**AIM Awards Level 6 Diploma in Psychotherapeutic Counselling (Informed by Research)**

**Assessment Pack**

**2018 - 2019**

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

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# How this qualification is assessed

This qualification consists of two mandatory 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** |
| Research in Counselling | K/506/3130 | 5 | 15 | Externally marked | Research Proposal | 2,500-3,000 words | 9 |
| Counselling Research Dissertation | M/506/3131 | 6 | 39 | Externally marked | Dissertation | 10,000-12,000 words | 13 |

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**

|  |  |  |
| --- | --- | --- |
| **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 words leading up to the word limit.   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. | | |

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| **Dissertation** | *Internally agreed task* | *Externally assessed* |
| **Guidance:**  Planning and supervision  Your first task is to identify and contract with an academic supervisor/s who will support you with the project. You should send them a copy of your research proposal and arrange a tutorial to discuss the proposal and plan for the project. It’s recommended to attend research workshops e.g. referencing, writing a literature review, ethics, writing workshops etc as available in your centre/area. Presenting some aspect of the research process to your peers for comment can often throw new insights or identify potential problems that you haven’t seen.  Keep a research journal and a log of both academic and clinical supervision processes as you go along. These will be invaluable in locating research ideas, participants and in the writing up stage.  In planning it’s a good idea to work backwards from your submission deadline. The key tasks for bringing the project to completion are:   * identifying sources for the literature review * identifying research participants, if appropriate * writing a first draft of your literature review ( it’s recommended to have another tutorial with your academic supervisor/s at this point) * choosing a research methodology * contacting participants, gain consent and gather data, and agree anonymity and storage protocols for their data * organising and analysing your material (note if you are interviewing participants and transcribing the interviews you should allow a factor of between x6 and x10 to do this i.e. a 1 hour recording will take between 6 and 10 hours to transcribe depending on how fast you type) * writing up * redrafting / checking / proofreading   Ethics and ensuring participants 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. You must know about and communicate to your supervisor(s) and participants the ethics application process together with developing Participant Information Sheets (PIS) and Consent Forms.  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 words leading 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 in suitable soft binder/folder. In selecting the folder remember that it has to be posted – soft and lightweight folders are ideal NOT ring binders or lever arch files. 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   The examiners will be looking for a dissertation that gives a good indication that a viable and realistic piece of research has been conducted with appropriate links to what has gone before in the selected area in addition to careful attention to both research methodology and ethics. You will be awarded a pass if your work evidences achievement of all the assessment criteria at the appropriate level.  TOP Tips for surviving a dissertation:   1. **Have a plan B** – expect and anticipate! The project is unlikely to follow the plan you laid down in your research proposal and you can't predict all the things that might intervene, so build in some extra time for "catching-up". Also be aware that mechanical tasks like sorting the bibliography and proofreading will take longer than you think. Computers and printers, tape recorders and other equipment will break down or run out of paper/ink just when you need them most. 2. **It’s a BIG (and scary) piece of work!** Everyone sets off thinking that they won’t have ‘enough words’ at the end. Most people end up with far too many! See each chapter as an essay in its own right (structure it like you would an essay introduction/main body/ conclusion) – the final dissertation is really a series of linked essays each having it’s own place and purpose but each contributing to a final substantive piece of writing that conveys your knowledge and understanding of a specific area of counselling through extended reading and some independent empirical research. 3. **It’s so BIG (and difficult to know where to start)!** You don't have to start with the introduction – start at the chapter that seems the easiest to write – this would probably be the literature review. But you decide what will suit your ways of working best - then do it. It’s definitely worth doing the abstract last of all. 4. **Keep control!** Write chapters knowing that they will need re-drafting – don’t spend too long really crafting them at the start. Write a chapter and save your work as you write at regular intervals. Once you have a first draft of a chapter, save it but use a form of version control in the filename (e.g. Introduction v1). E-mail the first draft to yourself on a web based e-mail account – if your computer dies mid-project all is not lost! After a few days read the first draft of the chapter – re-draft it and re- e-mail it to yourself as version 2. Move on to another chapter. 5. **Stay within your limits!** Be ruthless and don't write anything that isn't relevant. It's often easier to add information, than have to cut down a long chapter that you've slaved over for hours. 6. **Avoid burning the midnight oil (oh and plagiarism!)**  Start a word document with the title “References” as soon as you have written your first sentence that has paraphrased a source or directly quoted from one – in this file put the details of your source – for example:   Bond, T. (2009) *Standards and Ethics for Counselling in Action* (3rd Ed). London: Sage.  Jenkins, P. (2002) *Legal Issues in Counselling & Psychotherapy*. London: Sage.  Let’s say the next two sources you use are:  Joseph, S. (2011) *What Doesn’t Kill Us: The new psychology of posttraumatic growth*. New York: Piatkus.  So Bond is above Jenkins’s and Joseph goes below – if you keep the document you are writing and references open at the same time you can ‘slot’ in each one as you go. That way you won’t miss any – it will save you a lot of time and effort at the end going through your final draft and if you have taken the source materials back to the library having to make another trip. Don’t forget though to click save on both the documents the one that contains the chapter you are working on AND the references before you switch off your computer. | | |

**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: 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.

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

## Assignment Brief

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| --- | --- | --- | --- | --- |
| Qualification: | **AIM Awards Level 6 Diploma in Psychotherapeutic Counselling (Informed by Research)** | | | |
| 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?**

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| --- |
| 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 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 * you have some understanding of how to conduct research |

**Tasks**

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

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| --- | --- | --- |
| **Task** | **Type of Evidence** | **Assessment Criteria** |
| You must write a research proposal covering the following five areas using the template provided on the 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, 2,500 to 3,000 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 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 the research ideas. This section will also be used to assess objective. 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 x6 -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**

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| 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 |

# Mandatory: Counselling Research Dissertation (Level 6)

## Record of Learner Achievement

| **LEARNING OUTCOMES** | **ASSESSMENT CRITERIA** | **TICK WHEN ACHIEVED** |
| --- | --- | --- |
| **The learner will:** | **The learner can:** | **Dissertation** |
| 1. Understand the field of counselling research | * 1. Review and evaluate key aspects of counselling research relevant to a specific topic of interest |  |
| * 1. Critically compare research studies on the specific topic of interest |  |
| 1. Understand the contribution of the research literature to an intended research proposal | * 1. Identify, as an intended research project, 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 researchmethodologies to an intended research proposal | * 1. Identify research methodologies relevant to the specific topic of interest |  |
| * 1. Select research methodologies relevant to the specific topic of interest |  |
| * 1. Conduct data collection and analysis relevant to the specific topic of interest |  |
| * 1. Review and discuss the outcomes of the data collected |  |
| 1. Understand the ethical implications of the proposed research | * 1. Identify relevant ethical guidelines |  |
| * 1. Clarify the ethical implications of the intended research project |  |
| * 1. Identify researcher reflexivities and potential sources of bias |  |

Learner Submission Disclaimer

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

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

## 

## Assignment Brief

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| --- | --- | --- | --- | --- |
| Qualification: | **AIM Awards Level 6 Diploma in Psychotherapeutic Counselling (Informed by Research)** | | | |
| Unit(s) covered: | **Counselling Research Dissertation L6** | | | |
| Assessor: |  | | | |
| Assignment Title: | **Dissertation** | | Unit Assignment No.: | 1 / 1 |
| Date Brief Set: |  | Submission Date (Winter): | **21st January** | |
|  |  | Submission Date (Summer): | **21st June** | |

**Why are we doing this?**

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| A dissertation is the culmination of your study of you chosen area, allowing you to explore your research and develop your opinion. Your research dissertation is developed from your Research Proposal assessment. In the writing up of your dissertation you should:   * clearly define the topic that you are interested in * identify, develop and investigate research question(s) in relation to that topic * show your understanding of the theoretical basis of your topic * identify previous research on the topic of interest * show your understanding of how to conduct research – including selection of methodology, data collection and analysis * clearly demonstrate how the research carried out was conducted ethically * show your understanding of the importance of research reflexivities |

**Tasks**

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

|  |  |  |
| --- | --- | --- |
| **Task** | **Type of Evidence** | **Assessment Criteria** |
| You must write a dissertation based on your research proposal. In a work of this size, attention to structure and signposting the reader by the use of appropriate chapter and section headings/subheadings is paramount and will also help you to manage the work as you proceed. The tasks below provide a framework for your dissertation. 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. | Dissertation, 10,000 to 12,000 words |  |
| 1. **Abstract** | (approx. 600 words) |  |
| 1. **Introduction**   In this section you should:   * provide an introduction to the proposed topic of interest * identify in summary terms 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 * 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 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) | (approx. 1200 words) | 2.1 |
| 1. **Literature Review**   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 | (approx. 2000 to 2500 words) | 2.2, 2.3 |
| 1. **Methodology and data collection methods**   In this section you should:   * indicate the research methods you have used and why * indicate the form and location of any empirical work you plan to undertake * where you have collected any relevant data * comment on the geographical area in which the study will take place – what are the advantages and disadvantages of this choice? * discuss the subjects of your research – individuals? Groups? Counselling agencies? Why? * indicate any limitations to the methodology/ any inherent bias * comment on the ethical issues in the research | (approx. 1500 to 2000 words) | 3.1, 3.2, 4.1, 4.2 |
| 1. **Results and Analysis**   In this section you should:   * clearly state what the outputs of the research method has been * discuss any unforeseen events * consider both the reliability and validity of your data * show how you have analysed the data * communicate any untoward effects of the analysis on the raw data * present the analysed data | (approx. 1500 to 2000 words) | 3.3 |
| 1. **Discussion**   In this section you should:   * describe patterns and themes in your analysed data as well as highlighting any significant or critical ‘results’ that lie outside the general pattern * speculate on the implications of these patterns and themes * make clear links between the output from your research and your literature review – similarities/ differences * consider implications for practice both for yourself and others * consider the constraints of the research and any limitations * make suggestions for further research | (approx. 2000 to 2500 words) | 1.1, 1.2, 3.4 |
| 1. **Conclusion**   In this section you should summarise:   * the research in terms of theoretical issues and relevant applications to the field of counselling * how your research will contribute to debates/discussions in counselling * review how this research has been influenced by your own positioning on the topic – your impetus for the study * consider how the RESEARCH QUESTIONS have been answered or not (and if not what new lines of enquiry you would follow up on) | (approx. 1200 words) | 4.3 |

**Guidance for assessment**

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| --- |
| The style of writing is important. It is important to remember that the research dissertation 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 was collected and analysed. It must look professional and scholarly (accurate referencing is crucial). The word limits in brackets are for guidance only to help you manage the work within the overall limit of 10- 12,000 words and address all of the assessment criteria.  **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 relevant to a specific topic of interest |
| 1.2 | Critically compare research studies on the specific topic of interest |
| 2.1 | Identify, as an intended research project, 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 | Select research methodologies relevant to the specific topic of interest |
| 3.3 | Conduct data collection and analysis relevant to the specific topic of interest |
| 3.4 | Review and discuss the outcomes of the data collected |
| 4.1 | Identify relevant ethical guidelines |
| 4.2 | Clarify the ethical implications of the intended research project |
| 4.3 | Identify researcher reflexivities and potential sources of bias |