

1.	Title	Personal and Professional Development 5 (PPD5)
2.	Level *	6
3.	Credits	20
4.	Indicative Student Study Hours	200
5.	Core (must take and pass), Compulsory (must take) or Optional	Compulsory

* *Foundation Level=3 Degree Year 1 = 4 Degree Year 2 = 5 Degree Year 3 = 6*

PG (Masters) = 7

5. Brief Description of Module (purpose, principal aims and objectives)

The module will provide students with opportunities to investigate and critically evaluate key features of both independent and agency counselling practice. This will include consideration of key professional and statutory requirements for practice, specifically related to BACP's (2018) *Ethical Framework for the Counselling Professions* and relevant legislation, including General Data Protection Regulation (GDPR). Students will be required to continue to demonstrate their capacity for critical reflexivity, supported by community group facilitation and a further minimum of 5 hours of personal, person-centred therapy over the semester.

6. Learning Outcomes - On successful completion of this module a student will be able to:

(Add more lines if required)

1.	Critically evaluate personal and professional development and accountability in relation to counselling practice, BACP <i>Ethical Framework</i> and Person-Centred attitudes and qualities
2.	Compile a portfolio of designated documents to support future counselling practice within professional and statutory requirements
3.	Demonstrate effectively that actions are securely rooted in reflective, ethical and accountable practice
Generic Learning Outcome(s)	
4.	Ability to critically appraise legislation

7. Assessment

Pass on aggregate or Pass all components

(modules can only be pass all components if this is a PSRB requirement)

Pass all components

Summary of Assessment Plan

	Type	% Weighting	Anonymous Yes / No	Word Count/ Exam Length	Learning Outcomes Coverage	Comments
1.	Portfolio	50	No	Equivalent to 2000 words	2	To include funding bid, BACP CPD form, personal therapy log * Either Portfolio 1 or Portfolio 2 depending on employment interest post-graduation
2.	Portfolio	50	No	Equivalent to 2000 words	2	To include: Analysis of personal and public liability insurance requirements, Counselling Agreement and privacy statement, personal therapy log * Either Portfolio 1 or Portfolio 2 depending on employment interest post-graduation
3.	Reflective statement	50	Yes	1500 words	1,3,4	Summative statement of learning for the semester, based on completion of portfolio

Further Details of Assessment Proposals

Give brief explanation of each assessment activity listed

Portfolio no.1 to comprise documents relating to preparation for/ enhancement of opportunity for employment, professional development and self-care:

- Funding Bid
- BACP CPD form
- Personal Therapy Log

Reflective personal statement of learning for the semester, based on the collation of documents for Task 1 and indicating present and future requirements

Or

Portfolio no. 2 to comprise documents relating to preparation for/ enhancement of opportunity for

employment, professional development and self-care:

- Analysis of personal and public liability insurance requirements
- Counselling Agreement and Privacy Statement
- Personal Therapy Log

Reflective personal statement of learning for the semester, based on the collation of documents for Task 1 and indicating present and future requirements

8. Summary of Pre and / or Co Requisite Requirements

Pass Year 2/DipHE

9. For use on following programmes

BA Counselling and Psychotherapy

1.	Module Leader	Kelly Rothery
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2.	Indicative Content
	<ol style="list-style-type: none"> 1. BACP <i>Ethical Framework</i> (2018) and Good Practice in Action resources 2. BACP Membership, Register and requirements including CPD 3. Completing the BACP CPD form and online CPD hub 4. Developing professional interests (towards funding bid) 5. Accessing and requesting funding for counselling /support projects 6. Self-care audit and planning 7. Facilitated Community Group 8. Peer led formative workshops 9. Guest speakers 10. Contracting, confidentiality and privacy: GDPR (2018) 11. Investigating personal liability/professional indemnity insurance 12. Identification of potential local employers/third sector organisations

3. Delivery Method (please tick appropriate box)					
Classroom Based	Supported Open Learning	Distance Learning	E-Learning	Work Based Learning	Other (specify)
✓					
If the Delivery Method is Classroom Based please complete the following table:					
	Activity (lecture, seminar, tutorial, workshop)	Activity Duration - Hrs	Comments	Learning Outcomes	
1	Workshops	18	Including assignment/ referencing/ study skills	1,2,3	
2	Community Group	18		1,2,3	
3	Tutorial	5		1,2,3	
4	Self-directed learning	159	Must include 5 hours minimum personal therapy, and assignment prep	1,2,3	
	Total Hours	200			
If delivery method is <i>not</i> classroom based state lecturer hours to support delivery					

4. Learning Resources

To include contextualised Reading List.

Personal and Professional Development 5 (PPD5)

Reading List

Essential:

Bond, T (2015) *Standards and Ethics for Counselling in Action*, 4th edn, London: Sage Publications Ltd.

Bond, T., and Mitchels, B., (2014) *Confidentiality & Record Keeping in Counselling & Psychotherapy*. London: Sage

Jenkins, P. (2017) *Professional Practice in Counselling and Psychotherapy: Ethics and the Law*. London: Sage

Recommended:

Proctor, G., (2014) *Values & Ethics in Counselling and Psychotherapy*. London: Sage

Sills, C., (2006) *Contracts in Counselling & Psychotherapy*. London: Sage

Journals and websites:

British Association for Counselling & Psychotherapy (BACP; 2018) *Ethical Framework for the Counselling Professions*, Lutterworth: BACP [online] Available at: <https://www.bacp.co.uk/events-and-resources/ethics-and-standards/ethical-framework-for-the-counselling-professions/>

BACP *Good Practice in Action resources* [online] Available at: <https://www.bacp.co.uk/events-and-resources/ethics-and-standards/good-practice-in-action/>

BACP (2019) *Good Practice in Action 105 Legal Resource: The General Data Protection Regulation (GDPR) legal principles and practice notes for the counselling professions* [online] Available at: <https://www.bacp.co.uk/events-and-resources/ethics-and-standards/good-practice-in-action/publications/gpia105-gdpr-legal-principles-and-practice-notes-for-the-counselling-professions-lr/>

BACP CPD Hub [online] Available from: <https://www.bacp.co.uk/cpd/cpd-hub/>

BACP Events [online] Available from: <https://www.bacp.co.uk/events-and-resources/bacp-events/>