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Guidance to Client Work Experience

Level 5 Diploma in Counselling Children and Young People (CYP-L5)

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



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1. Introduction

The 60 hours of client work for CYP-L5 offers candidates an opportunity to demonstrate their work as a children and young people counsellor. A CYP counsellor could be, for example, a counsellor in an agency/organisation specialising in counselling CYP, a counsellor employed by a school or college, a private counsellor working for an external organisation (e.g. school, youth club), or a counsellor in independent practice. Candidates may be working within one or more of these settings and may or may not be in paid employment.

2. CPCAB Requirements for CYP-L5

(a) Client hours

Candidates need to complete a minimum of 60 hours of *formally contracted* one to one counselling with children and young people between the ages of 11 and 18, drawn from one or more of the above settings. The setting must give candidates the opportunity to work at the appropriate depth for level 5, including being able to make initial assessments of client needs and risks. Candidates need to work with at least 4 different clients. Any hours accumulated before the start of the course will not be counted towards the 60 required. It is the candidate's responsibility to keep a current log of client hours which can be signed by the supervisor and viewed by the tutor. Up to 49% of client placement hours can be online/telephone and the remaining 51% client placement hours should be conducted in-person.

(b) Supervision

Candidates should aim to meet the supervision ratio requirements of their chosen professional membership association/ethical framework either by group or one-to-one supervision –.¹ It is strongly advised that the supervisor chosen is one who has training and/or experience of working with this age group. It is the candidate's responsibility to keep a current log of signed supervision hours which can be viewed by the tutor.

(c) Reports

Candidates need formal feedback or reports from their supervisor to help evidence their competence.

This takes the form of:

- Supervisor's report and feedback (minimum of two, one at 30 hours and another at 60 hours).
- A supervisory check of the candidate's log of client and supervision hours. Supervisors need to sign each page or section to validate the hours claimed.

¹ CPCAB recommends that candidates access appropriate clinical supervision to meet the requirements of their chosen ethical framework or professional membership association. For example, [BACP Supervision Guidelines](#) for trainees require a minimum of 1½ hours individual supervision per month (or the equivalent if in group supervision) or 1 hour of supervision for every 8 hours of client work.

Candidates need to keep careful records of their client work and supervision to meet CPCAB requirements and for possible future Professional Body accreditation purposes. Tutors should monitor these during tutorials and reviews.

(d) Cause for concern reports/meetings

There may be occasions when the tutors have concerns about a candidate. In certain circumstances they may communicate their concerns to the workplace setting (if applicable) and/or the candidate's supervisor. A "cause for concern" meeting with the candidate and tutors may be called to explore the best ways of helping the candidate move forward or to take other appropriate action.

(e) Incomplete hours

CPCAB recognises that some candidates will not have completed all the course requirements by the end of the duration of the course. CPCAB allows a MAXIMUM of one year (beyond the course end date) for completing client hours. Other work, unless there are exceptional circumstances, should be finished within 3 months of the end of the course. Centres must make absolutely clear what the requirements are for late completion of hours and course work, at the beginning of the course.

3. What is a Suitable Setting for Client Work at Level 5?

The focus for this level 5 qualification is for candidates to work as counsellors specifically with children and young people, rather than as a counsellor working with adults in an agency setting which was required at level 4.

Appropriate settings include:

- agencies and organisations whose client base includes children and young people
- schools and colleges
- private practice
- some statutory /CAMHS services

The setting must give candidates the opportunity to:

- work with children and young people aged 11-18
- work at the appropriate depth for level 5
- be able to make initial assessments of clients, their suitability, needs and risk
- assess clients for suitability for the medium of counselling offered e.g in-person, online or telephone
- integrate their theory and practice coherently at level 5
- integrate concepts of psychopathology when assessing and referring clients
- implement a clinical audit tool

Candidates may draw on one or more appropriate settings to complete their 60 hours of one-to-one client work.

4. Defining Responsibilities

Although lines of responsibility will vary according to the particular context, it is an important ethical responsibility to define these responsibilities explicitly.

These responsibilities can be considered under the following headings:

- Centre responsibilities
- Tutor responsibilities
- Employer/external organisation responsibilities (if applicable)
- Candidate responsibilities
- Supervisor(s) responsibilities

The following proformas are offered as samples and can be adapted as needed.

5. Proforma 1 – CYP-L5 Candidate's Record of Client Work Setting

Tutors are asked to (a) ensure that each candidate completes this form; and (b) makes a copy for centre records. Candidates drawing on more than one setting to complete their 60 hours of client work will need to complete more than one of these records.

Name of candidate:

Description of CYP practice setting:

.....

.....

Name and address of organisation/setting (if applicable):

.....

..... Tel No.

Professional Body membership no.

Insurance certificate no.

Name of supervisor:

I confirm that I have checked both of the above numbers:

Signed (course tutor):

Date:

6. Proforma 2: CYP-L5 Record of Client and Supervision Hours

The Client Log (60 hours +)

To provide evidence that the CPCAB requirements have been met, it is necessary to keep a running record of the amount of counselling work being carried out. This record may also provide evidence of supervised counselling hours for future professional body accreditation and/or registration.

Example:

DATE	CLIENT*	SESSION NUMBER	TOTAL COUNSELLING HOURS In-person	TOTAL COUNSELLING HOURS Online/ Telephone	FOCUS OF THE SESSION
3.10.23	WM	15	23		
4.10.23	AS	2		7	
5.10.23	TP	6	24		
8.10.23	PQ	5		8	

The Supervision Log

A record of supervision is needed to evidence the CPCAB (and ethical) requirement that all counselling work must be appropriately supervised². Your *supervision log* should map to your client log.

Example:

Date	Type of supervision Group/individual In-person/online/ telephone	Sup. hrs claimed	Client/issues brought	Focus of session and outcome
10.10.23	Individual In-person	1 1/2 hr	WM	
			Working with the implicit	
24.11.23	Group In-person	½ hr	PQ	
03.01.24	Individual Online	1 ½ hr	TP and AS	
			Endings	

² You should aim to meet the supervision ratio requirements of your chosen professional membership association/ethical framework. This varies depending on the amount of client work undertaken and you should seek guidance from your professional membership association, placement agency and centre as to how these ratios are ethically achieved. For example, the BACP requirements for trainee counsellors in individual supervision is a minimum of 1.5 hours per calendar month. Ratio of 8 hours counselling to 1-hour supervision, with supervision every two weeks. The BACP formula for counting time gained through group supervision is that if a candidate is in a group of four or less, half the time of the session can be claimed. So, if there are four people in a session of 1 ½ hours, then each person can claim 45 minutes each. If there are five or more in a session, then divide the length of the session by the number of people present - i.e. five people in a 2 ½ hour session could claim ½ an hour each.