



CHRISTIAN HERITAGE COLLEGE

**CO514**

## **FOUNDATIONAL COUNSELLING SKILLS**

This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.

<b>Unit code</b>	CO514
<b>Unit name</b>	Foundational Counselling Skills
<b>Associated higher education awards</b>	Master of Counselling
<b>Duration</b>	One semester
<b>Level</b>	Postgraduate
<b>Core/elective</b>	Core
<b>Weighting</b>	Unit credit points: 10 Course credit points: 160
<b>Delivery mode</b>	Face-to-face on site
<b>Student workload</b>	<p><i>Face-to-face on site</i></p> <p>Contact hours 35 hours Reading, study, and preparation 55 hours Assignment preparation 60 hours <b>TOTAL 150 hours</b></p> <p>Students requiring additional English language support are expected to undertake an additional one hour per week.</p>
<b>Prerequisites/ co-requisites/ restrictions</b>	Nil
<b>Rationale</b>	<p>Those working closely with people in the counselling context need to develop not only basic interpersonal skills but to do so in the context of growing self-awareness. These skills, which are grounded in research and empirical support, are essential for the development of a strong therapeutic relationship, one of the primary factors for promoting positive outcomes for the counselling clients.</p> <p>This unit helps students to develop well-rounded interpersonal skills by means of specific practice and feedback from others. The unit approaches the topic of counselling skills in a holistic manner, integrating practice with communication purpose, Christian worldview principles, and cultural awareness. As self-awareness and the ability to monitor the impact of self on others is a key value for Christian Heritage College's counselling graduates, students will also have the opportunity to reflect on their own progress towards professional competence and receive feedback from others in this regard.</p>
<b>Prescribed text(s)</b>	Ivey, A. E., Ivey, M. B., & Zalaquett, C. P. (2013). <i>Intentional interviewing and counselling: Facilitating client development in a multicultural society</i> (8th ed.). Pacific Grove, CA: Cengage Learning.
<b>Recommended readings</b>	<p><b>Books</b></p> <p>Cormier, L.S., Nurius, P., &amp; Miller, G. R. (2013). <i>Interviewing and change strategies for helpers</i>. Pacific Grove, CA: Brooks Cole.</p> <p>Gabbard, G. (Ed.). (2012). <i>The art and science of brief psychotherapies</i>. Arlington, VA: American Psychiatric Publishing.</p>

	<p>Hutchinson, D. (2015). <i>The essential counsellor: Processes, skills, and techniques</i> (3rd ed.). Los Angeles, CA: Sage.</p> <p>Johns, C. (2013). <i>Becoming a reflective practitioner</i> (4th ed.). West Sussex, UK: Wiley-Blackwell.</p> <p>Johnson, D. W. (2012). <i>Reaching out: Interpersonal effectiveness and self-actualization</i> (11th ed.). London, UK: Pearson.</p> <p>Prout, T. &amp; Wadkins, M. (2014). <i>Essential interviewing and counselling skills: An integrated approach to practice</i>. New York, NY: Springer.</p> <p><b>Journals</b></p> <p><i>International Journal of Clinical Skills</i></p> <p><i>Journal of Social Work Practice</i></p> <p>In addition to the resources above, students should have access to a Bible, preferably a modern translation such as The Holy Bible: The New International Version 2011 (NIV 2011) or The Holy Bible: New King James Version (NKJV).</p> <p>These and other translations may be accessed free on-line at <a href="http://www.biblegateway.com">http://www.biblegateway.com</a>. The Bible app from LifeChurch.tv is also available free for smart phones and tablet devices.</p>
<b>Specialist resource requirements</b>	Digital recording device
<b>Content</b>	<ol style="list-style-type: none"> <li>1. Introduction: Story and the person of the listener</li> <li>2. Building an ethical therapeutic relationship</li> <li>3. Attending</li> <li>4. Opening and questions</li> <li>5. Observing and body language</li> <li>6. Basic reflection and paraphrasing</li> <li>7. Writing a process report</li> <li>8. Summarising</li> <li>9. Reflecting feeling</li> <li>10. Empathy</li> <li>11. Multicultural implications of foundational communication skills</li> <li>12. A Christian worldview perspective of foundational counselling skills</li> <li>13. Introduction to confrontation and conflict resolution</li> <li>14. The complete interview</li> <li>15. Philosophical and theoretical foundations of foundational counselling skills</li> </ol>
<b>Learning outcomes</b>	<p>On completion of this unit, students will have demonstrated that they have:</p> <ol style="list-style-type: none"> <li>1. understood and developed verbal and non-verbal communication skills in the counselling context;</li> <li>2. critically reflected upon the importance of interpersonal communication skills in the building of a strong therapeutic relationship;</li> <li>3. critically evaluated interpersonal communication skills from a Christian worldview perspective and within multicultural contexts;</li> <li>4. examined and evaluated their own intrapersonal and interpersonal skills and behaviours;</li> <li>5. investigated and evaluated the philosophical and theoretical basis of foundational counselling skills; and</li> <li>6. communicated at an appropriate tertiary standard with special attention to correct grammars, punctuation, spelling, vocabulary, usage, sentence structure, logical relations, style, referencing, and presentation.</li> </ol>

<p><b>Assessment tasks</b></p>	<p><b>Task 1: Interview and annotated transcript plus process report</b></p> <p>Record a 15-minute interview demonstrating foundational counselling skills and complete an annotated verbatim transcript corresponding to ten minutes of this interview.</p> <p>Word Length/Duration: Interview - 15 minutes; Report - 500 words</p> <p>Weighting: 10%</p> <p>Learning Outcomes: 1, 2, 4, 6</p> <p>Assessed: Week 6</p> <p><b>Task 2: Critically reflective essay</b></p> <p>Describe and reflect on your developing awareness of self as a counselling practitioner.</p> <p>Word Length/Duration: 2,500 words</p> <p>Weighting: 40%</p> <p>Learning Outcomes: 1-6</p> <p>Assessed: Week 10</p> <p><b>Task 3: Interview and annotated transcript plus process report</b></p> <p>Record a 30-minute interview demonstrating foundational counselling skills and complete an annotated verbatim transcript corresponding to fifteen minutes of this interview.</p> <p>Word Length/Duration: Interview - 30 minutes; Report - 2,000 words</p> <p>Weighting: Interview - 25%; Report - 25%</p> <p>Learning Outcomes: 1-4, 6</p> <p>Assessed: Week 13</p>
<p><b>Unit summary</b></p>	<p>This unit introduces students to the interpersonal communication skills that are the fundamental tools of all counselling practitioners. Students will learn foundational counselling and communication theories and will gain skills through practice interviews and constructive feedback.</p>