OVERVIEW OF FETC COUNSELLING TRAINING

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Facilitation of FETC Counselling Training

Course Details:

The Counselling qualification is registered with SAQA as a full qualification on NQF Level 4:

Full name of qualification:	FETC: Counselling
Qualification ID:	49256
NQF Level:	4
Number of credits:	137

The purpose of the Level 4 FETC in Counselling Qualification is to provide a qualification to meet the needs of prospective counselling practitioners in a variety of counselling contexts.

The Certificate is organised in 4 clusters for specialisation purposes made up of planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further learning.

The scope of Counselling covers four clusters:

- Employee Wellness
- HIV/Aids
- Community Assistance
- Faith Based lay counselling

Curriculum
Overview

The qualification consists of:

i. Fundamental courses (if necessary)
- Communication (First Language - English)
- Mathematical literacy

ii. Problem Solving

iii. Relationship Skills
- Interpersonal relationships
- Individual rights
- Group counselling
- Workplace relationships

iv. Ethics in Counselling
- Ethical and legal aspects to counselling

v. Health & Wellness
- Health & wellness
- Screen a client
- Anxiety and depression
- Traumatic events
- Abuse in the workplace
- Substance abuse and addiction in the workplace
- Dread disease
- Diversity in the workplace
- At risk employees
- Disability in the workplace
- Comprised employee wellbeing

vi. HIV/Aids
- HIV/Aids in the workplace
- HIV/Aids & STD's

vii. Additional Modules
- Knowledge of self
- Victims of domestic violence
- Effective study methods
- Caring environment for people who are vulnerable
- Trauma counselling

i.   Fundamentals

Unit standard name	Unit standard number	Number of credits
Communication- First Language (English)	119472; 19457; 119467; 19465; 119462; 19469; 119471; 19459	40
Mathematical Literacy	9015; 9016; 7468	16

ii.   Problem Solving

Unit standard name	Unit standard number	Number of credits
Problem-solving	244611	2

iii.　Relationship skills

Unit standard name	Unit standard number	Number of credits
Interpersonal Relationships	252513	3
Individual Rights	252697	3
Group Counselling	117849	8
Workplace Relationships	244572	2

iv.　Ethics in Counselling

Unit standard name	Unit standard number	Number of credits
Ethical and legal aspects to counselling	117866	5

v.　Health & Wellness

Unit standard name	Unit standard number	Number of credits
Health & Wellness	117863	2
Screen a client	117873	8
Anxiety & depression	244571	2
Traumatic events	244578	2
Abuse in the workplace	244575	3
Substance Abuse and addiction in the workplace	244581	2
Dread Disease	244577	2
Diversity in the workplace	244579	2
At risk employees	114216	3
Disability in the Workplace	244582	3
Compromised Employee Wellbeing	114208	3

vi.   HIV/Aids

Unit standard name	Unit standard number	Number of credits
HIV/AIDS in the Workplace	244574	4
HIV/AIDS & STDs	252510	3

vii.   Additional modules

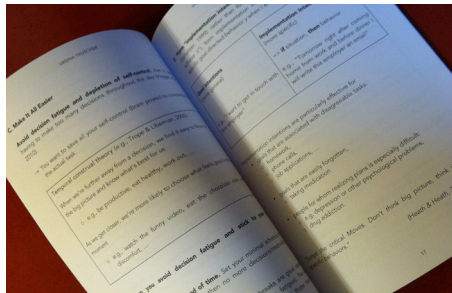| Unit standard name	Unit standard number	Number of credits
Knowledge of self	116966	3
Victims of Domestic violence	119732	4
Effective study methods	244568	3
Caring environment for people who are vulnerable	244591	3
Trauma counselling	252531	6

Learning
Material

The learning material that will be provided to each learner consists of the following:

| Study Guide	Learner PoE Workbook	Workplace Learning Logbook
This contains all the learning content and learning activities to be completed by the learner and marked by the assessor.	This will guide the learner through the assessment process and includes the unit standard, assessment record sheets and PoE checklist.	This includes a register, description of workplace learning, a table to record mentor meetings, and a checklist of required workplace learning.

Learning
Design

The learning design that is followed by ITD aims at the following:

• Encouraging interactive, experiential and self-directed learning
• The learning is designed to focus on building:

i.   Skills
ii. Knowledge
iii. Experience

- Focus is placed on the implementation and reinforcement of the action learning cycle which consists of the following:
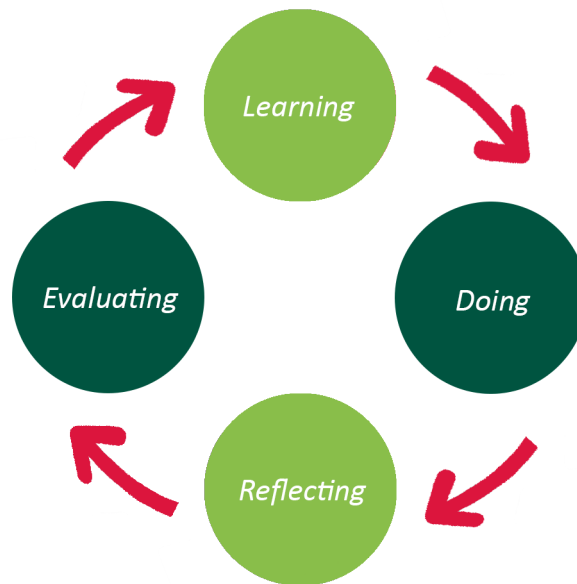
i.   Workplace learning

As this certificate is specifically designed to enable members of an organisation to realise their 'not yet developed' potential in demonstrating competencies in management, the training programme focuses on workplace learning. Learning will thus not take place in the classroom context but rather in the workplace context. Workplace learning will take place under close supervision of a mentor/supervisor and be guided through the workplace learning logbook.

The workplace learning logbook provides guidance to learners and mentors. It includes the following:

- A register of hours • A mentor assessment of specific skills and activities are listed
- A record of meetings of learner and mentor
- A self-reflection tool for the learners

In working environments, middle managers are likely to have line managers or senior staff whom they report to. However, for this training programme it is not necessarily the senior person who will be identified as mentor. Instead a mentor is identified based on agreement that this person has the relevant experience, training as well as a willingness to assist and support the learner in developing and growing. In addition to the mentor, the training facilitator and assessor will also provide guidance and support through the various learning sessions.
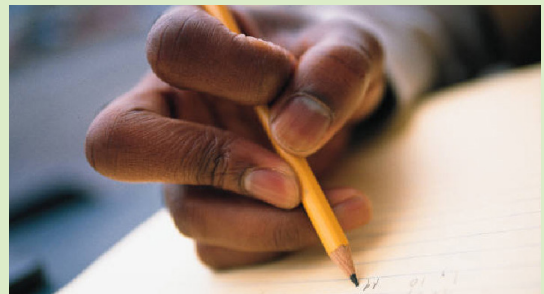
Assessments

After each unit standard an assessment is done, consisting of formative and summative assessment activities or instruments:

Formative Assessments

- Matching questions
- Project
- Role play
- Team building exercise
- Report (written or oral)
- Case study
- Presentation

Summative Assessment

- Knowledge questionnaire
- Workplace learning tasks

All assessments are done by a registered assessor and formal feedback will be given to each learner.

At the completion of the whole course, a final integrated summative assessment will be done. The results of this, as well as the completed PoE will be submitted to the relevant SETA for external moderation and final approval. Certification will be done by each SETA.