

NOTE: THIS GUIDANCE IS APPLICABLE ONLY FOR REGISTRATIONS UP TO AND INCLUDING 31ST AUGUST 2024.

CBT-L5 - Guidance to Writing External Assessment Case Review

Purpose of the Case Review:

The Case Review is expected to show that you have developed the skills and knowledge necessary to work safely and effectively within a CBT framework at level 5.

It should provide a coherent summary of your therapeutic counselling work with ONE client (covering at least six sessions) undertaken during the duration of the course. You need to give specific examples from your work throughout, which may include brief examples of what was said (where relevant), but the Case Review should not be a transcript nor should it be a session by session account. **Confidentiality must be maintained at all times.**

The Case Review should:

- reflect a sound underpinning of integrated CBT theory and skills
- evidence a clear understanding of the therapeutic relationship and the therapeutic process within a CBT framework
- give a clear sense of your clients, as well as your own level of self-awareness
- show a mature use of supervision appropriate to the integration of CBT theory and skills

Writing the Case Review:

The Case Review does not have to be completed under exam conditions, but it must be all your own work and must not have been previously assessed by your tutor.

The total word count – including all quotations – must be between 3,000 – 3,500 words.

The seven section headings, footnotes and the bibliography are not included in the word count. Appendices and other material are not required and will not be marked. Case Reviews exceeding the maximum word count will not be assessed and recorded as **Not Proficient**.

Please reference your work accurately and include a bibliography at the end. Attach and sign the cover sheet given to you by your tutor prior to the date for submission of your Case Review.

Case Reviews are only accepted as a word-processed document. CPCAB are unable to accept Case Reviews in PDF format. The document should be created using double line spacing, wide margins and page numbering, with your name and candidate number on the top or bottom of each page. The word count should be noted per section, with a summative count at the end.

Hard copies of Case Reviews, unless agreed in advance with CPCAB in the form of a Reasonable Adjustment, are not able to be assessed.

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Please discuss any additional needs with your training centre's learning support department.

Where candidates have selected a client for a verbal case presentation as part of the Internal Assessment (IA) the same client could also be selected as the subject of the Case Review submission for External Assessment (EA). It is however essential that a candidate does not plagiarise their own work and the Case Review for EA is an entirely new piece of work and has not been previously assessed in any way by the tutor.

Common mistakes are –

- not being able to demonstrate sufficient evidence of integrating the skills and theory of CBT coherently into your work
- not showing appropriate maturity or depth of counselling practice, self-awareness, and application of learning from supervision
- not showing adequate critical reflection and evaluation
- running out of words by sections six and seven

Resits and Not Proficient candidates

If you are Not Proficient in the external assessment your tutor can book an appointment with CPCAB to get verbal feedback in order to offer you guidance for re-sitting the Case Review. If you choose to re-sit this assessment **you must write a new Case Review based on a different client.** You will be required to sign the cover sheet to confirm that your resubmission is based on a different client.

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Structure of the Case Review:

The Case Review must be structured using each of the **seven section headings** below. Under each section there are ticked bullet points which state what you must evidence in order to achieve full marks for that section.

1. Context and boundaries of work

- *Describe the context in which you work showing your understanding of the boundaries and ethical framework for your CBT practice.*

You must:

- ✓ Describe the context and setting where you provide CBT counselling.
- ✓ Evidence how you established a client/counsellor agreement or contract.
- ✓ Explain how an ethical framework informs your work.

2. Assessment/diagnosis

- *Use the CBT framework coherently to arrive at an initial assessment of your client.*

You must:

- ✓ Explain how you used CBT tools to assess your client and arrive at an initial case formulation and problem list.

3. Awareness of diversity issues

- *Work with awareness of diversity issues within a CBT framework.*

You must:

- ✓ Use CBT concepts to reflect on issues of diversity relevant to your work with this client.
- ✓ Evidence how you worked with these issues with reference to your client's patterns and schemas.

4. Development of the therapeutic relationship

- *Show how you worked with aspects of the CBT relationship for the benefit of the client.*

You must:

- ✓ Critically reflect on the therapeutic relationship with reference to your client's patterns and processes.
- ✓ Evidence how your understanding of the relationship informed and enhanced the depth of your work with this client.

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5. Use of self - awareness

- *Reflect on how your self-awareness impacted on the therapeutic work.*

You must:

- ✓ Use CBT concepts to critically reflect on your own process - your response to your client and your impact on the therapeutic work.
- ✓ Evaluate how insights from own personal work enhanced the therapeutic process within the CBT framework.

6. Theory underpinning skills

- *Work within a coherent CBT framework of theory and skills in the counselling process.*

You must:

- ✓ Give a clear description of the CBT theoretical framework that underpins your practice.
- ✓ Evidence how you have consistently integrated CBT theoretical understanding and use of skills/interventions to work coherently with this client.
- ✓ Critically evaluate your work at level 5 with this client within the framework of a CBT approach.

7. Use of supervision

- *Critically reflect on your use of supervision.*

You must:

- ✓ Critically reflect on how you used supervision, as a CBT practitioner, to explore key issues from your work with this client.
- ✓ Integrate insights and learning from supervision into your work with this client.

Marking scheme:

Each section of the Case Review is awarded between 0 and 3 marks on the following basis:

0 = no evidence	1 = minimum evidence
2 = satisfactory evidence	3 = robust evidence

You must achieve at least ONE mark in each section and an overall mark of 11 out of 21 to be assessed as Proficient. ½ marks can be awarded.

Please note that each section carries equal marks (3), so you are advised to take this into account when deciding how much to write in each section.