

COUNSELLING SKILLS FOUNDATIONAL CERTIFICATE

Purpose

The Counselling Skills Foundational Certificate Program provides learners with theoretical and practical knowledge in basic counselling skills to prepare them for work in support positions across community settings.

Duration

The program can be taken part-time or full-time and can be completed in one year. Maximum time for completion is 3 years.

Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Demonstrate empathetic approaches in working with people
2. Explore self-awareness by acknowledging and challenging assumptions
3. Recognize how people are treated and shaped by historic and systemic oppression, as well as inclusion and social justice
4. Apply interpersonal skills to complex dynamics in social service agencies
5. Develop ethical and professional practices in support positions across community settings
6. Describe the benefits and potential limitations of a trauma-informed practice
7. Practice effective communication skills
8. Explain evidence-based models, tools, and interventions relevant to the field of counselling
9. Recognize Indigenous health models and resiliency, as well as traditional and contemporary practices

Upon successful completion of this program, graduates will be able to:

1. Demonstrate empathetic approaches in working with people
2. Explore self-awareness by acknowledging and challenging assumptions
3. Recognize the impacts of historic and systemic oppression, and commit to inclusive practices, including language, behaviour, and cultural humility
4. Apply interpersonal skills to complex dynamics in social service agencies
5. Develop ethical and professional practices in support positions across community settings
6. Describe the benefits and potential limitations of a trauma-informed practice
7. Practice effective communication skills
8. Explain evidence-based models, tools, and interventions relevant to the field of counselling
9. Recognize and appreciate Indigenous health models and resiliency, as well as traditional and contemporary practices

Admission Requirements

- CNSK 1401 (Basic Counselling Skills) (<https://vcc.ca/courses/cnsk-1401/>) with a 'C' grade or equivalent
- English 12 with a C+ or equivalent
- VCC Counselling Skills Reference Form and rubric from a volunteer or employment supervisor verifying the following:
 - completion of 35 hours of work or volunteer experience in the helping field (must include direct client contact), *and*
 - personal and professional readiness for the program

Upon Acceptance:

- Criminal Record Check (CRC): Students in this program are required to complete a CRC. The CRC must be completed according to VCC's Criminal Record Check instructions (<https://www.vcc.ca/crc/>). Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate.

Program Requirements

Code	Title	Credits
CNSK 1502	Foundations of Counselling	2.5
CNSK 1503	Theories of Counselling	2.5
CNSK 1504	Introduction to Family Systems	2
CNSK 1505	Individual Counselling Skills	2.5
CNSK 1506	Lifespan Development	2.5
CNSK 1507	Diversity Inclusion Culture	2
CNSK 1508	Assessment Practices	2.5
CNSK 1509	Personal and Professional Deve	2
CNSK 1510	Indigenous Perspectives	1.5
CNSK 1511	Practicum	5
Total Credits		25

Evaluation of Student Learning

Student learning is evaluated in a variety of ways including, but not limited to, presentations, individual and group projects, exams, research, assignments, lab work and portfolios. Students will also engage in peer- and self-assessment and reflective practice.

Students must achieve a minimum grade of C to successfully complete each course.

Many of the courses have a mandatory Saturday class. 80% attendance is mandatory to successfully complete each course.

Prior Learning Assessment and Recognition (PLAR)

PLAR is available for some courses and will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, demonstration, interview, or external evaluation.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to Continuing Studies at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-90		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67		2.33
C	60-63	Minimum Progression Grade	2.00
C-	55-59		1.67
D	50-54		1.00
F	0-49		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of