**NCFE LEVEL 2** Certificate in Counselling Skills

**Candidate Assessment** Part B

**Candidate Details**

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred contact time(s): Morning: Late afternoon:  Anytime: 

 Early afternoon:  Evening: 

Email (please print clearly):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If you do not know your college please contact the Skills Network Student Support Team on 0845 177 0047 / 01757 210 522)

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**CANDIDATE STATEMENT**

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I have completed the following assessment and confirm all the work is my own.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSESSMENT QUESTIONS**

**Please complete ALL of the answers to the questions in each section, and submit these together.**

**This assessment workbook contains questions in relation to the information provided**

**in your learning resource pack.**

**Please:**

* Read your learning resource before attempting to answer these assessment questions
* Fully complete, sign and date the candidate information on the front sheet overleaf
* Answer **ALL** questions **IN FULL**
* Check you have answered each question fully before submitting to your tutor for marking
* Make sure you supply any research materials together with your assessment.

**(Please note: read each question carefully as there may be more than one answer required).**

 **Tips for understanding how to answer the questions**

**Describe**If you are asked to describe something you should state the features in such a way that another person could recognise what you are describing if they saw it. An example might be: **Describe a donkey**. It would be insufficient to state “has four legs and a back” as this could be a chair. A description stating “a four legged animal, long tail, mane, similar to a horse but generally smaller, makes a unique sound like “eeyor” often repeatedly.” Would probably allow another person to recognise your description as a donkey.

**Explain / discuss**Give details which make what you are trying to say clear to the reader. As a general rule, this type of question requires the most in depth answer.

**State**
Usually requires a shortened answer, which could be a list or a single sentence. Several questions take the form of “state what the letters ‘BBC’ stand for”. The answer would simply be “British Broadcasting Corporation”.

**Outline**
This type of question needs a brief answer which does not include much detail, but covers all steps, stages or parts involved. A question asking you to outline how to catch a train would require an answer along the lines of “check train times, choose train, go to station, buy ticket and board train”. It would not expect you to include the detail of **how** you would do these things.

**Identify**
This means to give sufficient detail so that someone else can recognise your description. This is sometimes used instead of “state”, so think what the question is asking for.

**Demonstrate**Means just that. Show someone what you do.

**Unit 3: Diversity and ethics in the use of counselling skills**

 (Please note: the numbers in brackets refer to the assessment criteria for each question and are for your tutor’s use.)

**Q1. Identify an ethical framework. (1.1)**

**Q2. Identify key aspects of the ethical framework. (1.2)**

**Q3. Describe how this ethical framework informs your own use of counselling skills. (1.3)**

**Q4. Outline ways in which people experience discrimination. (2.1)**

**Q5. Describe your own experiences or observations of possible discrimination. (2.2)**

**Q6. Describe the legal aspects of anti-discriminatory practice. (3.1)**

**Q7. Explain how diversity impacts on the counselling relationship. (3.2)**

**Q8. Explain ways to address difference and diversity in counselling skills practice. (3.3)**

**Unit 4: Counselling skills and personal development**

**Q1. Identify your own beliefs and values. (1.1)**

**Q2. Outline how values and beliefs could have an effect on helping relationships. (1.2)**

**Q3. Identify your own motivation for helping others. (1.3)**

**Q4. Identify your own blocks to listening and learning. (1.4)**

**Q5. Describe the benefits of giving and receiving feedback for personal development. (1.5)**

**a) Benefits of giving feedback**

**b) Benefits of receiving feedback**

**Q6a. Identify your own personal skills and qualities that are strengths in relation to a helping relationship. (2.1)**

**Q6b. Identify areas for development in personal skills and qualities in relation to helping relationships. (2.2)**

**Q7. Describe how to develop skills and qualities in the future. (2.3)**

**Q8. Identify your own support needs in order to contribute to a helping relationship. (3.1)**

**Q9. Describe how to access your own support. (3.2)**

**Q10. Outline how personal and/or professional support can be used to highlight issues arising from the use of counselling skills. (3.3)**

**Q11. Describe your own observations, thoughts, feelings and concerns when using counselling skills. (4.1)**

**a) Observations**

**b) Thoughts**

**c) Feelings**

**d) Concerns**

**Q12. Outline the benefits of self-reflection for: (4.2)**

**a) Personal development**

**b) The use of counselling skills**

**Assessment Checklist**

**Now you have completed this assessment booklet, please now complete the final checklist:**

**I have answered all of the assessment questions**

**I can confirm all the work in the assessment is my own**

**Name:**

**Signed:**

**CONGRATULATIONS!**

**You have now completed your Part B Assessment. Please make sure you have completed all questions fully and you have filled in the front cover page with your personal details.**

**You now need to submit your answers to be marked. Please follow the instructions as detailed in your induction.**

**Your tutor will mark your work and provide robust feedback. Should your paper be referred, you will be required to resubmit answers until you have passed.**

**Please contact our support team if you require any further advice or guidance.**