 Diploma in Psychotherapeutic Counselling**

**Assessment Pack**

**2017 - 2018**

|  |  |
| --- | --- |
| Learner Name: |  |
| Unique Learner Number: |  |
| Course: |  |
| Tutor/Assessor: |  |
| Learner Signature: |  |
| Date Started: |  |
| Date Completed: |  |

Contents

[How this qualification is assessed 3](#_Toc496777806)

[Mandatory: Counselling Practicum (Level 4) 7](#_Toc496777807)

[Record of Learner Achievement 7](#_Toc496777808)

[Assignment: Study of Supervised Counselling Practice 8](#_Toc496777809)

[Assignment: Supervisor’s Report 11](#_Toc496777810)

[Mandatory: Counselling Supervision, Ethical and Legal Issues (Level 5) 13](#_Toc496777811)

[Record of Learner Achievement 13](#_Toc496777812)

[Assignment Brief 1 15](#_Toc496777813)

[Assignment Brief 2 17](#_Toc496777814)

[Mandatory: Research in Counselling (Level 5) 19](#_Toc496777815)

[Record of Learner Achievement 19](#_Toc496777816)

[Assignment Brief 20](#_Toc496777817)

# How this qualification is assessed

This qualification consists of both mandatory and optional units. A grid showing an overview of the assessments for the qualification, followed by the assignment tasks is shown below. Each assignment must be passed in order to achieve the unit. Please refer to Section 2 of the qualification specification on how to achieve the full qualification.

Mandatory Units – Learners must achieve all of the units below by completing the required assignments.

|  |  |
| --- | --- |
| **Unit** | **Assessment** |
| **Title** | **Reference Number** | **Level** | **Credit Value** | **Method** | **Task** | **Size** | **Page** |
| Counselling Practicum | D/506/3058 | Four | 20 | Externally marked | Report of study of supervised practice | 3000 words | 8 |
| Internally reviewed | Supervisor’s Report | 100 hours practice | 11 |
| Counselling Supervision, Ethical and Legal Issues | T/506/3129 | Five | 9 | Internally marked | Essay | 2000 words | 15 |
| Internally marked | Essay | 2000 words | 17 |
| Research in Counselling | K/506/3130 | Five | 15 | Externally marked | Research Proposal | 3000 words | 20 |
| All units | Examination |  | N/A |

The Tutor/Assessor will go through the assignments with the learner to ensure they understand how to complete them. It is essential that assignments are completed on time and that they meet the Assessment Criteria at the correct level.

All written assignments have a word count, which must be adhered to. Learners should state the word count at the end of the tasks.

**Deadlines**

Externally marked tasks and examinations have strict deadlines that will be issued to centres. Deadlines for internally marked tasks may be set by the centre and must be clearly communicated to learners on the assessment tasks.

**Externally Marked Learner Work**

* Externally marked learner work must be sent by post to AIM Awards by the deadline dates for the chosen examination series for the year:

**21st January**

**21st June**

* The work must be accompanied by the completed Record of Learner Achievement for the unit covered which must be signed by the learner to declare it is their own work
* The package must be sent by special delivery or courier and centres must retain confirmation of posting
* Achievement of the externally marked learner work will be confirmed at the same time as confirmation of examination results

 **Types of assessment**

|  |  |  |
| --- | --- | --- |
| **Supervisor’s Report** | *Externally set task* | *Internally reviewed* |
| **Guidance:**AIM Awards learners are required to accept and abide by the house rules of any counselling agency they may be placed with. In addition, AIM Awards specifies the following placement criteria guidance for centres and learners: * That the counselling service works to a recognised code of practice for counselling, e.g. The BACP Ethical Framework, or a similarly valid code of conduct
* The counselling service assesses its clients to ensure that, as far as it is reasonable to do so, they are safe for Level 4 counsellor learners to work with before referring them
* Learner counsellors must have formal arrangements in place for counselling supervision, to cover all client work, prior to starting work with clients. Centres should note that individual registration and/or accreditation by professional bodies, e.g. BACP, NCS may have different requirements and are advised to alert learners to these requirements via the websites of the respective organisations
* AIM Awards recognises that, at the beginning, practice demands a lot from the new counsellor. Centres may wish to consider a ratio of one hour of supervision per four hours of client work in the early stages of a placement. We would, however, strongly recommend that the ratio of supervision to client work does not exceed one hour of supervision to eight hours of client work. However, we will support any particular requirements of the placement provider
* All client work must take place in an appropriate setting and be one-to-one, not group work
* The clients that are referred to AIM Awards learners must be real clients, e.g. people genuinely seeking help from a counsellor (specifically, they must not be other learners on counsellor training programmes)
* The counselling is subject to an appropriate counselling contract
* If asked, clients must be told that the counsellor is in training
* Someone in the organisation must take a line management responsibility for the learner i.e. to ensure that the learner is aware of health and safety regulations in the setting and discuss how appointment arrangements, cancellations and room availability will be managed
* It is recommended that learners submit Supervisor’s reports using the template in this document approximately 3 months into the placement and again at the end. These reports will enable Tutors to monitor the learners’ progress and address any areas for development.
 |

|  |  |  |
| --- | --- | --- |
| **Study of Supervised Practice** | *Externally set task* | *Externally marked*  |
| **Guidance:** Anonymity* Ensure that clients and third parties are protected and are neither identified nor identifiable within the text of your study
* Use fictitious names "the client, whom I shall call ...” or codes such as "Client A” to ensure that confidentiality is not breached

Write within the stated word limit* Observe the maximum word limit including quotations but excluding the reference list
* Clearly identify direct quotations from appropriate texts
* For assessment purposes, the maximum word limit will be strictly applied and is carefully monitored by the examiner. In the event that you exceed this, the examiner will only consider the first words up to the word limit

Presentation* Use A4 size paper only
* Word-processed or typed with double spacing using one side only
* Choose an easy to read font (e.g. Times New Roman, Verdana or Comic Sans MS)
* Use font size 12
* Number each page on the bottom right hand corner
* Leave margins of at least 12mm (½ inch) on both sides of each page
* Secure the pages in order with a single staple in the top left hand corner. Please do not submit your work in files, plastic pockets or other binding. Work which is not suitably held together will be returned to the centre unmarked
* A reference list is to be included as an appendix
* State the number of words used, including quotations but excluding the reference list
* You must NOT include additional material e.g. Supervisor’s reports, consent forms, etc.
 |

|  |  |  |
| --- | --- | --- |
| **Essay** | *Internally set task* | *Internally assessed* |
| **Guidance:**Essay tasks are set according to the assignment briefs within this document and are internally assessed, internally verified at the centre and externally verified by AIM Awards.Essays must be written in a formal style with:* an introduction
* the main body of text which includes discussion, analysis and some evaluation of the information used as references
* a conclusion
* a list of references (the Harvard referencing system is suggested)

Learners must ensure that the Assessment Criteria referred to in the assignment brief are covered by their submission.Tutors/Assessors must provide constructive useful feedback to learners on their finished submission and this must be recorded on the Record of Learner Achievement for the unit along with identification of the Assessment Criteria evidenced.It is good practice for Tutors/Assessors to look at draft essays and provide formative feedback to learners about their work in progress.A suggested essay writing approach for learners to follow is to:* Prepare
* Research
* Plan the content and argument
* Find suitable quotations to support the argument
* Write the main body
* Write the conclusion and introduction
* Complete the reference list
 |

|  |  |  |
| --- | --- | --- |
| **Research Proposal** | *Externally set task* | *Externally assessed* |
| **Guidance:**Complete a research proposal on the AIM Awards template (supplied on our website)Anonymity* Ensure that if the research involves clients or counselling agencies or other organisations, that appropriate steps are taken to ensure that third parties are protected and are neither identified nor identifiable within the text of your proposal.
* It is strongly recommended that you consult the BACP’s Ethical Guidelines for Researching Counselling and Psychotherapy or the British Educational Research Association’s Ethical Guidelines for Educational Research at an early stage in your formulation of the proposal (see resources section to see how you can access these).

Write within the stated word limit * Observe the maximum word limit including quotations but excluding the reference list
* Clearly identify direct quotations from appropriate texts
* For assessment purposes the maximum word limit will be strictly applied and is carefully monitored by the examiner. In the event that you exceed this, the examiner will only consider the first 3000 words.

Presentation* Use the template provided on A4 paper
* Word-processed or typed with double spacing using one side only
* Choose an easy to read font (e.g. Times New Roman, Verdana or Comic Sans MS)
* Use font size 12
* Number each page on the bottom right hand corner
* Leave margins of at least 12mm (½ inch) on both sides of each page
* Secure the pages in order with a single staple in the top left hand corner. Please do not submit your work in files, plastic pockets or other binding. Work which is not suitably held together will be returned to the centre unmarked
* A reference list is to be included as an appendix
* State the number of words used, including quotations but excluding the reference list
* You must NOT include additional material e.g. supervisor’s reports, consent forms, etc

You only have a finite number of words to work with (including any quotations that you may use in your proposal) and you are going to have to be very selective in communicating the essence of your research project. The examiners will be looking for a proposal that gives a good indication that a viable and realistic dissertation could be produced from it. You will be awarded a pass if your work evidences achievement of all the assessment criteria at the appropriate level. |

**Tracking Learner Work**

Each assessment task will identify the Assessment Criteria that it covers. Submissions must evidence achievement of those Assessment Criteria and Assessors must mark work against them. For each unit, there is a Record of Learner Achievement where Assessors must tick to identify whether the Assessment Criteria have been met and sign to confirm the unit has been achieved. Summative feedback to learners should be provided on this sheet containing feed-forward guidance for how to complete future submissions. The completed Records of Learner Achievement must be presented alongside the learner marked work for internal and external verification. If opportunities for Recognition of Prior Learning (RPL) have been identified, then the evidence to support the claim for RPL must be submitted along with a completed **RPL and Credit Transfer Form** to the External Verifier.

Each Record of Learner Achievement identifies which assessment criteria are covered by each task:

* Blank boxes identify Assessment Criteria mapped to that task and therefore should be ticked when the learner has achieved each criteria
* Dark grey boxes are not mapped to that task and should be ignored
* Light grey boxes with the word “external” signify that the criteria is covered by an externally marked assessment.

# Mandatory: Counselling Practicum (Level 4)

## Record of Learner Achievement

| **LEARNING OUTCOMES** | **ASSESSMENT CRITERIA** | **TICK WHEN ACHIEVED** |
| --- | --- | --- |
| **The learner will:** | **The learner can:** | **Report of study of supervised practice** | **Supervisor’s Report** |
| 1. Understand working within legal andethical requirements as a counselling practitioner
 | * 1. Demonstrate knowledge and understanding of a professional ethical framework and its application to counselling practice
 | **External** |  |
| * 1. Respond effectively to complex client issues and ethical dilemmas
 | **External** |  |
| * 1. Describe the key professional issues arising in the counselling placement
 | **External** |  |
| 1. Understand the key professional issues arising in the counselling placement
 | * 1. Demonstrate the use of counselling supervision
 | **External** |  |
| * 1. Evaluate the effects of using counselling supervision on own practice
 | **External** |  |
| 1. Understand how developing self-awareness can contribute as a counselling practitioner
 | * 1. Evaluate how developing self-awareness can contribute to the effectiveness of the therapeutic relationship and process
 | **External** |  |
| Supervisor’s report evidencing 100 hours of counselling practice approved: |  |  |

**Evidence Requirements**

Evidence of 100 hours of counselling practice must be demonstrated through the completed supervisor’s report.

**Learner Submission Disclaimer**

I declare that this is an original piece of work and that all of the work is my own unless referenced.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessor** |  | **Learner** |  | **Date** |  |

**Assignment: Study of Supervised Counselling Practice**

|  |  |
| --- | --- |
| Qualification: | **AIM Awards Level 4 Diploma in Counselling Practice**  |
| Unit(s) covered: | **Counselling Practicum L4** |
| Assessor: | **Externally Marked** |
| Assignment Title: | **Study of Supervised Practice** | Unit Assignment No.: |  1 / 2 |
| Date Brief Set: |  | Submission Date (Winter): | **21st January**  |
|  |  | Submission Date (Summer): | **21st June** |

**Why are we doing this?**

|  |
| --- |
| You are asked to prepare a Study of Supervised Practice. This is NOT a case study of 8 sessions of counselling. The counselling practice must take place in a formally organised placement. Peer counselling in class or providing counselling to other learners in a centre is not acceptable. The first and perhaps the most important point to make here is that writing the assignment presents an opportunity for you to learn.  |

**Tasks**

*To complete this assignment you will need to complete the following tasks:*

|  |  |  |
| --- | --- | --- |
| **Task** | **Type of Evidence** | **Assessment Criteria**  |
| You must complete an academic study, in essay form, about eight one-to-one clinically supervised counselling sessions with the **same** client which will have been completed within your placement setting. Write with particular reference to your own experience of supervised counselling and to professional factors and issues which arose, ensuring that you cover each of the five tasks below. | Externally marked essay, 3000 words  |  |
| 1. Describe the key professional issues arising in the counselling placement
* Choose and summarise 3 aspects of your work with this client, which you found interesting or challenging in terms of legal matters, ethics, your use of supervision or its effect on you.
 | (approx. 400 words) | 1.3 |
| 1. Understanding and applying a professional ethical framework
* You should state clearly the ethical framework or code to which you worked. This is likely to be either the BACP Ethical Framework or the National Counselling Society Code of Ethics
* Select 3 or 4 examples of the principles, qualities or undertakings contained in the framework or code which seem most relevant to your work with this client.
* Describe briefly how they seemed to be relevant, how you tried to make use of them and to what extent they helped you in your work with this client.
 | (approx. 600 words) | 1.1 |
| 1. Respond effectively to complex client issues and ethical dilemmas
* For you, what was the most difficult aspect of the issues, problems or challenges which this client presented you with? Give the reader some detail about how you tried to understand and respond to this aspect of the work. If you encountered a particular ethical dilemma (perhaps a conflict between 2 ethical principles, for example), describe how you tried to resolve it. If no particular ethical dilemma seemed to arise, describe one which you think could easily have done so. Note that ‘responding effectively’ does not necessarily mean that you succeeded in helping this particular client, but that you made an informed and ethically sound attempt to do so.
 | (approx. 600 words) | 1.2 |
| 1. Demonstrate the use of counselling supervision and evaluate the effects of using counselling supervision on own practice
* Give a clear and detailed example of an issue concerning this client which you took to supervision.
* Describe how the supervisor and, if relevant, the supervision group, responded. What did you learn from this? How did it influence your subsequent work with this client? What did you do more of? What did you do differently?
 | (approx. 600 words) | 2.1, 2.2 |
| 1. Evaluate how developing self-awareness can contribute to the effectiveness of the therapeutic relationship and process
* Give an example of how your own values, beliefs or assumptions influenced, or could have influenced, your work with this client. Give some detail about how working with this client affected you. How did your own thoughts and feelings make a difference to what happened in the sessions? Was there anything particularly difficult or enlightening for you about this piece of client work?
 | (approx. 500 words) | 3.1 |

**Guidance for assessment**

|  |
| --- |
| The style of writing is not as important as the content. Remember that you need to pass each of the assessment objectives 1-5 so writing 800 words (double the amount) for Objective 1 for example and only 100 for Objective 2 is not likely to help you demonstrate your understanding in sufficient depth to pass overall.**Introduction** A passage of 300 or so words, which explains :* The setting in which the sessions took place
* A brief description of the client with whom you were working (age, gender, presenting issue(s)
* What the work was about and what you set out to achieve
* It is important that you state here the theoretical model that you are working from.

**Reference List**Be sure to list only the books you have used and cited within the study - not those you haven’t. A bibliography that lists books that you may have read but not cited in the study is not required.  |

**How you will be marked**

You must submit your work to your centre who will submit it for external marking. To pass this assignment you must meet all of the Assessment Criteria below.

|  |  |
| --- | --- |
| **No.** | **Assessment Criteria** |
| 1.1 | Demonstrate knowledge and understanding of a professional ethical framework and its application to counselling practice |
| 1.2 | Respond effectively to complex client issues and ethical dilemmas |
| 1.3 | Describe the key professional issues arising in the counselling placement |
| 2.1 | Demonstrate the use of counselling supervision |
| 2.2 | Evaluate the effects of using counselling supervision on own practice |
| 3.1 | Evaluate how developing self-awareness can contribute to the effectiveness of the therapeutic relationship and process |

## Assignment: Supervisor’s Report

|  |  |
| --- | --- |
| Qualification: | **AIM Awards Level 5 Diploma in Psychotherapeutic Counselling**  |
| Unit(s) covered: | **Counselling Practicum L4** |
| Assessor: |  |
| Assignment Title: | **Supervisor’s Report** | Unit Assignment No.: |  2 / 2 |
| Date Brief Set: |  |

**Record of Supervised Counselling Experience**

|  |  |
| --- | --- |
| Learner Name: |  |
| Supervisor’s Name: |  |
| Supervisor’s Qualifications: |  |
| Name of Agency: |  |
| Total Number of Client Hours: |  |
| Total number of Supervision Hours: |  |
| Brief description of Client population (age range/gender balance): |  |

|  |
| --- |
| Please comment on the supervisee’s ability to: |
| Establish and work with the therapeutic alliance |  |
| Make effective use of supervision |  |
| Demonstrate a capacity for self-monitoring and reflexivity |  |
| Demonstrate a satisfactory level of awareness of ethical requirements to support his/her professional practice |  |
| Any other comments |  |

**How you will be marked**

This report must be completed by your supervisor and returned to your centre as confirmation that you have met the mandatory requirement for 100 hours of supervised practice.

**Supervisor Statement**

I verify that I have supervised the above named for \_\_\_\_\_\_client sessions between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am satisfied that the level of competence s/he has attained is appropriate for the current stage of her/his professional development.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor** |  | **Learner** |  | **Date** |  |

# Mandatory: Counselling Supervision, Ethical and Legal Issues (Level 5)

## Record of Learner Achievement

| **LEARNING OUTCOMES** | **ASSESSMENT CRITERIA** | **TICK WHEN ACHIEVED** |
| --- | --- | --- |
| **The learner will:** | **The learner can:** | **Essay 1** | **Essay 2** |
| 1. Understand theoretical aspects of counselling supervision
 | * 1. Critically evaluate the different:

(a) forms(b) styles(c) modelsof counselling supervision |  |  |
| 1. Understand practical aspects of counselling supervision
 | * 1. Demonstrate increasing self-awareness as a result of the use of counselling supervision
 |  |  |
| * 1. Analyse how the process of supervision can affect the counsellor-client relationship and clinical outcomes
 |  |  |
| 1. Understand key ethical and legal issues for counsellors
 | * 1. Review the impact of key ethical and legal issues on counselling practice
 |  |  |
| * 1. Critically evaluate working within an ethical framework or code of ethics
 |  |  |

**Final Tutor/Assessor Feedback (Strengths and Areas for Improvement):**

|  |
| --- |
|  |

**Learner Evaluation (evaluation of own work and comment on assessment task):**

|  |
| --- |
|  |

**Learner Submission Disclaimer**

I declare that this is an original piece of work and that all of the work is my own unless referenced.

Assessor Disclaimer

I confirm that this learner’s work fully meets the assessment criteria listed above and that any specified evidence requirements have been addressed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessor** |  | **Learner** |  | **Date** |  |

## Assignment Brief 1

|  |  |
| --- | --- |
| Qualification: | **AIM Awards Level 5 Diploma in Psychotherapeutic Counselling**  |
| Unit(s) covered: | **Counselling Supervision, Ethical and Legal Issues L5** |
| Assessor: |  |
| Assignment Title: | **Counselling Supervision Essay** | Unit Assignment No.: |  1 / 2 |
| Date Brief Set: |  | Submission Date: |  |

**Why are we doing this?**

|  |
| --- |
| As a practitioner you already have experience of evaluating how useful theoretical concepts are proving to be in your own client work. One of the key processes for continual development as a practitioner is through supervision. This assignment seeks to enable you to develop a critical understanding of the purpose and function of counselling supervision. |

**Tasks**

To complete this assignment you will need to complete the following tasks:

|  |  |  |
| --- | --- | --- |
| **Task** | **Type of Evidence** | **Assessment Criteria**  |
| You must write an essay covering the following areas, ensuring that your submission covers the Assessment Criteria referenced. You are encouraged to identify on your work where each Assessment Criteria is covered. | Essay, 2000 words |  |
| 1. Critically analyse how the Supervisory relationship is established, progresses and develops
 |  | 1.1 |
| 1. Discuss how this relationship is essential to the counselling process and to the professional development of the counsellor/psychotherapist
 |  | 2.1, 2.2 |

**Guidance for assessment**

|  |
| --- |
| Good submissions should demonstrate:* Relevance of the submitted material and content to the essay title, with clear evidence of independent thought
* Clear, well-structured essay, demonstrating in-depth analysis and comparison of researched areas
* Advanced ability to critically analyse researched material
* Constructive integration of theoretical and practice material
* Comparison of theoretical approaches as they relate to essay content
* Logically structured argument throughout essay
* Demonstrates evidence of relevant and wide background reading with application to essay title
* Structure and organisation of essay are developed and explained throughout
* Conclusions and outcomes of submission are clear and unambiguous
* Correct spelling, grammar and use of the Harvard referencing system
 |

**How you will be marked**

To pass this assignment you must meet all of the Assessment Criteria overleaf. Work that does not meet all of the Assessment Criteria may be referred for additional work and then resubmitted according to the centre’s policy. This must be clearly identified in the **Tutor/Assessor Feedback** to learners.

|  |  |
| --- | --- |
| **No.** | **Assessment Criteria** |
| 1.1 | Critically evaluate the different:(a) forms(b) styles(c) modelsof counselling supervision |
| 2.1 | Demonstrate increasing self-awareness as a result of the use of counselling supervision |
| 2.2 | Analyse how the process of supervision can affect the counsellor-client relationship and clinical outcomes |

## Assignment Brief 2

|  |  |
| --- | --- |
| Qualification: | **AIM Awards Level 5 Diploma in Psychotherapeutic Counselling**  |
| Unit(s) covered: | **Counselling Supervision, Ethical and Legal Issues L5** |
| Assessor: |  |
| Assignment Title: | **Ethical and Legal Issues Essay** | Unit Assignment No.: |  2 / 2 |
| Date Brief Set: |  | Submission Date: |  |

**Why are we doing this?**

|  |
| --- |
| As a practitioner you already have experience of evaluating how useful theoretical concepts are proving to be in your own client work. This assignment seeks to enable you to learn about essential aspects of law relevant to counselling and demonstrate your use of an ethical framework, code or ethics in practice.  |

**Tasks**

To complete this assignment you will need to complete the following tasks:

|  |  |  |
| --- | --- | --- |
| **Task** | **Type of Evidence** | **Assessment Criteria**  |
| You must write an essay covering the following areas, ensuring that your submission covers the Assessment Criteria referenced. You are encouraged to identify on your work where each Assessment Criteria is covered. | Essay, 2000 words |  |
| 1. Discuss, with examples, the difference between an ethical and legal requirement which could arise in a counselling practice.
 |  | 3.1 |
| 1. Identify, discuss and analyse how far the conflicts between ethical and legal requirements have been relevant to your own practice.
 |  | 3.2 |

**Guidance for assessment**

|  |
| --- |
| Good submissions should demonstrate:* Relevance of the submitted material and content to the essay title, with clear evidence of independent thought
* Clear, well-structured essay, demonstrating in-depth analysis and comparison of researched areas
* Advanced ability to critically analyse researched material
* Constructive integration of theoretical and practice material
* Comparison of theoretical approaches as they relate to essay content
* Logically structured argument throughout essay
* Demonstrates evidence of relevant and wide background reading with application to essay title
* Structure and organisation of essay are developed and explained throughout
* Conclusions and outcomes of submission are clear and unambiguous
* Correct spelling, grammar and use of the Harvard referencing system
 |

**How you will be marked**

To pass this assignment you must meet all of the Assessment Criteria overleaf. Work that does not meet all of the Assessment Criteria may be referred for additional work and then resubmitted according to the centre’s policy. This must be clearly identified in the **Tutor/Assessor Feedback** to learners.

|  |  |
| --- | --- |
| **No.** | **Assessment Criteria** |
| 3.1 | Review the impact of key ethical and legal issues on counselling practice |
| 3.2 | Critically evaluate working within an ethical framework or code of ethics |

# Mandatory: Research in Counselling (Level 5)

## Record of Learner Achievement

| **LEARNING OUTCOMES** | **ASSESSMENT CRITERIA** | **TICK WHEN ACHIEVED** |
| --- | --- | --- |
| **The learner will:** | **The learner can:** | **Research Proposal** |
| 1. Understand the field of counselling research
 | * 1. Review and evaluate key aspects of counselling research
 |  |
| * 1. Critically compare research studies
 |  |
| 1. Understand the contribution of the research literature to an intended research proposal
 | * 1. Identify, as an intended research proposal, a specific topic of interest
 |  |
| * 1. Conduct a literature search on the specific topic of interest
 |  |
| * 1. Develop a literature review demonstrating the current body of knowledge on the specific topic of interest
 |  |
| 1. Understand the contribution of research methodologies to an intended research proposal
 | * 1. Identify research methodologies relevant to the specific topic of interest
 |  |
| * 1. Develop an awareness of the importance of data collection in the production of a research proposal
 |  |
| * 1. Identify the impact of researcher positioning on the research proposal
 |  |
| 1. Understand the ethical implications of the proposed research
 | * 1. Identify relevant ethical guidelines
 |  |
| * 1. Clarify the ethical implications of the intended research proposal
 |  |

**Learner Submission Disclaimer**

I declare that this is an original piece of work and that all of the work is my own unless referenced.

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner** |  | **Date** |  |

## Assignment Brief

|  |  |
| --- | --- |
| Qualification: | **AIM Awards Level 5 Diploma in Psychotherapeutic Counselling**  |
| Unit(s) covered: | **Research in Counselling L5** |
| Assessor: |  |
| Assignment Title: | **Research Proposal** | Unit Assignment No.: |  1 / 1 |
| Date Brief Set: |  | Submission Date (Winter): | **21st January**  |
|  | Submission Date (Summer): | **21st June**  |

**Why are we doing this?**

|  |
| --- |
| A research proposal should clearly define the topic that you are interested in studying, as well as providing an indication that you have begun to identify and develop an interesting and original research question (or questions) in relation to that topic. In your proposal, you therefore need to demonstrate that:* you understand the area in which you plan to undertake research
* you are able to identify an interesting and original research question(s)
* you have some understanding of how to conduct research
 |

**Tasks**

To complete this assignment you will need to complete the following tasks:

|  |  |  |
| --- | --- | --- |
| **Task** | **Type of Evidence** | **Assessment Criteria**  |
| You must write a research proposal covering the following 5 areas using the template provided on AIM Awards website. You must ensure that your submission covers the Assessment Criteria referenced. You are encouraged to identify on your work where each Assessment Criteria is covered. | Research Proposal, 2500 to 3000 words |  |
| 1. **Proposed area of research**

In this section you should:* provide an introduction to the proposal
* identify the subject for research in terms of theoretical issues and relevant applications to the field of counselling
* briefly define the topic you are interested in
* show you understand your research area
 | (approx 600 words) | 2.1 |
| 1. **Importance of this research and the possible contribution to the field**

In this section you should:* indicate on how you envisage your research will contribute to debates/discussions in counselling
* consider how this research has been influenced by your own positioning on the topic – your impetus for the study
* identify potential areas of bias and selective use of existing research data
 | (approx 600 words) | 1.1, 3.3 |
| 1. **Proposed topic/research questions/ethical considerations**

In this section you should:* clearly identify the topic that you propose to research
* consider different ways of obtaining the information you need
* develop one or two RESEARCH QUESTIONS that give the reader a clear sense of what the intended research will generate in terms of knowledge ( for self and/or others) and practice ( for self and/or others)
* consider the ethical implications of the research and safeguarding of participants and how you propose to obtain consent
 | (approx 600 words) | 3.1, 4.1, 4.2 |
| 1. **Relevant Literature on the topic/research area**

In this section you should summarise:* relevant literature and theories relating to your proposed research area
* major lines of argument that have been developed
* ideas and findings of key researchers working on your topic

The information in Appendix 1 will also demonstrate to the examiners your grasp of the relevant literature. | (approx 600 words) | 1.2, 2.2, 2.3 |
| 1. **Research methodology and data collection methods**

In this section you should:* indicate of the research methods you will use and why
* indicate the form and location of any empirical work you plan to undertake
* where you might collect any relevant data**:**
* outline the sources of information you might need
* comment on the geographical area in which the study will take place – what are the advantage and disadvantages of this choice?
* discuss the subjects of your research – individuals? Groups? Counselling agencies? And why?
 | (approx 600 words) | 3.1, 3.2 |
| **APPENDIX 1 : References and Overview of Literature in the Field**Most research develops from previous work – it is important therefore to indicate to the examiners that you have a grasp of the relevant literature that informs your development of your research ideas. This section will also be used to assess task 4. It is important to list those key works relevant to your research that you have read and can comment on with authority. Be sure to list the books you have used and cited within the study as well. Be careful to avoid reference list ‘padding’ – the sources must be *directly* relevant to your study. |  |  |
| **APPENDIX 2: Proposed time scale of events**In this section you should:Estimate in terms of number of weeks or months how long you expect to be involved in:* the Literature Search
* training in research methods and analysis of data (if necessary)
* pilot study and analysis
* identification of respondents
* fieldwork (data collection)
* transcription of interviews (if appropriate ) generally length of interview x 6 -10 i.e. a one hour interview will take 6-10 hours to transcribe
* analysis of data and planning of writing up
* final analysis of data
* writing up of dissertation
 |  |  |

**Guidance for assessment**

|  |
| --- |
| The style of writing is important as the proposal will not just be judged on the content. It is important to remember that the research proposal is your opportunity to convince the examiners that you have a sound grasp of an idea for a piece of research, key literature that may inform your study as well as an indication of how the data will be collected and analysed. It must look professional and scholarly. The word limits in brackets are for guidance only to help you manage the work within the overall limit of 3000 words and address all the assessment criteria. The headings on the template MUST BE USED. Your completed proposal must not exceed the pages on the template (excluding the appendices).**Resources**Bond, Tim (2004) *Ethical guidelines for researching counselling and psychotherapy.*  Rugby: BACP.Free copies can be downloaded from:<http://www.bacp.co.uk/research/ethical_guidelines.php>British Educational Research Association (2011) *Ethical Guidelines for Educational Research* London: BERA.<http://www.bera.ac.uk/researchers-resources/publications/ethical-guidelines-for-educational-research-2011> |

**How you will be marked**

You must submit your work to your centre who will submit it for external marking. To pass this assignment you must meet all of the Assessment Criteria below.

|  |  |
| --- | --- |
| **No.** | **Assessment Criteria** |
| 1.1 | Review and evaluate key aspects of counselling research |
| 1.2 | Critically compare research studies |
| 2.1 | Identify, as an intended research proposal, a specific topic of interest |
| 2.2 | Conduct a literature search on the specific topic of interest |
| 2.3 | Develop a literature review demonstrating the current body of knowledge on the specific topic of interest |
| 3.1 | Identify research methodologies relevant to the specific topic of interest |
| 3.2 | Develop an awareness of the importance of data collection in the production of a research proposal |
| 3.3 | Identify the impact of researcher positioning on the research proposal |
| 4.1 | Identify relevant ethical guidelines |
| 4.2 | Clarify the ethical implications of the intended research proposal |