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for counsellors

2024-2025

Specification

Level 2 Certificate in Counselling Skills (CSK-L2)

This RQF qualification is regulated by Ofqual in England, Qualifications Wales in Wales and CCEA in Northern Ireland.

Qualification/learning aim number: 500/7938/4

Sector subject area: 1.3 Health and Social Care

Counselling & Psychotherapy Central Awarding Body (CPCAB)

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Please note:

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1. Qualification Information

Purpose Statement

This qualification is designed to give candidates the underpinning knowledge, skills and competencies to use counselling skills ethically and safely in a variety of contexts and roles.

This qualification is for:

- Those starting the first level of training as a professional counsellor.
- Those who want to learn counselling skills in other professional or helping roles.
- Those who want to improve their professional and personal relationships as part of personal development.
- Those who wish to improve communication and listening skills.

This qualification will not teach candidates how to be counsellors, but it will help them decide whether or not they want to continue to train as a counsellor.

This qualification leads to employment and increases employability for those whose role is to support others in sectors such as health and social care, teaching and learning, advocacy and mediation, support and project work, and other helping roles. It provides additional skills for those already in employment and is likely to lead to increased opportunities for promotion and advancement.

This qualification enables successful candidates to work as helpers within a range of job and career opportunities, which include but are not limited to:

- Advice and advocacy support
- Befriender role
- Care worker
- Childline administrator
- Contact centre advisor
- Customer facing role
- Customer relations advisor
- Customer service representative/ advisor/ officer
- Family support worker
- Healthcare professionals
- Helpline operator
- Home care assistant
- Housing support worker
- Mentoring and support worker
- Promotion in current role
- Public services, including probation, substance misuse agencies and criminal justice sector
- Roles in health and social care

- Welfare and advice worker
- Youth worker

Please see below for progression opportunities.

Funding	<p>This qualification is eligible for funding in England under the Local Flexibility Scheme (part of the ESFA's adult education budget funding)</p> <p>Candidates in England may also be able to access funding according to individual entitlement criteria (e.g. related to age and/or employment status and/or prior qualifications).</p>
Level	2 ¹
Guided Learning Hours (GLH)	90 (minimum)
Total Qualification Time (TQT)	170
Credit value	17
Minimum Age	18 years ² .
Entry Requirements	<p>No previous training or experience required.</p> <p>Please see CPCAB Candidate Entry Requirements for criteria considered important in selecting applicants for a programme leading to CSK-L2.</p>
Assessment	<p>Proficient (Pass)/Not Proficient (Fail)</p> <p>Candidates must be Proficient in internal assessment to achieve the qualification.</p> <p>Internal assessment: tutor assessment of candidate portfolio evidencing minimum assessment requirements and verified by CPCAB.</p> <p>See CPCAB's Minimum Assessment Requirements.</p>
Additional Qualification Requirements	None required.
Staffing and Resources	<p>At least one tutor-assessor must be involved in all aspects of internal candidate assessment.</p> <p>See Tutor-Assessor Qualifications and Experience for further details of CPCAB requirements.</p>
Internal Quality Assurance (IQA)	<p>Centres are required to have robust IQA (internal moderation and verification) processes that are verified by CPCAB.</p> <p>See Guide to Internal Moderation and Verification for Centres.</p>

¹ Equivalent to level 3 on the European Qualification Framework (EQF).

² This age requirement is linked to Ofqual's system for categorising qualifications.

Progression	<ul style="list-style-type: none"> • CPCAB Level 3 Certificate in Counselling Studies (CST-L3) or • CPCAB Level 3 Certificate in Applied Counselling Studies (CAST-L3) or • Level 3 Certificate in Life Coaching Studies (LCS-L3) <p>See CPCAB's Progression Route for details.</p>
Candidate Registration Fee	£182
Centre Application for CPCAB Approval to Offer the Qualification	<p>Centre application fee: £223 (one-off fee).³</p> <p>Centres are expected to design their own training programmes.⁴ Sample schemes of work are available from CPCAB on request.</p>
Online Delivery Options	This qualification is eligible for fully in-person, blended or online delivery. Please see how to run CPCAB's qualifications online for more information.

³ In order for your application to be processed the application fee will need to accompany your application. This is non-refundable. Payment can be made by cheque payable to CPCAB or via Bacs payment. Please contact finance@cpcab.co.uk for more information.

⁴ All centre-designed courses must be approved by CPCAB before candidates can be registered. Although the delivery of courses may differ from centre to centre, all delivery must enable the candidates to achieve the learning outcomes of the qualification.

2. Qualification Summary

Learning Outcomes and Assessment Criteria (CSK-L2)

Learning outcomes (<i>skills, knowledge, understanding</i>)	Assessment criteria (<i>to assess learning outcome</i>)
The learner will/will be able to:	The learner can:
1. Use counselling skills ethically and safely	1.1 Use counselling skills within an ethical framework. 1.2 Work within personal limits of ability. 1.3 Enable the helpee to find additional sources of support where appropriate.
2. Establish and sustain the boundaries of the helping role	2.1 Establish boundaries as a helper in a particular setting and within the limits of time available. 2.2 Establish the nature and limits of confidentiality for helping work. 2.3 Maintain the boundaries of the helping role throughout the session. 2.4 End the helping interaction appropriately.
3. Work empathically as a helper	3.1 Define empathy. 3.2 Identify and explore differences between self and others. 3.3 Explore and challenge personal issues, fears and prejudices. 3.4 Communicate empathic understanding.
4. Focus on the helpee's needs and concerns	4.1 Enable the helpee to identify and focus on their needs and concerns. 4.2 Identify own feelings in order to set them aside and focus on the helpee. 4.3 Work with the helpee to meet their objectives.

5. Use self-awareness in helping work	5.1 Describe how reflecting on own personality increases self-awareness. 5.2 Describe how reflecting on own personal history increases self-awareness. 5.3 Describe how reflecting on own patterns of relating increases self-awareness. 5.4 Use self-awareness to inform helping work.
6. Use a range of counselling skills to facilitate the helping interaction	6.1 Demonstrate appropriate use of a range of listening and responding skills to facilitate the helping interaction. 6.2 Demonstrate appropriate use of questions. 6.3 Demonstrate sensitivity in timing responses and staying with silence.
7. Use feedback and reflection to enhance counselling skills	7.1 Use reflection and feedback to assess personal progress and identify learning needs. 7.2 Use feedback skills to provide constructive feedback to other learners.

See the [CSK-L2 Tutor Guide](#) for candidate guidance to criteria and notes for tutors.

3. Minimum Assessment Requirements

To achieve the qualification, candidates must be internally assessed as **Proficient** in all 7 learning outcomes of the qualification.

Candidates must give **two** pieces of evidence for each criterion. In addition, the Candidate Learning Record (CLR), when complete, must include references to all three assessment methods (documents, tutor observation and testimony).

INTERNAL ASSESSMENT – must include all three methods of assessment		
Course activities	Assessment method ⁶	Types of evidence (2 references for each assessment criterion)
<ul style="list-style-type: none"> ❖ Workshops, seminars, personal development workshops and training group work ❖ Projects and presentations ❖ Review of skills and understanding ❖ Review of learning ❖ Tutorials 	Documents	<ul style="list-style-type: none"> ❖ 1 written assignment ❖ 1 self-review⁷ ❖ Learning review (throughout the programme)⁸ ❖ Tutorial records (when written by the candidate)
<ul style="list-style-type: none"> ❖ Tutor-assessed skills practice ❖ Group work, seminars and workshops ❖ Tutorials 	Tutor observation	<ul style="list-style-type: none"> ❖ 2 tutor-observed counselling skills practice sessions (one via audio/video recording)⁹ ❖ Tutorial records (when written by the tutor)
<ul style="list-style-type: none"> ❖ Skills practice, group work, seminars and workshops 	Testimony	<ul style="list-style-type: none"> ❖ Peer/'helpee' feedback
MARKING SCHEME		
Internal assessment:	Candidates must achieve all seven learning outcomes of the qualification.	

⁶ Proforma and guide sheets for internal assessment can be downloaded from the [CPCAB Website](#).

⁷ Self-review of learning, progress and completion of learning tasks (criteria). Template available on the CPCAB website.

⁸ This is an on-going review of learning during the course (also called a "learning journal").

⁹ All tutor-observed skills sessions can form part of the course and do not need to be formal assessments.

4. Tutor-Assessor Qualifications and Experience

Level 2 Certificate in Counselling Skills (CSK-L2)				
	Minimum qualification requirements	Ongoing CPD (Continuing Professional Development)	Minimum practice experience	Minimum experience as a tutor
Tutor	150 hours counselling skills and theory qualification at level 2 and above. e.g. CSK-L2 plus CST-L3/CAST-L3	20 hours per year CPD activities.	1 year experience using counselling skills in a workplace setting.	Teaching qualification or be working towards one. Experience of teaching and assessing at level 2 or above.

5. Candidate Entry Requirements

This qualification is not suitable for those who are currently in a state of severe emotional difficulty and/or severe psychological distress. Centres need to ensure that all potential candidates are made aware of the nature of the course, and in particular that the course involves experiential elements that will involve some personal disclosure and associated personal developmental activities.

Title	Age	Entry requirements / RPL	Criteria considered important for selecting candidates
CSK-L2 or over	18	None required	<ul style="list-style-type: none"> ✓ Able to cope with course content ✓ Ability to translate intra-personal experience into language ✓ Able to benefit from self-development ✓ Be motivated towards developing as a helper ✓ Emotional stability ✓ Identify reasons for training beyond just personal development ✓ References (centre option) ✓ Awareness of difference and diversity

6. Fit for Purpose

This qualification is part of the CPCAB core progression route which leads to being a qualified counsellor and fulfils the requirements of a range of professional association registers. It also maps to a range of competency frameworks, and occupational standards. This section is intended to help learners make informed choices about the qualifications they wish to study and how they will enable learners to reach their personal and professional goals.

As a learner begins their journey with the **CPCAB Level 2 Certificate in Counselling Skills**, they are embarking on the first steps of the CPCAB progression route that leads them into professional practitioner training, and beyond.

CPCAB qualifications are designed to build upon each other, ensuring that the required skills and knowledge are developed alongside the personal growth of the learner. This qualification is based on current research and adheres to the [CPCAB's model](#) for practitioner development, ensuring that training meets the highest professional standards.

Learners will receive live teaching either in-person or in an online classroom, which will include real-time interaction with peers and tutor(s). They will practice what they are learning, receive feedback on their use of counselling skills, and gain insights about themselves through their engagement with others. This live human connection is considered essential when training in an area such as counselling skills.

Counselling and Psychotherapy Career Progression

The CSK-L2 is designed to prepare learners for a career as a counsellor, or entry into a range of other linked professions (see the qualification specification for details of linked professions). The CPCAB progression route prepares learners for registration with the following counselling professional association registers, which are accredited by the Professional Standards Authority (PSA):

- ✓ BACP – British Association for Counselling and Psychotherapy
- ✓ NCPS – National Counselling and Psychotherapy Society
- ✓ ACC – Association of Christians in Counselling and Linked Professions
- ✓ COSCA – Counselling and Psychotherapy in Scotland
- ✓ UKCP – United Kingdom Council for Psychotherapy (Standards for Psychotherapeutic Counselling). Please note that progressing to UKCP will also require a CPCAB Level 5 Diploma in Psychotherapeutic counselling (see separate mapping for more information on additional requirements).

The qualification progression route is also mapped to the requirements of the Scope of Practice and Education (SCoPEd) framework. The CPCAB Level 4 Diploma in Therapeutic Counselling fully meets the requirements of SCoPEd Column A.

This qualification fully maps to the competencies from the following professional framework:

- ✓ BACP Counselling Skills Competence Framework (2020)

Occupational Mapping

This qualification is mapped to a range of the competencies within the following suites of National Occupational Standards (NOS), developed and maintained by the Sector Skills Council – Skills for Health:

- ✓ General Health Care
- ✓ Health and Social Care
- ✓ Mental Health - Adults

This qualification also provides a range of competencies for allied and linked professions for those who are completing this training to improve employability and progression in a range of other occupations. The skills and knowledge gained in this qualification contribute towards employability in a range of occupational standards represented in the Institute for Apprenticeships and Technical Education (IfATE) occupational maps.

This alignment ensures that this qualification is not only comprehensive but also up-to-date with the latest practices in counselling, psychotherapy and other linked professions.

The assessment strategy maintains a focus on practical skills and qualities as well as on written evidence. The combination of tutor assessment and separate external verification by CPCAB values both objective independent scrutiny and the relational knowledge of the candidate and their work. The qualification is reviewed annually to ensure it remains fit-for-purpose

Centres have to meet robust centre approval requirements before they can deliver this qualification. All tutors are approved and standardised by CPCAB, and centres are visited twice a year by a CPCAB external verifier.

7. Progression Routes

The CSK-L2 qualification is one step in a series of CPCAB qualifications. Once the candidate has completed this qualification they can continue training to become a counsellor by doing CPCAB Level 3 Certificate in Counselling Studies (CST-L3) / Level 3 Certificate in Applied Counselling Studies (CAST-L3) or move into the area of life coaching by doing the Level 3 Certificate in Life Coaching Studies (LC-L3).

For details of all CPCAB qualifications please see below or click here: [Qualifications - CPCAB](#) for further information.

