

QUALIFICATION SPECIFICATION							SECTION A		
QUALIFICATION DEVELOPER		Imperial School of Business and Science (ISBS)							
TITLE		Certificate V in Counselling				NCQF LEVEL		5	
FIELD		Health & Social Services		SUB-FIELD		Counselling			
New qualification		<input checked="" type="checkbox"/>	Review of existing qualification						
SUB-FRAMEWORK		General Education		TVET		<input checked="" type="checkbox"/>	Higher Education		
QUALIFICATION TYPE		Certificate		<input checked="" type="checkbox"/>	Diploma		Bachelor		
		Bachelor Honours			Master		Doctor		
CREDIT VALUE						120 Credits			
RATIONALE AND PURPOSE OF THE QUALIFICATION									
<p><u>Rationale</u></p> <p>The qualification Certificate in counselling skills equip the learners with basic skills and knowledge needed for a trained counsellor. On successful completion of the qualification the graduates will achieve higher personal development, self-respect for themselves and empathy towards the fellow beings. The qualification will facilitate the students to provide the clients direction, emotional support and also assist them to focus on constructive behaviours. This qualification is also useful to anyone who would like to develop their counselling skills to be able to utilise in either work or at personal capacity. Those who have successfully completed this qualification could be employed as Assistant counsellors, Assistant supervisors at Guidance and counselling department or motivational speakers.</p> <p>Training in counselling skills is a key element in the prevention of substance abuse, creating HIV/AIDS awareness, mitigates teenage pregnancy and juvenile criminal activities.</p> <p>Studies have revealed that substance abuse is high among youth in Botswana, Kabo Diraditsile and Keatlaretse Rasesigo (2018), www.researchgate.net. According to them substance abuse is high among youth in Botswana which is often preceded by mental disorders such as depression, suicidal tendencies, and personality disorders. Despite its provision of universal free antiretroviral treatment (ART) to all people living with HIV, Botswana is still one of the countries most affected by HIV in the world (www.avert.org.2018).According to the latest studies (www.avert.org.2018), Botswana has the fourth highest HIV prevalence in the world after South Africa, Lesotho and Eswatini. According to Serefete</p>									

Molosiwa, (2012) www.researchgate.net , teenage pregnancy also caused drastic dropout from the schools and other related consequences.

Human Resource Development Council (HRDC), Botswana, has identified 12 key sectors of economy, which are derived from the national strategies and priorities and Health Sector is among the identified crucial field which needs to be focussed on urgently (BHRDS Fair and Career Clinics 2018. Pages 102-111.). Furthermore, the President of Botswana has recently unveiled an Economic Stimulus Programme (ESP) (*ESP Launch BOPA 2016, Daily News. <http://www.dailynews.gov.bw/news-details.php?nid=26093>*) a strategy for employment and Growth whose objective is to stimulate the economy for the coming years. This package focuses on certain industries in the country and one of the areas is in Health and Social sectors.

The stakeholder survey among the academic and potential organisational personals in line with the need analysis of the qualification revealed the fact that this qualification is most needed in the soil of Botswana.

Purpose of the Qualification

The Purposes of this Qualification are to equip students with skills and knowledge to:

- Demonstrate effective Counselling skills when working with clients
- Demonstrate competency in executing different approaches involved in counselling skills
- Demonstrate understanding of the importance of developing self- respect
- Apply an ethical framework in the process of counselling

ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

- Candidates who have successfully completed Certificate IV, NCQF Level 4 (General Education or TVET).
- Entry through RPL and CAT will be done in accordance with institutional policies which are aligned to the national RPL and CAT policies.

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
<p>1. Demonstrate effective communication skills when dealing with national and international clients</p>	<p>1.1. Demonstrate interpersonal, listening and non-verbal communication skills when working with clients.</p> <p>1.2. Use appropriate strategies to identify the needs and wants of clients.</p> <p>1.3. Apply appropriate strategies to overcome barriers to communication.</p> <p>1.4. Demonstrate ability to attend to customers promptly and politely.</p>	
<p>2. Demonstrate competency in using Computer Applications such as,</p> <ul style="list-style-type: none"> • Microsoft word • Excel • Power Point 	<p>2.1. Demonstrate competency in working with a computer.</p> <p>2.2. Demonstrate skills in preparing and saving documents.</p> <p>2.3. Demonstrate ability to manage electronic files.</p> <p>2.4. Demonstrate skills to work with a spread sheet and prepare presentation slides.</p>	
<p>3. Demonstrate effective Counseling skills when working with clients.</p>	<p>3.1. Apply the following core counseling skills when working with clients.</p> <ul style="list-style-type: none"> ▪ Effective questioning ▪ Attending ▪ Focusing ▪ Listening ▪ Reflecting and paraphrasing <p>3.2. Demonstrate how to develop rapport with the clients.</p> <p>3.3. Use appropriate strategies to develop trust with clients.</p> <p>3.4. Demonstrate ability to probe into the problems of the client</p> <p>3.5. Apply appropriate therapeutic technique during counselling process.</p> <p>3.6. Demonstrate skill to elicit information from the client</p> <p>3.7. Apply relevant skills in counseling the youths.</p>	

	<p>3.8. Demonstrate competency in maintaining confidentiality and trust.</p> <p>3.9. Demonstrate competency in wrapping up positive counseling relationship.</p>
<p>4. Apply basic counselling theories during counselling sessions.</p>	<p>4.1. Demonstrate understanding of the key elements of the following theories</p> <ul style="list-style-type: none"> ▪ Psychoanalysis/ Psychodynamic theory ▪ Behavioral theory ▪ Cognitive theory ▪ Humanistic theory
<p>5. Demonstrate competency in executing different approaches involved in counselling skills.</p>	<p>5.1. Execute the procedures for meeting the clients</p> <p>5.2. Demonstrate the technique of getting to know the client and vice-versa.</p> <p>5.3. Demonstrate skill to create a safe and acceptable environment for the client</p> <p>5.4. Demonstrate skills in establishing professional relationship with the client</p> <p>5.5. Demonstrate skills of strategically coming to the closure of the counseling process.</p>
<p>6. Apply an ethical framework in the process of counselling.</p>	<p>6.1 Demonstrate skills in addressing the following prominent diversity during counselling.</p> <ul style="list-style-type: none"> ▪ Age ▪ Gender ▪ Race ▪ Religion ▪ Ability (Physical and/ or mental ▪ Sexuality ▪ Socio-economic Class. <p>6.2 Apply the following with respect to counseling</p> <ul style="list-style-type: none"> ▪ Boundaries/Limit Setting ▪ Confidentiality and Privacy.

QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Introduction to Communication	4	10
	Introduction to Computer Applications	4	10
CORE COMPONENT Subjects / Units / Modules /Courses	Moral obligations and Social Care	5	12
	Theories of Counselling	5	12
	Youth Counselling	5	12
	Counselling skills and Personal development	5	12
	Counselling on Substance Abuse	5	12
	Diversity and Ethics for Counselling Skills	5	12
	Workplace Counselling	5	12
	Counselling Practicum	5	16
ELECTIVE COMPONENT Subjects / Units / Modules /Courses			
Rules of combinations, Credit distribution (where applicable):			
Rules of combinations.			
To be awarded this qualification a candidate should successfully complete all the modules and accumulate 120 credits.			
Credit Distribution:			
The credit distribution for Level 4 and Level 5 of the Qualification Certificate in Counselling Skills			
Level 4 Modules	20 Credits		
Level 5 Modules	100 Credits		
Total Number Of Credits	120 Credits		
The credit distribution of Fundamental and Core of the Qualification Certificate in Counselling Skills			
Fundamental Modules	20 Credits.		
Core Modules	100 Credits.		
Total Number of Credits	120 Credits		

ASSESSMENT AND MODERATION ARRANGEMENTS

ASSESSMENT ARRANGEMENTS

ASSESSMENT TYPE	WEIGHTING (%)
Continuous Assessment	75
Final Examination	25

Assessment / Moderation Instruments but not limited to;

1. Tests
2. Assignments
3. Portfolio of Evidence
4. Presentation / Demo

Assessments will be carried out by BQA accredited assessors

MODERATION ARRANGEMENTS

Arrangements and commitment to implement pre assessment and post assessment moderation will be taken place as stipulated and described in internal assessment and moderation policies and guidelines. Moderation will be done by BQA accredited moderators.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)

Arrangements and provisions for employing recognition of prior learning will be executed in accordance with the institutional relevant policies and guidelines.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Progression pathways (Learning)

Vertical Articulation

- Diploma in Counselling Skills
- Diploma in Psychodynamic Counselling
- Diploma in Psychology and Counselling
- Diploma in Career decisions

- Diploma in Psychology
- Diploma in Understanding Human Needs
- Diploma in Psychological First Aid

Horizontal Progression.

- Certificate in Counselling Skills
- Certificate in Psychodynamic Counselling
- Certificate in Psychology and Counselling
- Certificate in Career decisions
- Certificate in Psychology
- Certificate in Understanding Human Needs
- Certificate in Psychological First Aid

Employment pathways

- Assistant Counsellor
- Assistant Supervisor at Guidance and counselling department
- Self-employed – Consultant in the field of Guidance and Counselling.

QUALIFICATION AWARD AND CERTIFICATION

To be awarded Certificate V in Counselling Skills a candidate should obtain the certificate and graduate should successfully complete all modules and obtain 120 credits. Upon successful completion of the qualification, the learner will be issued a printed certificate.

REGIONAL AND INTERNATIONAL COMPARABILITY

Certificate in Counselling Skills Qualification was benchmarked with similar qualifications Higher Certificate in Counselling and communication Skills offered regionally by the South African College of Applied Psychology (SACAP), South Africa and Certificate in Counselling Skills offered Internationally by Institute of Counselling, UK. The content covered and the duration of the qualification is easily comparable with other similar qualifications.

The following were used as benchmarking institutions for this Certificate qualification.

1. South African College of Applied Psychology in South Africa.

2. Institute of Counselling, UK

Criteria	ETP	Institution-1	Institution-2
Name of the Institution	ISBS (C in Counselling Skills)	SACAP, ZA, (Higher Certificate in Counselling and Communication Skills)	Institute of Counselling', UK (Certificate in Counselling)
Qualification Level	Level-V	Level-V	Level-V
Learning Outcome / Modules / Units	<ul style="list-style-type: none"> • Develop basic Counselling skills • Demonstrate interpersonal communication Skills • Execute different approaches involved in counselling skills • Demonstrate the importance of developing self-respect • Develop an ethical framework with respect to counselling skills • Develop skills in motivational activities. 	Modules <ul style="list-style-type: none"> • Writing for Success • Introduction to Basic Counselling Skills. • Effective Communication Skills • Diversity in the South African Context • The skilled Communicator • Numerical Literacy 	Topics <ul style="list-style-type: none"> • Introduction to Counselling theory • The Psychodynamic Approach • The person-Centred Approach • The Cognitive Approach • The pastoral approach • The Counselling Process • Basic Counselling skills • Core Skills of 'The Skilled Helper' • Professional Practice.
Pre-requisites (If any)	Nil	Nil	Nil
Duration	1 Year	1 Year	1 Year
Entry Requirements	Certificate IV, NCQF Level 4	Secondary Education	Secondary Education

Similarities:

- Learning outcomes / Units of the comparable qualifications are almost similar. All of them equip learners with a range of knowledge and skills to develop Interpersonal communication skills, counselling skills, and different approach to counselling.
- All the two short courses have no pre-requisites.
- Entry requirements are similar.
- Duration of the qualification is similar.

Differences:

There is no significant difference in the qualifications.

REVIEW PERIOD

The Qualification will be reviewed thoroughly every 5 years.