

BROCHURE

GENERAL CERTIFICATE IN ONLINE COUNSELLING & PSYCHOTHERAPY

*A qualification equivalent to
Level 4 within the European
Qualifications Framework (EQF)*

In association with

*The Academy for Online Counselling &
Psychotherapy is an approved ACTO
Online Training Provider*



ACADEMY FOR ONLINE COUNSELLING & PSYCHOTHERAPY

Welcome to the ACADEMY FOR ONLINE COUNSELLING AND PSYCHOTHERAPY, run by PWT.

At the ACADEMY FOR ONLINE COUNSELLING & PSYCHOTHERAPY

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

- Training and CPD for those new to online working and those working towards ACTO Professional Membership
- Consultancy and Mentoring for designing and developing online services
- Provision of, and training for, Online Supervision

In collaboration with Dr Julian



We work closely with the Dr Julian network. Those successfully completing the Diploma in Online Counselling and Psychotherapy who apply to work via the Dr Julian platform will be eligible for at least Level 2, providing they fulfil the other Dr Julian requirements. For more information about the Dr Julian platform please contact the Director of Psychotherapy Services for Dr Julian at psychotherapydirector@dr-julian.com.

As an approved ACTO Online Training Provider



Successful completion of this General Certificate course in online counselling skills will allow you to register for Professional Membership of [ACTO](#).

As an Academy for Online Counselling and Psychotherapy student you can enrol with ACTO as a [student member](#).

With excellent feedback

The feedback for our courses is very good, here is just one example on receiving the news of having passed with a Distinction, more are on our website:

'I am so chuffed that I don't know how to express the joy and happiness that I feel on receiving such good news. You have opened a door to future possibilities I never imagined on joining the course. It's like a miracle has happened to me for which I am so grateful with much appreciation' V, an Academy for Online Counselling and Psychotherapy graduate

About this course:

This General Certificate in Online Counselling & Psychotherapy course is intended as an introduction to working online for practitioners working online already, or who are intending to work online, within an existing agency or organisation or on an existing platform such as Dr Julian.

It is also appropriate for those acting as line managers or clinical supervisors within an existing agency or organisational setting to gain insight into online working but not for those who supervise independent practitioners in private practice.

This course sits within the required criteria for [European Qualifications Framework \(EQF\)](#). It is generally agreed that one credit equates to 10 notional hours of learning. The QAA description of notional hours of learning that may help you understand this concept:

“The number of notional hours of learning provides a rough guide to how long it will take a typical student, on average, to achieve the learning outcomes (what you will know, understand and be able to do having successfully completed the learning) specified for the module or programme.”

The course has been split into two parts: 1 and 2, to equip you, initially, with the essentials to get you up and running with video sessions (Part 1) and then, later (in Part 2), to explore wider issues, including other media and how you might adapt your initial training to working online.

We recommend the [Diploma in Online Counselling and Psychotherapy](#) for those who wish to develop their own independent private practice online, provide online supervision to private practitioners, or manage, design, set up or develop an in-house or commercial platform or service.

Reference

<http://www.qaa.ac.uk/en/Publications/Documents/Academic-credit-in-higher-education-in-England---an-introduction.pdf> [Last accessed 22nd July 2017].

Course Level and Learning Outcomes:

This Level 4 course utilises EQF criteria and typical learning outcomes are:

- KNOWLEDGE:** Factual and theoretical knowledge in broad contexts within online counselling and psychotherapy
- SKILLS:** A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study
- COMPETENCE:** Exercise self-management within the guidelines of work or study contexts that are usually predictable, but are subject to change
- Supervise the routine work of others within an agency or organisational settings, taking some responsibility for the evaluation and improvement of work or study activities

This course is suitable for:

- Psychotherapists, Counsellors, Psychologists with at least a minimum of a 1 year full time or 2 year part time counselling and /or psychotherapy Diploma, delivered face to face, which includes a supervised placement as an integral part of the course.
- It is particularly suitable for those who already work online but have no specific online training or those who are planning to work online either via an existing platform, such as Dr Julian, or within an existing agency or organisational setting.
- The 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.

Entry requirements:

To be eligible for this course you must have successfully completed a minimum of a 1 year full time or 2 year part time counselling and /or psychotherapy Diploma, delivered face to face, which includes a supervised placement as an integral part of the course.

If you don't hold these qualifications you may be eligible via our **ACCREDITATION OF PRIOR LEARNING (APL) ROUTE**. Acceptance on to the course for those without the minimum qualification is subject to the discretion of the Training Director.

Anyone with a different qualification (such as Chaplains, Psychiatrists, Health Visitors), should contact the Admissions Officer to see whether your qualification or experience is appropriate.

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Course Aims and Student Goals

Most of our students are already very experienced therapists choosing to do the course to work towards developing their own online practice or because they work within an agency or organisation that is planning or already running an online service. Because each of you will choose our course for your own reasons, our aims and objectives are geared towards helping you fulfil yours. For example, if you're working within an online schools-based service you'll have a very different set of aims and objectives than if you're already in private practice and wanting to expand your activities to include online working via Dr Julian. You will negotiate your aims and objectives and the focus of your coursework with your tutor at the outset so that we can support you in fulfilling them.

For this reason we have opted for an external examiner (see more on page 6) rather than a formal external validation, so that we can be more flexible about our students' learning needs.

Course Syllabus:

Within Parts 1 and 2 we will cover and include aspects of the following:

Course Content

- **Working online within an agency or organisational setting**
- **Incorporating working online via platforms such as Dr Julian into an existing private practice**
- **Assessment of clients online and managing risk**
- **Contracting with clients online**
- **Confidentiality, Legal Issues and Security**
- **Professional Indemnity Insurance**
- **Codes of Practice and complaint procedures**
- **Social media**
- **Adapting your initial training**
- **Different media formats**
- **Psychological processes online**
- **The role and use of language**
- **Understanding the differences, advantages and disadvantages of face to face and working online.**
- **What works for whom? Incorporating diversity**
- **An understanding of the online therapeutic alliance**
- **Creativity and other online resources**
- **Endings online**
- **Case notes and records**
- **The need for and use of online supervision**

Tel: +44 (0)7880 501116 or +44 (0) 1273 276 890

Email: admissions@PWTAcademy.online

Course Delivery

Teaching will be via a blend of email, live chat and video plus:

- **Weekly learning tasks**
- **Individual and Group work – including essays and assignments**
- **Keeping a personal journal**
- **Role play / case studies**
- **Access to our own online classroom and library** (signing up for this course will give you lifelong access to the Academy for Online Counselling and Psychotherapy Library).

Course Composition

This General Certificate in Online Counselling & Psychotherapy course is divided into two parts:

<p>Part 1 This course is being run in conjunction with Dr Julian. For those registered with Dr Julian, Dr Julian will pay the cost of Part 1. Course Fee, all others: £250.00</p>	<p>Covering the basic essentials to enable qualified and experienced counsellors and psychotherapists get up and running quickly on 1:1 video sessions either on Dr Julian or another existing online platform working with clients in the UK only</p>
<p>Part 2 To take this course you will need to have successfully completed Part 1. Course Fee, Dr Julian Therapists: £650.00 Course Fee, all others: £750.00</p>	<p>Equipping practitioners to work one to one online within an existing agency, organisational setting or platform across all of the most commonly used media including: video, voice, chat and email and to include international working. The BACP curriculum is used as a basis for the course structure.</p>

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Part 1 Course Composition:

What	How Many Sessions	How Long	Total hours
Teaching	2	90 mins	3
Tutorials	Up to 2	30 mins	1
Private study	Within a maximum of 6 months after the first teaching module	8 hours total	8
Overall Total Hours			12

Portfolio to be submitted for marking/assessment including:

- **One Assignment** (600-900 words)
- **Learning Review** – Template provided
- **Tutorial Forms** – Template provided

Part 2 Course Composition:

What	How Many Sessions	How Long	Total hours
Teaching	8	90 mins	12
Workshop/case study/skills development sessions	8	90 mins	12
Tutorials	Up to 2	30 mins	1
Private and group study	Over 13 weeks, including 1 reading week and 4 weeks after course ends	2 hours each week	26
Overall Total Hours			51

Plus 12 hours from part 1 = 63, 6 credits

Portfolio to be submitted for marking/assessment including:

- **Weekly Tasks** – these tasks, completed in the PWTA online classroom, cover a range of issues within online counselling and psychotherapy and provide you with an opportunity to read around these issues and think about what might be an ethical dilemma or knotty situation.
- **Personal Journals** – to be submitted weekly reflecting on the interpersonal aspects, how your own knowledge and skills develop, what you are learning, what doesn't work for you.
- **Activity Log** – detailing attendance at teaching sessions, submission of weekly tasks and journals, reading and writing etc. Template provided
- **Learning Review** – a template will be provided
- **Tutorial Forms** – a template will be provided
- **Review of a published article** re online working (750-1000 words)
- **One essay/assignment** (1500-2000 words)

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Course Commitment:

We recognize that your time is precious. However, participants will be expected to attend both teaching sessions for Part 1 and at least 85% of the teaching and workshop sessions for Part 2. An element of your final mark will be linked to attendance and your participation. COURSEWORK NEEDS TO BE SUBMITTED WITHIN ONE MONTH OF THE FINAL DATE OF THE COURSE.

Materials required for the course:

You will need access to a computer, ideally a PC, though an apple product is acceptable as well.

Apple products do sometimes create interface problems, especially iPads, and may prevent you from benefiting from the richness of the platform we usually use or the multiple programs we might use from time to time.

However, it can be useful for you to use these items occasionally in order to see how it might be for a client.

Award:

Successful candidates who pass all the elements of the course will graduate with a General Certificate in Online Counselling which will be validated by an external examiner.

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

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Course dates:

Course Part & Schedule	Day(s)	Time(s) GMT	Date(s) of teaching and workshop sessions
PART 1	2 sessions – with a reading week in between		
Weekday Evening	Tuesday	7.00-8.30 pm	5 & 19 September 2017
Weekend	Saturday	10.00-11.30 am	16 & 30 September 2017
Weekday Daytime	Wednesday	10.00-11.30 am	4 & 18 October 2017
Weekday Evening	Wednesday	7.00-8.30 pm	8 & 22 November 2017
Weekday Evening	Tuesday	7.00-8.30 pm	14 & 28 November 2017
Weekend	Saturday	10.00-11.30 am	13 & 27 January 2018
Weekday Evening	Tuesday	7.00-8.30 pm	22 May & 5 June 2018
Weekday Daytime	Wednesday	10.00-11.30 am	20 June & 4 July 2018
PART 2	16 sessions – with a reading week and break(s) in between		
Weekday Evening	Tuesday & Wednesday	7.00-8.30 pm	16 January – 7 February 2018 & 27 February – 21 March 2018
Weekday Daytime	Monday & Thursday	9.30-11.00 am	26 February – 29 March 2018 & 16 April - 3 May 2018
Weekend	Saturday	10.00-11.30 am & 12.30-2.00 pm	21 & 28 April 2018, 12 & 19 May 2018, 9 & 16 June 2018 & 30 June & 7 July 2018

Course fees:

This course is being run in conjunction with Dr Julian. Dr Julian therapists will have a discounted rate.

Part 1	Dr Julian registered therapists	£0.00
	Part 1 Course Fee, all others	£250.00
Part 2	Part 2 Course Fee, Dr Julian Therapists	£650.00
	Part 2 Course Fee, all others	£795.00

Parts 1 and 2 can be booked separately or at the same time – please see booking form on page 12. If you book and pay for both parts at the same time we will give you a £50.00 discount.




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Additional important information:

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

There will usually be one tutor present for the taught sessions for up to three participants. If there are more than three participants there will be two tutors. There may be visiting lecturers and the External Examiner may join us for a session.

Student Benefits:

	<p>Academy for Online Counselling and Psychotherapy students will have access to special offers on Oxygen Professional Indemnity Insurance. If you want more information you can speak to Steve Johnson steve.johnson@oxygeninsurance.com</p>
	<p>Academy for Online Counselling and Psychotherapy 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 this.</p>
	<p>All current and former Academy for Online Counselling and Psychotherapy students, for any course, will have lifelong access to our online library. In addition, we have our own online classroom and the material that is loaded up into your classroom during the course will remain available to students of that student group for at least a year, providing you with an ongoing resource.</p>

Contact details and enquiries:




Please contact admissions@PWTAcademy.online or telephone +44 (0)7880 501116 or +44 (0) 1273 276 890. Our postal address is **ACADEMY FOR ONLINE COUNSELLING & PSYCHOTHERAPY**, 83 Downsway, Southwick, West Sussex BN42 4WE

To book:

Please complete the enclosed Registration Form (pages 12 – 14) or download it from our website: <http://pwtacademy.online/general-certificate-online-counselling/>

Course Faculty

You can see all our Course Faculty members at <http://pwtacademy.online/faculty/> some of whom may tutor on the general certificate courses. **The General Certificate Course Director is Pat Spink.**

	<p>Course Director and Tutor, Pat Spink is an online coach, counsellor, facilitator and trainer based in the UK. She works integratively and is a graduate of our Diploma course. As well as working with clients online, she maintains a face-to-face practice supporting clients across a wide range of issues. She is a volunteer counsellor at her local hospice where she works with patients and their friends and families dealing with terminal diagnoses and bereavement. She also has a particular interest in suicide prevention and delivers safeTALK courses (suicide alertness for everyone) in-house for organisations and open to the public.</p>
	<p>External Examiner, Mieke Haveman 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>Training Director, Pip Weitz has special interests in counselling and psychotherapy online, especially in both the success of the online therapeutic relationship, and security, confidentiality and jurisdiction. She lectures and teaches widely around working therapeutically and safely online to both independent practitioners and organisationally. She works internationally both as an online therapist and an online supervisor.</p> <p>She is a qualified teacher, trainer and psychological counsellor with more than 25 years in the mental health sector. Pip is currently Training Director for the ACADEMY FOR ONLINE COUNSELLING & PSYCHOTHERAPY, Director of UK Counselling Online and Director of Psychotherapy Services for Dr Julian. She is one of the professionals advising the Private Practice Hub's Online Therapy section. She is author/editor of Psychotherapy 2.0: where Psychotherapy and Technology Meet as well as series editor for the Karnac Psychotherapy 2.0 series. She was Commissioning Editor for the UKCP Book Series from 2005 - 2016. Pip is also Standards and Ethics Officer for ACTO - the Association for Counselling and Therapy Online. www.ACTO-org.uk</p>

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GENERAL CERTIFICATE IN ONLINE COUNSELLING REGISTRATION FORM

<p>Preferred course dates. Please enter your first and second choice. Please see page 9 for available dates. <i>*Please delete as appropriate</i></p> <p>You will receive a £50.00 discount for booking and paying for Parts 1 and 2 together (unless you are on the Dr Julian scheme in which case a discount has already been applied to Part 1).</p>	<p>Part 1</p> <p>1st choice*: Weekday evening Weekday daytime Weekend Course start date:</p> <p>2nd choice*: Weekday evening weekday daytime Weekend Course start date:</p>	<p>Part 2</p> <p>1st choice*: Weekday evening Weekday daytime Weekend Course start date:</p> <p>2nd choice*: Weekday evening Weekday daytime Weekend Course start date:</p>
Full Name		
What name would 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)	
In which country/ies do you practise?		

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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? If any)	
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	
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 admissions@PWTAcademy.Online) (These are only exceptionally given for the General Certificate).	Yes/No

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<p>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.</p>	
<p>Please give us the name and email address of one referee. (This could be your supervisor or someone else whom you knows you professionally).</p>	
<p>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.</p>	<p>Yes/No</p>
<p>Payment details: I / my organisation will pay in:</p>	<p>GBP Euros Dollars Other (please specify)</p>
<p>Amount(s) to be paid:</p> <p>Part 1: £0.00 (for Dr Julian therapists)</p> <p>Part 1: £250.00</p> <p>Part 2: £650.00 (for Dr Julian therapists)</p> <p>Part 2: £795.00</p> <p>Less £50.00 if booking and paying Parts 1 and 2 together. (Not those on the Dr Julian scheme).</p>	<p>Please put in the amounts on this side</p> <p style="text-align: right;">£</p> <p style="text-align: right;">£</p> <p style="text-align: right;">£</p> <p style="text-align: right;">£</p> <p style="text-align: right;">-£</p> <p>TOTAL</p>
<p>Payment Method Selected (please see full details on page 11)</p> <p><input type="checkbox"/> UK cheque</p> <p><input type="checkbox"/> BACS - UK based banks</p> <p><input type="checkbox"/> Payment from overseas via Moneycorp (foreign exchange)</p>	

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 fees are
Part 1: £0.00 (for Dr Julian therapists)
Part 1: £250.00
Part 2: £650.00 (for Dr Julian therapists)
Part 2: £795.00
1. It may be possible to make 4 staged payments if you apply for Parts 1 and 2 together. Please contact the Admissions Officer admissions@PWTAcademy.Online if you feel you need this facility.
2. No student will be accepted onto the course until full payment is made, unless by prior agreement with the Training Director, under exceptional circumstances.
3. 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 and make your payment.
4. Allocation to the course is made on a first come, first served basis. Places are limited on each course.
5. Should the course not run (which is unlikely), you will be first offered a place on an alternative course, and if that does not suit you 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. Under the Consumer Contracts Regulations 2014, our courses come under the section regarding service. **You have the right to cancel up to 14 days from entering into a service contract. If your course starts within the 14 day period or starts straightaway you'll still have the right to cancel, but you must pay for the value of the service (course) that is provided up to the point you cancel. The right to cancel can be lost during the cancellation period if the service is provided in full before the 14 days elapses.**
6. Any discrepancies must be reported to the Academy for Online Counselling and Psychotherapy within 10 working days otherwise the invoice will be deemed as having been accepted as true and correct.
7. 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).
8. **ACADEMY 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 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. We will need to know which country the payment will be coming from.