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| 1. Title of the certificate <sup>(en)</sup>              |
| CPCAB Level 4 Diploma in Therapeutic Counselling (TC-L4) |
| <sup>(1)</sup> In the original language                  |

|                                                                     |
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| 2. Translated title of the certificate <sup>(de)</sup>              |
|                                                                     |
| <sup>(1)</sup> If applicable. This translation has no legal status. |

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| 3. Profile of skills and competences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Core Units:</p> <p>There are 7 mandatory units:</p> <p>Working ethically, safely and professionally as a counsellor</p> <p>Working within a counselling relationship</p> <p>Working with client diversity in counselling work</p> <p>Working within a user-centred approach to counselling</p> <p>Working with self-awareness in the counselling process</p> <p>Working within a coherent framework of counselling theory and skills</p> <p>Working self-reflectively as a counsellor</p> <p>A full list of learning outcomes for each unit is available at; <a href="https://www.gov.uk/guidance/the-register-of-regulated-qualifications-cpcab-level-4-diploma-in-therapeutic-counselling-rqf-details">The Register of Regulated Qualifications: CPCAB Level 4 Diploma in Therapeutic Counselling (RQF) details (ofqual.gov.uk)</a></p> <p>Optional Units: There are no optional units</p> |

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| 4. Range of occupations accessible to the holder of the certificate <sup>(1)</sup>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Counsellor within an agency or organisational context</p> <p>Potential job roles include but are not limited to:</p> <ul style="list-style-type: none"> <li>• A counsellor employed by a college</li> <li>• A counsellor working in the third sector</li> <li>• A counsellor employed by a charity</li> <li>• A Psychological Wellbeing Practitioner in the NHS Talking Therapies services</li> <li>• An 'adult' counsellor in independent practice (with additional training and support)</li> </ul> |
| <sup>(1)</sup> If applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

<sup>(\*)</sup> **Explanatory note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <https://europa.eu/europass/en/recognition-skills-and-qualifications>

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| 5. Official basis of the certificate                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Name and status of the body awarding the certificate</b><br>Address:<br>Counselling & Psychotherapy Central Awarding Body (CPCAB)<br><br>PO Box 1768, Glastonbury, Somerset. BA6 8YP<br><br>Telephone: 01458 850350<br><br>Website: <a href="http://www.cpcab.co.uk">www.cpcab.co.uk</a><br>E-mail: <a href="mailto:contact@cpcab.co.uk">contact@cpcab.co.uk</a><br><br>(CPCAB is a recognised Awarding Body in the United Kingdom.) | <b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b><br>Name: Office of Qualifications and Examinations Regulation<br><br>Address: Earlsdon Park, 53-55 Butts Road, Coventry, CV1 3BH<br><br>Telephone: 0300 303 3344<br><br>Website: <a href="http://www.ofqual.gov.uk">www.ofqual.gov.uk</a><br>E-mail: <a href="mailto:info@ofqual.gov.uk">info@ofqual.gov.uk</a> |
| <b>Level of the certificate (national or international)</b><br>Level 4 in the Qualifications & Credit Framework (QCF) register.<br>Level 4 (EQF)                                                                                                                                                                                                                                                                                        | <b>Grading scale / Pass requirements</b><br>Grading scale – Pass / Fail<br><br>Tutor assessment of candidate portfolio evidencing minimum assessment requirements.                                                                                                                                                                                                                                                               |
| <b>Access to next level of education/training</b><br>Provides access to level 5 diplomas in counselling and higher level (HE) counselling qualifications.<br>Provides access to Open University's Foundation Degree, in conjunction with CPCAB's level 5 qualifications.                                                                                                                                                                | <b>International agreements</b><br>N/A                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Legal basis</b><br>N/A                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| 6. Officially recognised ways of acquiring the certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                   |                                     |
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| Description of vocational education and training received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Percentage of total programme (%) | Duration (hours/weeks/months/years) |
| School-/training centre-based                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 78.5                              | 420                                 |
| Workplace-based                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 21.5                              | 115                                 |
| Accredited prior learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                   |                                     |
| <b>Total duration of the education/ training leading to the certificate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                   | 535 hours                           |
| <b>Entry requirements</b><br>Candidates must have acquired <u>both</u> CPCAB's <i>Level 2 Certificate in Counselling Skills</i> (CSK-L2) and CPCAB's <i>Level 3 Certificate in Counselling Studies</i> (CST-L3) / <i>Level 3 Certificate in Applied Counselling Studies</i> (CAST-L3), or their equivalent which must be 150 to 180 GLH (Guided Learning Hours).                                                                                                                                                                                        |                                   |                                     |
| <b>Additional information</b><br>The total notional learning hours equals 1200 which includes;<br>420 GLH (training centre-based hours),<br>440 hours of self-directed study e.g. reading, self-development exercises, journal work,<br>100 hours client work (workplace based),<br>110 hours learning time associated with client work e.g. research, preparation & post-session, case reviews,<br>105 hours learning time for assignments e.g. self-reviews, case studies,<br>15 hours clinical supervision,<br>10 hours minimum of personal therapy. |                                   |                                     |
| The qualification has been rated at 120 credits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |                                     |

Full qualification details are available on the register; [The Register of Regulated Qualifications: CPCAB Level 4 Diploma in Therapeutic Counselling \(RQF\) details \(ofqual.gov.uk\)](#)

**More information (including a description of the national qualifications system) available at:**

[Home Page \(enic.org.uk\)](http://enic.org.uk)

**National reference point**

<http://www.uknlp.org.uk>