

QUALIFICATION SPECIFICATION

 gateway
qualifications



Certificate in Counselling Skills (Level 2)

Access to HE

Apprenticeships

Digital

Employability &
Enterprise

English & Maths

ESOL

Personal & Social
Development

Professional
Development

Vocational

This qualification specification covers the following qualification:

Qualification Number	Qualification Title
601/3954/7	Gateway Qualifications Level 2 Certificate in Counselling Skills

Version and date	Change detail	Section/Page reference
3.2 (Nov 2022)	Removed address and changed back cover Funding section updated	Page 12 Page 5

About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal Quality Assurers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre. If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Website: www.gatewayqualifications.org.uk/recognition

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1. Qualification Information

1.1. About the qualification

The qualification has been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The Gateway Qualifications Level 2 Certificate in Counselling Skills has been developed in consultation with professionals practising in this field and with organisations who are currently delivering courses in counselling skills to adults including adult and community learning providers.

1.2. Objective

The objective of the Gateway Qualifications Level 2 Certificate in Counselling Skills is to develop the knowledge and skills to support progression to further learning and training in Counselling Skills. It also suitable for learners who wish to develop counselling skills to support their daily work for example in the field of health and social care.

1.3. Funding

For information on potential sources of funding in England please visit the Education and Skills Funding Agency:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

<https://www.gov.uk/government/collections/qualifications-approved-for-public-funding>

<https://hub.fasst.org.uk/Pages/default.aspx>

1.4. Geographical Coverage

This qualification has been approved by Ofqual to be offered in England.

1.5. Progression Opportunities

The qualification supports progression to qualifications in Counselling at a higher level.

1.6. Equality, diversity and inclusion

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

1.7. Relationship with other frameworks

This qualification is not linked to other frameworks.

2. Learner Entry Requirements

2.1. Age

The approved age range for these qualifications is 18+, 19+.

2.2. Prior Qualifications or Units

There is no requirement for learners to have achieved prior qualifications or units.

2.3. Prior Skills/Knowledge/Understanding

There is no requirement for learners to have prior skills, knowledge or understanding, although learners may choose to do an introductory course first to determine whether they are suited to this type of work.

2.4. Restrictions

There are no restrictions to entry

2.5. Access to qualifications for learners with disabilities or specific needs

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Special Considerations

Requests for special consideration should be submitted as soon as possible. Please refer to the [Reasonable Adjustments and Special Consideration Policy](#)

2.6. Additional Requirements/Guidance

There are no additional rules or guidance regarding learner entry requirements.

2.7. Recruiting Learners with Integrity

It is vital that centres recruit with integrity with regard to qualifications. Centres must ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs.

The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification.

3. Achieving the Qualification

3.1. Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

3.2. Qualification Size

Qualification Title in full	Total Qualification Time	Guided Learning Hours	Credit Value
Gateway Qualifications Level 2 Certificate in Counselling Skills	150	116	15

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:

- The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and

An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

3.3. Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies**

Gateway Qualifications Level 2 Certificate In Counselling Skills

To achieve the Gateway Qualifications Level 2 Certificate In Counselling Skills, the learner must complete the three mandatory units, totalling 15 credits.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
H/506/4762	Applying Counselling Skills	2	6	48	1.3	M (Mandatory)
K/506/4763	Understanding Counselling Skills	2	6	48	1.3	M (Mandatory)
M/506/4764	Reflective Practice in Counselling	2	3	20	1.3	M (Mandatory)

3.4. Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

The recognition of prior learning is permitted for this qualification and includes the prior attainment of units on a qualification offered by Gateway Qualifications, e.g. where a learner progresses from a smaller qualification to a larger qualification and where the qualifications have shared content such as an Award, Certificate and/or Diploma.

Centres should refer to the Gateway Qualifications' Recognition of Prior Learning policy and follow the process available on the website.

3.5. Links to other qualifications

This qualification offers progression from the Gateway Qualifications Level 1 Award in Counselling Skills.

4. Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

4.1. Method of Assessment

The method of assessment for the qualifications is through a portfolio of evidence.

4.2. Assessment language

The qualifications are assessed in English only.

4.3. Assessment booking

Centres must first register learners on the qualification. [See Section 7 Learner Registration and Results.](#)

4.4. Assessment Materials

There are no specific assessment materials provided for this qualification.

4.5. Qualification-Specific Centre Requirements

There are no additional internal/external quality assurance requirements for this qualification.

4.6. Qualification-Specific Tutor/Assessor Requirements

Tutor/assessors must be fully qualified and experienced in the subject area in which they are delivering, details of which must be provided to Gateway Qualifications as part of the Qualification Approval application.

4.7. Qualification-Specific Quality Assurance Requirements

There are no additional internal/external quality assurance requirements for these qualifications.

4.8. Additional Requirements/Guidance

There are no additional requirements that learners must satisfy in order for assessment to be undertaken and the unit/qualification to be awarded.

5. What to do next

For existing centres please contact your named Development Manager or Development Officer.

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

6. Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).



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