

Mind Body Education



Holistic Counselling Clinical Practice

&

Case Studies Exam

This module is unit three and four in the Masters in Holistic Counselling

Teach with Me Series

Course Plan & Teachers Notes



Course Details:

Pre-requisite: Certificate in Meditation Teaching and Holistic Human Development and Postgraduate Certificate in Holistic Counselling Skills

Clinical Practice

Full course = 60 hours

1 Unit over 10 weeks duration.

Delivery mode: Online or On-campus/face-to-face (including Zoom classroom).

Case Studies Exam

1 Unit = 10 hours

1 Unit over 2 weeks duration.

Delivery mode: Online or On-campus/face-to-face (including Zoom classroom).

Your *Teach with Me* Series Kit for this course includes:

1. Course plan and teachers notes (hereon).
2. Video lecture – on module delivery platform.
3. Students notes – to print out and give to your student (or email to them if you are using Zoom or online delivery)
4. Student submission form template – to email to your students
5. Client feedback form template – to email to students.
6. Assessment record – to help you record your student's progress
7. Module assessment guide – to help you assess your student's course work
8. Module assessment sheet template – to fill in and email to your student to provide feedback on their progress through the course.
9. Case studies exam - to email to your students
10. Exam assessment guide – to help you assess your student's course work
11. Exam assessment sheet template – to fill in and email to your student to provide their exam results.

Case Study Sessions

Students will take five volunteer clients through 45-minute-long counselling sessions each week for 10 weeks.

Supervision and guidance will be provided face-to-face (on-campus or via Zoom) each week with email backup to assist students with planning and facilitating the case study sessions.

Case study sessions may be conducted in a face-to-face environment in the students own home, at a well-being centre or other suitable venue or live via video conferencing (like zoom).

Volunteer clients will complete a review and email this to the college after each session to provide feedback on the students counselling abilities.

Students will provide feedback on their submission form after each client's session and submit the submission form for assessment each week.

Teachers will use the feedback provided by students over the ten-week period on their weekly submission form and the feedback provided by the student's clients to assess the student each week, as per the instructions on the assessment guide. The teacher will not send the student a weekly assessment.

Students will receive one over-all assessment for this course at the end.

On completion of the Clinical Practice course, students need to complete the Case Studies Exam.

The teacher can email the exam to students, and students should be provided with two weeks to complete the exam and submit it for assessment.

The teacher should use the Exam Assessment Guide to assess the exam and provide an assessment including final results to the student via email.

Course Outlay

1. Meet with your students either in a face-to-face classroom or on Zoom to welcome them and deliver the lecture.

The lecture includes (A) instructions for completing this module and (B) guidelines for working with clients in a case study environment (C) ideas for attracting volunteer students.

You can provide the lecture yourself after watching the video lecture supplied or simply show the video to your students.

2. Provide your students with the "students Notes" and go through the notes with them. Answer any concerns or questions they have.
3. Explain that you will be emailing the 'student submission form template' to your students. They will need to complete the submission form template each week and email it to you for the next ten weeks.
4. Explain that you will be emailing the 'client feedback form template' to your students. They will need to have their volunteer clients complete the feedback form template each week and email it directly to you for the next ten weeks.
5. Provide a timetable for weekly meetings where students can connect with you so you can answer their questions and provide any information they need. You can offer these one-hour sessions via Zoom or in a live classroom.



Unit 1

<ul style="list-style-type: none"> • Welcome and Introduction = 1 hour 	<p>Making your students feel welcome is very important. How your students feel in the first few minutes can colour how they view you as a teacher and the whole course.</p> <p>Please watch the welcoming your students' video and take notes about how you want to open your class. This video is for you, not your students.</p> <p>See VIDEO 1 on the Counselling Skills Course in the Teach with Me Series (for teachers' info only – not for students)</p>
<ul style="list-style-type: none"> • Clinical Practice Lecture Video (1) of lecture = 1 hour max 	<p>See VIDEO 1</p>

Teachers Notes

Getting Started

To begin, hold your first Zoom or classroom session to welcome your new students. Email them the following:

1. Students notes
2. Student submission form template
3. Client feedback form template

Provide the module lecture either yourself or by showing the lecture video.

Submissions

Throughout this ten-week course, your students will email you their weekly **submission form**. This form will ask them the same questions each week and provide you with an opportunity to witness their growth and for them to ask you any questions or request additional support.

Assessments

Please keep a record of your student's progress on the **Assessment Record**; this will help you provide your final assessment for them at the end of the module.

Follow up on students who do not hand in their submission form so they do not fall behind. It must be done weekly for them to meet the competency requirements.

Clients

Each student will need to secure five volunteer counselling clients.
The clients cannot be a personal friend or a member of the student's family.

It is suggested that you set up a free counselling service for your other students or the general public on your website so you can provide clients if any student is unable to secure their own clients.

The students will not charge the volunteer clients any fee whatsoever.
The student must have professional insurance.

The client must be made aware that the counsellor is a student but can also be made aware of the previous level of study and years of counselling experience (if any) the student has already achieved.

If a client stops attending the counselling sessions, the student will need to report this on their weekly submission form and find a replacement client.

The student must keep the appointment with the client every week for ten weeks.

Sessions

The counselling session should last for 45 minutes.

The student should spend 15 minutes completing their weekly submission form and then email the form to you at the end of each week.

Students will be devoting five hours to this module each week for 10 weeks (50 hours) plus one hour per week at your Zoom or on-campus meeting: a total of 60 hours.

Weekly Meetings/Classes

During your weekly meetings, either in the physical classroom or via Zoom, you should ask your students if they have any questions and endeavour to answer all questions for them. Your students should feel connected and supported.

Support

You should assign each one of your students with a partner from the same student group so they can meet regularly and support each other through the module.

If you see any request for assistance on your student's weekly submission form or via email, you should email them with advice if appropriate or suggest a telephone or Zoom meeting with them if the matter is more complex or urgent.

Completion

When the ten weeks have elapsed, and your students have handed in all their submission forms, and you have received all the client feedback forms, you will be able to make assessments for your students based on the assessment records you have been keeping over the past ten weeks.

You can now fill in an assessment template for each one of your students and email it to them. Remember to congratulate your graduates!

Case Studies Exam

The Case Studies Exam is a requirement for the Masters in Holistic Counselling qualification.

Step 1. Meet with your student group either in a face-to-face environment or via Zoom. During this meeting, you should explain the exam process and answer any questions your students have.

Step 2. Email the Case Studies exam to your students.

Step 3. Your students have two weeks to complete the exam. It is expected that each student will spend around ten hours working on the exam paper.

Step 4. Make yourself available to support students if they need to ask questions during the exam period (being two weeks), either via email or scheduled Zoom meeting, but do not do the work for them.

Step 5. Alert students three days before they are due to submit their completed exams.

Step 6. Use the Exam Assessment Guide to assess your students' exams.

Step 7. Send their exam assessment to every student. Remember to congratulate your students.

Step 8. You can now request your students receive their module completion certificates for this course.