

TC-L4 - Guidance to Writing External Assessment Case Review

Purpose of the Case Review:

The external assessment Case Review is expected to show that you have developed the skills and knowledge needed to work safely and effectively as a counsellor in an agency setting, within a therapeutic relationship at level 4.

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 ethical, safe, and professional trainee counsellor
- evidence a clear understanding of the nature of the therapeutic counselling relationship
- evidence your ability to work with diversity in counselling
- evidence your ability to work with clients in a user-centred way
- evidence your ability to work with self-awareness
- evidence your ability to work within a coherent framework of counselling theory and skills
- evidence your self-reflective work as a counsellor, including an appropriate use of supervision.

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 be deemed **Not Proficient**.

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

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.

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 show a link between negotiating a user-centred agreement and working to the client's explicit agenda
- not being able to demonstrate, with examples, sufficient evidence of integrating the skills, knowledge and techniques of counselling work
- not showing effective use of supervision
- running out of word count 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, boundaries, and ethical framework

- *Describe the context in which you work showing understanding of the boundaries and ethical framework within your agency*

You must:

- ✓ Describe the context and setting where you provide your counselling work
- ✓ Evaluate how well you established the boundaries of the work with this client within your specific agency setting
- ✓ Explain why an ethical framework is important in counselling work and reflect on how well you conveyed this to this client

2. Negotiating a shared agreement for the counselling work

- *Develop a counselling relationship that establishes a user-centred environment for the work*

You must:

- ✓ Explain how you used your user-centred skills to gain an understanding of this client's needs and expectations from counselling
- ✓ Evaluate how well you negotiated a shared agreement for the counselling work and what in hindsight you might have done differently

3. Working with diversity

- *Work with awareness of diversity issues in counselling work*

You must:

- ✓ Explain why it is important that a counsellor is aware of issues of difference and/or sameness in counselling work
- ✓ Identify issues of difference and diversity relevant to the work between you and this client
- ✓ Evaluate how issues of difference and diversity impacted on your ability to show empathic understanding to this client

4. Working within a user-centred approach

- *Maintain the user-centred relationship throughout the counselling work*

You must:

- ✓ Explain how you communicated an emotional warmth and safety to encourage your client to explore uncomfortable thoughts and feelings

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- ✓ Evaluate how well you enabled your client to explore both their explicit and unspoken agenda
- ✓ Review how well you maintained this user-centred counselling relationship, taking account of the client's changing needs

5. Use of self-awareness

- *Use self-awareness to inform and enhance counselling work*

You must:

- ✓ Evidence how you have applied insights from personal awareness and self-development to inform and enhance your counselling work with this client

6. Theory underpinning skills

- *Work within a coherent framework of theory and skills in counselling work*

You must:

- ✓ Outline the theoretical approach which underpinned your work with this client
- ✓ Evidence the use of a coherent range of counselling skills and techniques associated with your theoretical approach
- ✓ Demonstrate how aspects of your theoretical approach informed your understanding of your client's self, personal history or relationships

7. Use of supervision

- *Reflect on your use of supervision to support counselling work with this client*

You must:

- ✓ Identify key issues from your work with this client that you took to supervision and reflect on why you chose to take these
- ✓ Reflect on how insights from supervision informed and enhanced your subsequent counselling 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.