

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

PC-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 needed to work safely, effectively and at depth as an independent counsellor¹ within the therapeutic relationship at level 5.

It should provide a coherent summary of therapeutic counselling work with ONE client (covering at least six sessions) undertaken during the life 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:

- evidence your work as an independent practitioner at level 5;
- reflect a sound underpinning of integrated theory and skills;
- demonstrate a coherent framework for assessing clients which is in line with your core theoretical approach;
- evidence a clear understanding of the therapeutic relationship and the therapeutic process with reference to own and client's 'implicit' patterns and processes;
- show a mature use of supervision appropriate to working at this depth.

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 studies exceeding the maximum word count will be deemed 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.

¹ By 'independent' CPCAB means that the counsellor must exercise autonomy in their role as a counsellor. This could be, for example, a senior counsellor in any agency/organisation, a private practitioner working for an external organisation (eg Prison Service), a counsellor working within an EAP, a counsellor in independent practice.

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

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 evidencing a 'step up' from level 4
- being unable to integrate skills and theory sufficiently
- 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 6 and 7.

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 resit 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 understanding of the boundaries and ethical framework for independent practice.*

You must:

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

2. Assessment/diagnosis

- *Use a coherent framework to arrive at an initial assessment of your client.*

You must:

- ✓ Evaluate how you as an independent counsellor initially assessed your client, with clear reference to the service level framework and your core theoretical approach

3. Awareness of diversity issues

- *Work with awareness of diversity issues.*

You must:

- ✓ Reflect on issues of difference and diversity relevant to the work between you and this client at level 5 depth.
- ✓ Evidence how you worked with these issues, making reference to your own and the client's implicit processes.

4. Development of the therapeutic relationship

- *Show how you worked with implicit aspects of the therapeutic relationship and the therapeutic process.*

You must:

- ✓ Critically reflect on how the therapeutic relationship was established, maintained and developed with reference to implicit patterns and processes.
- ✓ Evidence how your understanding of the relationship, within the context of your core approach, 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:

- ✓ 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.

6. Theory underpinning skills

- *Work at depth within a coherent framework of theory and skills.*

You must:

- ✓ Provide evidence of how you have consistently and coherently integrated your theoretical understanding and use of skills/interventions to work at depth with this client.
- ✓ Critically evaluate your work at level 5 as an independent counsellor with this client.

7. Use of supervision

- *Critically reflect on your use of supervision.*

You must:

- ✓ Critically reflect on how you used supervision, as an independent counsellor, 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.