

## DIPLOMA IN ONLINE COUNSELLING & PSYCHOTHERAPY

*A fully comprehensive course which will  
prepare you to be a professional online  
counsellor or psychotherapist eligible for  
ACTO membership*

### **Cohort 4:**

Term 1: **Sunday 17<sup>th</sup> September - Saturday 16<sup>th</sup> December**  
Term 2: **Sunday 14<sup>th</sup> January – Saturday 31<sup>st</sup> March**

### **Cohort 5:**

Term 1: **Monday 25<sup>th</sup> September - Sunday 24<sup>th</sup> December**  
Term 2: **Monday 22<sup>nd</sup> January – Sunday 08<sup>th</sup> April**

### **Cohort 6:**

Term 1: **April, dates to be confirmed**  
Term 2: **September, dates to be confirmed**

## Introduction:

Welcome to the **PWTAC@DEMY - Training and CPD for Online Counselling & Psychotherapy**.

We specialise in **Online training for mental health professionals**, for those **working therapeutically online or wishing to work online**, including:

- **Consultancy and Mentoring** for setting up online services
- **Training and CPD** helping those working online to be eligible for ACTO
- **Online Supervision**

## Dates for this course:

Two cohorts will start the Diploma in Online Counselling & Psychotherapy in September 2017.

**Cohort 4** is an evening course and **Cohort 5** is a daytime course, otherwise they are the same, Cohort 5 starts one week later than the other.

### Cohort 4:

Term 1:	<b>Sunday 17<sup>th</sup> September - Saturday 16<sup>th</sup> December</b>
Term 2:	<b>Sunday 14<sup>th</sup> January – Saturday 31<sup>st</sup> March</b>
Teaching sessions:	<b>Mondays at 19.00, starting on Monday 18<sup>th</sup> September</b>
Workshop sessions:	<b>Thursdays at 19.00, starting on Thursday 21<sup>st</sup> September</b>

### Cohort 5:

Term 1:	<b>Monday 25<sup>th</sup> September - Sunday 24<sup>th</sup> December</b>
Term 2:	<b>Monday 22<sup>nd</sup> January – Sunday 08<sup>th</sup> April</b>
Teaching sessions:	<b>Tuesdays at 09.00am, starting 26<sup>th</sup> September</b>
Workshop sessions:	<b>Fridays at 14.00, starting on 29<sup>th</sup> September</b>

### Cohort 6:

Term 1:	<b>April, dates to be confirmed</b>
Term 2:	<b>September, dates to be confirmed</b>

## About this course:

Both courses will run for **24 weeks** (plus 4 weeks for the final coursework) with a break half way through. Please note that all courses are dependent on having at least six people signed up for the course. It will involve participants in a mixture of tutorials, supervision, personal and group study, online personal therapy and working with clients.

Most of our students are already very experienced therapists choosing to do the course to either develop their own online practice or on behalf of an organisation that is planning or already running an online service. Because every person chooses our course for their own reasons, this course's aims are geared around ensuring that you fulfil your chosen goals for the course. For this reason we have opted for an external examiner rather than external validation, so that we can be more flexible about our students' learning needs. If you're setting up an online schools based service you'll have a very different set of goals than if you're setting up an online psychoanalytic psychotherapy private practice. You will negotiate your goals and the focus of your coursework with your tutor to be sure that we help you fulfil your goals.

### Topics include (please see below for the full syllabus):

- Risk assessment and management of your online practice Contracting, security, confidentiality and jurisdiction
- Setting up a website and social media presence and social media policy  
Therapeutic use of email, live chat and video
- The online therapeutic alliance Using a variety of online platforms
- Individual and group therapeutic work
- Adapting your face to face training... and much more.

### Who this course is suitable for:

- Psychotherapists, Counsellors, Psychologists with at least a diploma level or equivalent qualification. Anyone with a different qualification, should contact the Admissions Officer (e.g. Chaplain, Psychiatrists, Health Visitors...) to see whether your qualification or experience is adequate for this course.
- This course is particularly suitable for those who already work online or planning shortly to work online whether in private practice or for an organisation.
- This course will be taught in English and is open to professionals from all countries. You will be required to be able to study and communicate well in English for acceptance to the course. If English is not your first language please contact the Admission Officer.

### Course Syllabus:

- **Personal therapy** with a qualified online therapist registered with ACTO, The Association for Counselling and Therapy Online: <http://www.acto-uk.org/>, at least 10 hours. The cost of this is not included in the course.
- **Client Work:** working with clients for a minimum of 20 hours. Students may work with clients they already have or PWTA can help you to find clients.
- **Case studies:** giving you an in-depth focus on different clients and issues with the possibility of discussing these within the course context, and to explore an element of your practice through a case study paper. Teaching time: Weekly group teaching sessions and peer learning sessions.
- **Supervision:** A minimum of 5 hours supervision with an online supervisor.
- **Developing an online practice** – learning about the practical tools required for setting up an online service including risk assessment and management for working online.
- **Online Contracting:** includes ‘informed’ consent & limits and breach of confidentiality.
- **Confidentiality, Legal and Security:** Keeping your clients safe, and developing a full understanding of the security and confidentiality requirements for your specific practice, including online confidentiality, client security, data protection (DPA and ICO and Europe) & jurisdiction issues relating to working across geographical borders and international law.
- **Insurance:** individual and organizational, as appropriate, ensuring you are covering for online/distance work in the UK and internationally.
- **Developing access to services:** thinking about how working online opens access to new groups of clients, consideration of the Equality Act (re access to services).

- **Incorporating diversity** into all aspects of the work including different cultural attitudes to mental health. Diversity and inclusion are at the heart of our learning and for this reason you will not see it as a specialist subject on the timetable. All students are invited to be fully open to difference and consider what this means within the context of their learning and their own situations.
- **Different media formats** e.g. mail, IRC (Internet Relay Chat), audio/visual online counselling, online platforms –we will use all these so that students can get an experience of these.
- **Develop your marketing strategy** including social media, websites, blogs
- **Research Codes of Practice and complaint procedures** and ensure that your practice reflects these
- **The legal and ethical issues** needed for online work and how these might be different from F2F work
- **Adapting your initial training** for working online and exploring other modalities for working online. **What works for whom?** Demonstrating how you might implement this.
- **An in-depth understanding of the online therapeutic alliance:** how this works online, research to support this, and issues and challenges that arise within the relationship boundaries.
- **Understanding differences, advantages and disadvantages of face to face and working online.**
- **Individual and Group work**
- **Case notes and records** of sessions and storage
- **The role and use of language** including working in a second language and non-verbal communication in the online context, and netiquette (online etiquette).
- **Keeping a personal journal** of the course reflecting on the interpersonal aspects, how your own practice develops, what you are learning, what doesn't work for you.

### Duration and Start Dates:

The course week will start on **Sundays for Cohort 4** and **Mondays for Cohort 5** and teaching and work sessions will be twice a week for 1.5 hours each.

For **Cohort 4** the first session will be on **Monday 18<sup>th</sup> September at 19.00.**

For **Cohort 5** the first session will be on **Tuesday 26<sup>th</sup> at 09.00.**

For **Cohort 4** teaching sessions will be on **Mondays 19.00.**

For **Cohort 5** teaching sessions will be on **Tuesdays at 09.00.**

For **Cohort 4** workshop sessions will be on **Thursdays at 19.00.**

For **Cohort 5** workshop sessions will be on **Fridays at 14.00.**

For **Cohort 4** the Christmas break will **Sunday 17<sup>th</sup> December until Saturday 13<sup>th</sup> January 2018.**

For **Cohort 5** the Christmas break will **Monday 25<sup>th</sup> December until Sunday 21<sup>st</sup> January 2018.**

For **Cohort 4**, the second term will begin on **Sunday 14<sup>th</sup> January 2018** and finish on **31<sup>st</sup> March 2018**, with the **course work due to handed in by 23:59 on 30<sup>th</sup> April 2018.**

For **Cohort 5**, the second term will begin on **Monday 22<sup>nd</sup> January 2018** and finish on **08<sup>th</sup> April 2018**, with the **course work due to handed in by 23:59 on 08<sup>th</sup> May 2018.**

## Course composition:

<b>Teaching sessions:</b> Synchronous group discussions	20 sessions	90 minutes each session Video or live chat	Total 30 hrs
<b>Work sessions:</b> Supervision, Group and Peer meetings	20 meetings	90 minutes each session Video, live chat and email	Total 30 hrs
<b>Tutorials</b>	Up to 6 tutorials	30 minutes each	Total 3 hrs
<b>Personal Therapy</b>	10 sessions	60 minutes each	Total 10 hrs
<b>Client hours</b>	20 sessions	60 minutes each	Total 20 hrs
Private & Group Study, including reading week hours	Over 28 weeks (including the 4 weeks after the course officially ends)	8 hours each week	Total 224 hrs
<b>TOTAL All included</b>			<b>Total 287 hours</b>

*We reserve the right to change aspects of the course in order to provide a high level of service in a fast changing environment.*

- Teaching and supervision will be via a blend of email, live chat and video.
- We have our own online classroom and library and signing up for this course will give you lifelong access to the PWT Academy Library.

## Award:

Successful candidates who pass all the elements of the course will graduate with a Diploma in Online Counselling & Psychotherapy which will be validated by an external examiner. All the course aims are geared around ensuring that you fulfil your chosen goals for the course. For this reason we have opted for an external examiner rather than external validation, so that we can be more flexible about our students' learning needs.

## Course Commitment:

We recognize that your time is precious. However, participants will be expected to attend at least 80% of weekly discussions and supervision tutorials. An element of your final mark will be linked to attendance and your participation. **COURSEWORK NEEDS TO BE SUBMITTED BY – 30<sup>th</sup> April 2018 for Cohort 4 and 8<sup>th</sup> May 2018 for Cohort 5.**

## Entry requirements:

Students are required to have at least a diploma or equivalent in counselling or psychotherapy. Acceptance on to the course for those without the minimum qualification, is subject to the discretion of the Course Director.

## Materials required for the course:

You will need access to a computer, ideally a PC, though an apple product is acceptable as well, though apple products do create some interface problems.

iPads and tablets are not suitable for this course as you will not be able to benefit from the richness of the platform we use or the multiple programs we may use at any one time. It is useful for the students to use these items occasionally to see how it might be for a client.

Tel: +44 (0)7880 501116 or +44 (0) 1273 276 890 Email: [admissions@PWTAcademy.online](mailto:admissions@PWTAcademy.online)

### Course fees:

The course fees are **£1400**, with an Early Bird fee of **£1250** ending on 30<sup>th</sup> June 2017.

Two bursaries will be available for a reduced rate of **£1000**. You will need to apply to the course admissions officer for more information about whether you are eligible.




It may be possible to make 4 – 6 stages payments. Please contact the Admissions Officer if you feel you need this facility. There will be no discounts for staged payments.

### Additional important information:

There will a maximum of 8 students. Once the course is full future students will be put on a waiting list pending the dates of the next diploma course.

There will usually be two tutors present for the taught sessions. There may be visiting lecturers and the External Examiner may join us for one or two sessions.

### Students Benefits:

	<p><b>PWTAC@DEMY</b> students will have access to special offers on Oxygen Professional Indemnity Insurance. If want to insure for working online you can speak to Steve Johnson <a href="mailto:steve.johnson@oxygeninsurance.com">steve.johnson@oxygeninsurance.com</a></p>
	<p><b>PWTAC@DEMY</b> students will have a discounted rate for books sold by Karnac Books. Once you sign up for the course you will be sent more information about the discount for PWTAC@DEMY students.</p>
	<p>All current and former <b>PWTAC@DEMY</b> students, for any course, will have access to our PWTA online library.</p> <p>In addition, we have our own online classroom and the material that is loaded up in your classroom during the course will remain available to students of that cohort for at least a year, providing students with an ongoing resource.</p>

### Contact details and enquiries:

Please contact [admissions@PWTAcademy.online](mailto:admissions@PWTAcademy.online) or telephone +44 (0)7880 501116 or +44 (0) 1273 276 890. Our postal address is **PWTAC@DEMY Training and CPD for Online Counselling & Psychotherapy**, 83 Downsway, Southwick, West Sussex BN42 4WE.





### To book:




Please complete the enclosed Registration Form or request a separate form or download it from our website: <http://pwtacademy.online/diploma-online-counselling-psychotherapy/>

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## Course Faculty

*Please note that not all our tutors and visiting lecturers are involved in all our courses.*

	<p>Visiting Lecturer, Emma Cameron is a UKCP registered Integrative Arts Psychotherapist and an HCPC registered Art Psychotherapist. Emma lives in coastal north Essex and works in private practice, both online and face-to-face. Emma's website <a href="http://www.emmacameron.com">www.emmacameron.com</a> tends to attract the kinds of clients with whom she works most successfully: creative, highly sensitive women who are dealing with the effects of early relational trauma.</p>
	<p>Communications Officer, <b>Simon Frost</b> is the business owner of <a href="http://HibouCommunication.com">Hibou Communication</a>. Hibou Communication provides marketing expertise, social media management, copywriting and customised workshops tailored to the needs of individual clients. Simon is an experienced former CEO with additional experience in business development, writing Business Plans and people management, especially with regard to both small and medium sized businesses.</p>
	<p>Supervisor, <b>Lalage Harries</b> Since qualifying in 2007 Lalage has been working as a counsellor and psychotherapist in medical settings, including a GP practice and hospice. She has also managed therapeutic services, provided group and individual supervision and acted as safeguarding and child protection officer for several national charities. She provides training to other therapists and mental health professionals, counselling online, safeguarding, working with young people and other topics. In addition to her private practice, she has managed counselling services at Centre 33 in Cambridge and is a safeguarding consultant for COAP (Children of Addicted Parents and People)</p>
	<p>External Examiner, <b>Mieke Haveman</b> is an online coach and counsellor. She trained with OLT (online training for counsellors) and is also a tutor on their diploma course. Mieke is a member of the OCTIA committee who organize a yearly conference in Bristol on online counselling. She is based in the Netherlands and works with both Dutch and English clients. Her activities include online counselling, helping others with marketing and tutoring in online counselling in both Dutch and English.</p>

	<p>Tutor, <b>Susanne Irving</b> has worked as an online counsellor and supervisor since 2007. She has spearheaded the development of an Online Counselling Service for charity Gamcare and has extensive experience of working with both individuals and groups online. She is a BACP accredited counsellor and ACTO member and has spoken at various conferences, including two OCTIA conferences, about how to work with those affected by problems with gambling online.</p>
	<p>Visiting Lecturer, <b>Steve Johnson</b> as an Insurance Broker for the last 29 years has specialized in insuring Psychologists, Counsellors, Psychotherapists and other Psychological Professions. For much of that time he has been in the front line helping and supporting those who are faced with a claim or a complaint and those who find themselves in a difficult situation which might, if not carefully managed, lead to a claim or complaint. For a time, he sat on the BACP Professional Standards Committee. He currently heads up Oxygen Insurance - <a href="http://www.oxygeninsurance.com">www.oxygeninsurance.com</a>. Steve has been a keen supporter of online therapy from the very early days and has participated in debates and forums.</p>
	<p>Tutor, <b>Cal Nield</b></p>
	<p>Visiting Lecturer, <b>Adrian Rhodes</b> is an individual and group psychoanalytic psychotherapist, working in private practice, both online and face to face. Previously he worked in the NHS, including heading up 'day democratic therapeutic community' services. He has been prominent in the UKCP - including a period as Vice Chair. He was also President of the European Association for Psychotherapy, the European 'professional body of professional bodies'.</p>
	<p>Tutor, <b>Jo Sharpen</b> is a qualified youth worker with person-centred counselling training, a BSc (hons) in Psychology and a MA in Women and Child Abuse. She also holds a certificate and diploma in online counselling. She has worked for AVA - Against Violence and Abuse (<a href="http://www.avaproject.org.uk">www.avaproject.org.uk</a>) for 9 years. Prior to this she worked for the Institute of Psychiatry as a researcher and then at Eaves Women's Aid for several years, in a refuge. She is also a freelance consultant, researcher and online counsellor.</p>
	<p>Visiting Lecturer, <b>David Tinker's</b> first career was in the British Army as a helicopter pilot. He studied for an MSc in Organisational Development which broadened his horizons as he worked around the world. His speciality at this time was in considering national cultural differences for leadership in the implementation of organisational change. He trained for a diploma as a coaching and consulting Supervisor with the London School of Psychodrama. In 2013 David designed the ProReal software and has played an active role in creating the market for digital learning and leadership tools ever since.</p>



	<p>Visiting Lecturer, <b>Debbie Van Den Berg</b> describes herself as a musician with a knack for computer systems. Together with Mieke Haveman she founded Bergenhave in The Netherlands. They teach coaches, counsellors and volunteers how they can work online with their clients. Her speciality is the internet, privacy and the explanation of hardware and software, such as servers, email and encryption.</p>
	<p>IT Manager, <b>Alan Vanhinsberg</b> manages <b>PWTAC@DEMY</b>'s IT systems and advises on the digital requirements for the company. He has worked with the company since 1997.</p>
	<p>Training Director, <b>Pip Weitz</b> is a leading expert in psychotherapy online. She has special interests in the success of the online therapeutic relationship, and security, confidentiality and jurisdiction. She provides training and consultancy around working therapeutically and safely online to both independent practitioners and organizationally and advises organisations wishing to set up or review their online services. She is author of "Psychotherapy 2.0: Where Psychotherapy and Technology Meet", Philippa Weitz (ed), 2014, UKCP Book Series published by Karnac Books, and Standards and Ethics Officer for ACTO. <a href="http://www.acto-uk.org/">http://www.acto-uk.org/</a></p>

## REGISTRATION FORM September 2017

# Cohorts 4, 5 and 6

## 4th DIPLOMA IN ONLINE COUNSELLING & PSYCHOTHERAPY

You can download a Word version of this form for you to complete

at <http://pwtacademy.online/diploma-online-counselling-psychotherapy/>

Cohort Number (please delete as appropriate)	Cohort 4 YES/NO	Cohort 5 YES/NO	Cohort 6 YES/NO
Full Name			
What name do you like to be known as during the course?			
Date of Birth			
Address			
Email Address			
Phone number			
Mobile phone number			
Is English your first language? If no, please confirm that your English is good enough to fulfil the requirements of the course. Please contact the Admissions Officer if you have any doubt about your language skills.	YES / NO (if no more information required)		
What country/ies do you practise in?			
Professional qualifications			
Approximately how many hours of Counselling/Psychotherapy have you provided <i>face-to-face</i> over the last 2 years?			
Approximately how many hours of Counselling/Psychotherapy have you provided <i>online</i> over the last 2 years?			
What is your main experience of working online? (Don't worry if you have			

none, it's more for us to understand what level you will be coming from)	
Membership of relevant professional bodies	
Who provides your Professional Indemnity Insurance? (company name) Are you insured to work therapeutically cross-border? Are you insured to work online? Do you have any restrictions?	
Which Code of Ethics do you work to?	
How would you describe your familiarity with computers and the internet? 1 = not familiar, 2 = know a little, 3 = fairly competent and 4 = competent	
How did you hear about this course?	
What is your main interest in taking this course?	
Are you applying for a bursary (full details from the Admissions Officer <a href="mailto:admissions@PWTAcademy.Online">admissions@PWTAcademy.Online</a> )	Yes/No
It would be useful to know about any special needs, such as any physical or mental health issues, particular learning needs such as dyslexia or deafness.	
Please give us the name and email address of one referee. (This could be your supervisor or someone else whom you knows you professionally).	
Do you need an invoice? If yes, please give us the name and address that you will us to invoice. We will send you a receipt.	Yes/No
Payment details: I / my organisation will pay in:	GBP Euros Dollars Other (please specify)
Amount to be paid:	£1400.00 / £1250.00 / bursary £1000.00

## Payments, Terms and Conditions

1. Payment is to be made in full at least 14 days before the beginning of the course. You will only be registered onto the course once full payment is received, so please do not wait until the last minute as you risk going on a waiting list for the next course.
2. The course fee is £1400, with an Early Bird fee of £1250 until 30<sup>th</sup> June 2017 for Cohorts 4 & 5, and 31st December for Cohort 6. The price then rises to £1400. Two bursaries will be available for a reduced rate of £1000. You will need to apply to the course admissions officer for more information about whether you are eligible. It may be possible to make 4 staged payments. Please contact the Admissions Officer [admissions@PWTAcademy.Online](mailto:admissions@PWTAcademy.Online) if you feel you need this facility. There will be no discounts for staged payments.
3. No student will be accepted onto the course until full payment is made, unless by prior agreement with the Course Director, under exceptional circumstances.
4. To send your application by email, please save this Word document onto your hard drive, and once you have completed it and email it to [admissions@PWTAcademy.Online](mailto:admissions@PWTAcademy.Online) and make your payment.
5. Allocation to the course is made on a first come, first served basis. It would be unwise to wait until then as places are limited to eight per course.
6. Should the course not run (which is unlikely), your payment will be returned in full within 30 days. Please note that the management reserve the right to modify the dates and times of the course to suit the needs of the students should the dates turn out to be impossible for the students applying.
7. If you need to cancel once the course dates are confirmed, we will refund 80% of the fee up to 4 weeks before the course. Cancellations within the 4 weeks before the course will not be refunded. You cancel without penalty before the course dates are confirmed and your payment will be returned in full within 30 days.
8. Any discrepancies must be reported to PWT within 10 working days otherwise the invoice will be deemed as having been accepted as true and correct.
9. For overseas payments please ensure that you pay the bank charges as the amount invoiced is the FULL AMOUNT that must be received by PWT - any outstanding bank charges will be invoiced to you. For the best foreign exchange rates we recommend payment via Moneycorp (details supplied on request).
10. **PWTAC@DEMY Training and CPD for Online Counselling & Psychotherapy** is a trading name of Philippa Weitz Training Ltd; Registered in England; Company No. 3477157; Registered Office: 85 Church Road, Hove BN3 2BB

## How to Pay



### UK PAYMENTS in STERLING

1) By BACS transfer to: **Lloyds Bank, 83 High Street, Walton-on-Thames, Surrey, KT12 1DU UK**; Bank sort code: **30-19-22** Account Number: **00685313** Swift Code: **LOYDGB2L** IBAN No: **GB44LOYD30192200685313** Use PWT + your name as the reference

2) By cheque: Please make your cheques payable to "PWT" and send it to **83 Downsway,**

**Southwick, Brighton BN42 4WE.** Please send an email to [info@PWTAcademy.Online](mailto:info@PWTAcademy.Online) to let us know you have sent this payment and registration form.



### OVERSEAS PAYMENTS in EUROS

All foreign currency payments are received via Moneycorp. Please ask PWT for our Moneycorp account details by emailing to [info@PWTAcademy.Online](mailto:info@PWTAcademy.Online). We will need to know which country the payment will be coming from.