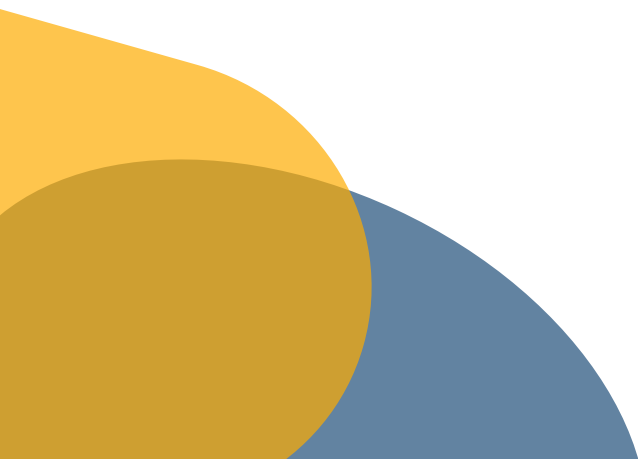


COUNSELLOR CPD  
**Handbook**

 COUNSELLING  
TUTOR

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# Welcome

Welcome to Counsellor CPD! We are delighted to have you on board as a member of our online library. Accessible 24/7, Counsellor CPD offers hundreds of hours of on-demand lectures, training and resources to support your continuing professional development (CPD).

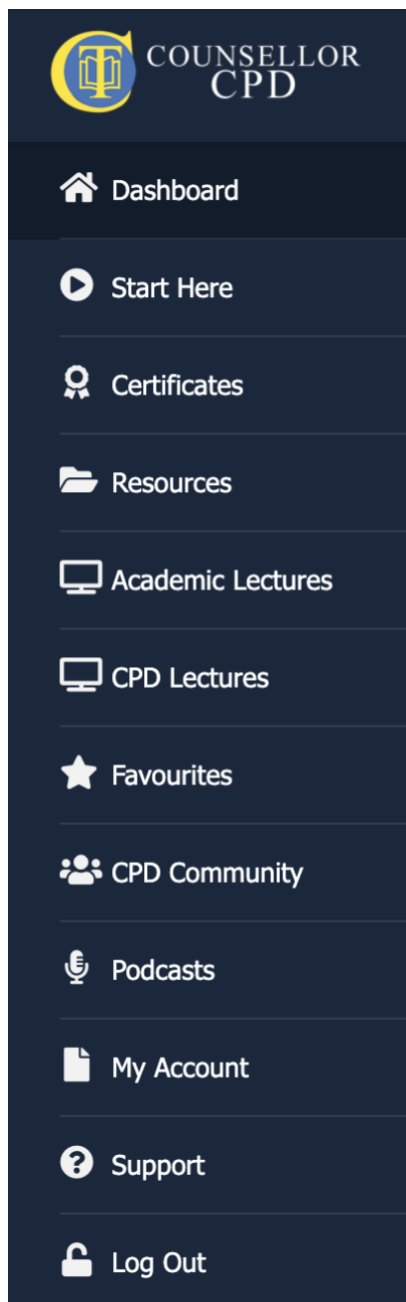
What's more, Counsellor CPD is a warm, welcoming and supportive community that shares your desire to be the best we all can be. The true value of being part of our community is that you can access the expertise of experienced practitioners, and share learning with other counsellors. The Counsellor CPD community is all about building relationships with each other and connecting on a personal level.

In this handbook, you will find information that outlines various important features of Counsellor CPD. We intend that you can refer to it throughout your membership, to guide you on your way as you hone your skills and sharpen your competence as a practitioner. We hope that you will find Counsellor CPD enjoyable, stimulating and professionally rewarding.

# Structure

## of Counsellor CPD

When you log into Counsellor CPD, you'll see your dashboard on the left-hand side of your screen.



This gives you a menu of options:

- Dashboard
- Start Here (this is where you can register for a 30-minute presentation that will show you how to use the CPD library)
- Certificates
- Resources
- Academic Lectures
- CPD Lectures
- Favourites
- CPD Community (this takes you to the [Facebook group](#) described at the latter part of this handbook)
- Podcasts
- My Account
- Support

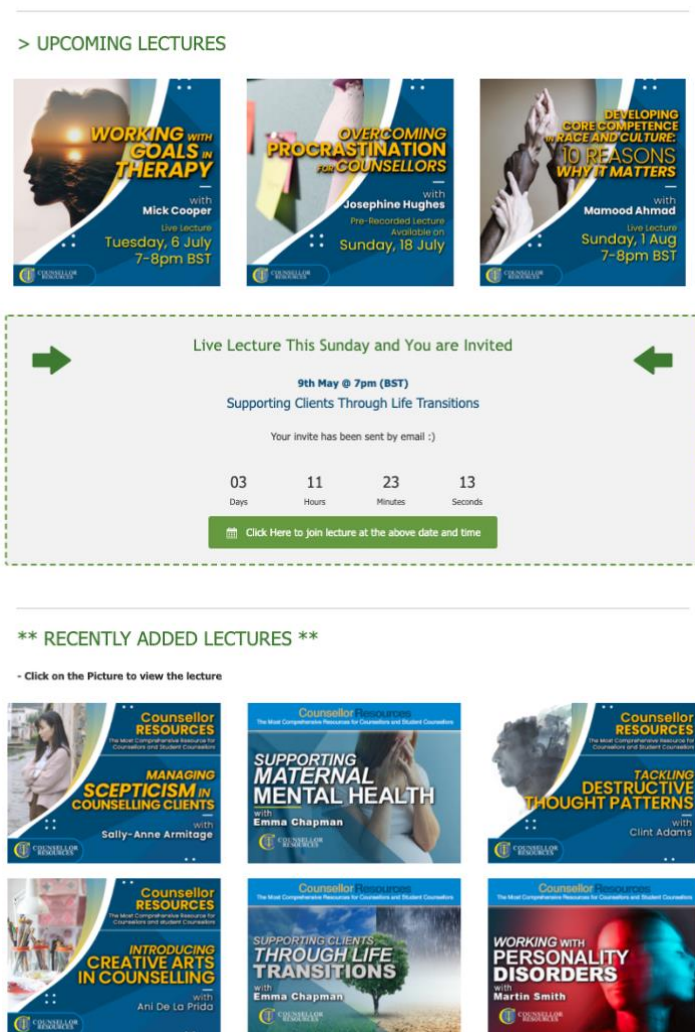
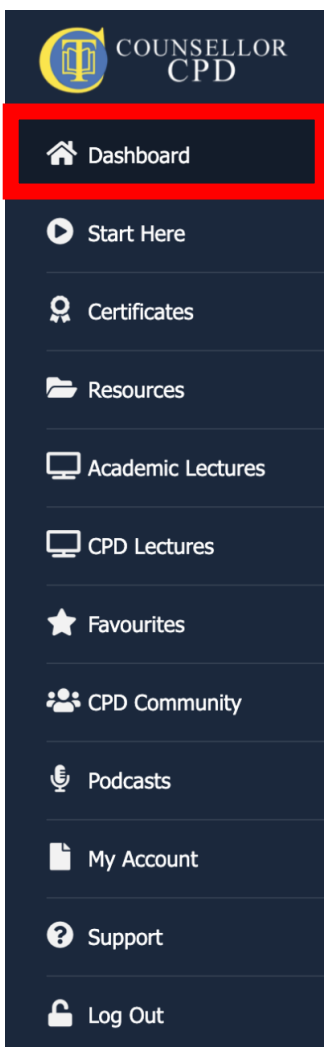
In this handbook, we summarise the main elements and facilities available in Counsellor CPD, so you can easily refer back to this information in future.

# YOUR Dashboard

Your dashboard is like your base station on Counsellor CPD: if you ever find yourself lost in the depths of all the content, clicking on 'Dashboard' is a good way to find your way safely back home!

At the top of this home page, you'll find:

- upcoming lectures
- the details and webinar link of the upcoming lecture
- the most recently added lectures



Upcoming Lectures  
See the dates and other lecture details here.

Live Lecture Notifications  
The date and webinar link can be found here.

Recently Added Lectures  
Click on any of the images to watch the lecture.

Carry on further down the dashboard and you can find the most recently added resources, as well as any announcements like a new podcast episode. And then at the bottom of the home page, you'll find links again to the CPD Lectures, the Academic Lectures, the Counsellor Resources and your Certificates.

⇒ RECENTLY ADDED RESOURCES

- Click on the links below to access the resources

- [The Wounded Healer](#)
- [Jung and the Shadow Self](#)
- [Dialectical Behaviour Therapy](#)
- [The BASIC Ph Model for Resilience and Trauma](#)
- [Autonomy-Centred and Process-Centred Practice](#)
- [Interpersonal Process Recall: Questions](#)

IMPORTANT - Please complete the "Getting Started" course  
Our system shows that you have not yet completed the "Getting Started" course. Please "click the button" and take the time to do this now - **it only takes 10 minutes**. The "Getting Started" course will show you how to get the most from your membership.

[Getting Started Course](#)

New Podcast has been added

187 – Walk-and-Talk Therapy

[Click to access Podcast](#)

Welcome back

**CPD Lecture Library**  
Certified continuing professional development lectures presented by leading experts in the counselling field

[My CPD Lectures](#)

**CPD Certificates**  
Your claimed CPD certificates that evidence your continuing professional development learning

[CPD Certificates](#)

**Academic Lecture Library**  
Academic lectures for you to sharpen your skills, refresh your theory and engage in practical practice learning

[My Academic Lectures](#)

**Counsellor Resources**  
Documents, audio downloads and ebooks on the theory, skills and practice of being a counsellor

[My Resources](#)

Recently Added Resources



Click on any of the links to view the article.

Getting Started



You will only see this if you have not done the Getting Started course.

New Podcast



A new podcast will show in your dashboard each week.

4 Blue Blocks

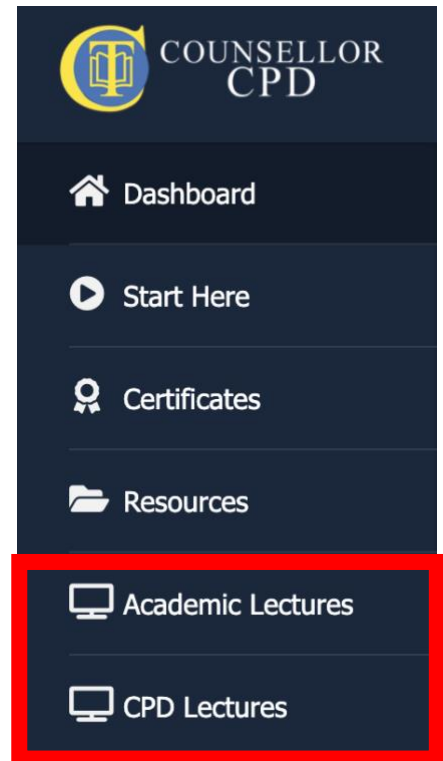


These are quick links to important sections/resources.

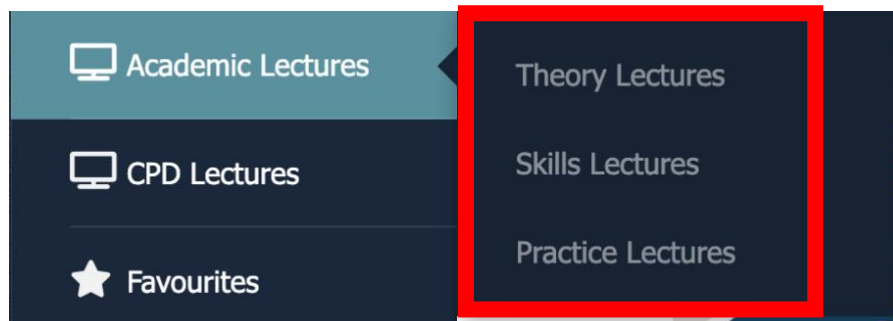
# Lectures

In essence, lectures provide a video presentation by an expert speaker (sometimes our in-house lecturers, and in other cases external specialists, such as Mick Cooper and Windy Dryden). These are formal lectures – not just a ‘talking heads’ conversation/interview – each with its own downloadable sound file (in case you’d like to listen while you drive, run, walk etc.), slide pack and transcript.

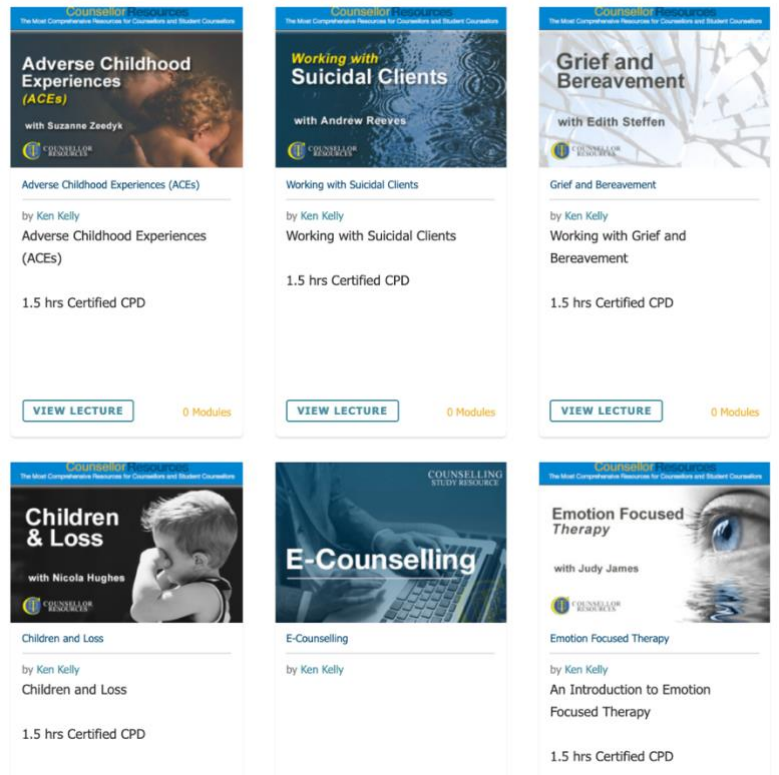
In your dashboard, you’ll have seen that we have two different types of lectures:



- **Academic lectures** are split into Theory Lectures, Skills Lectures and Practice Lectures. Offering robust yet pragmatic content in all these areas, they are a great way of refreshing and deepening your core training as and when you feel the need, in order to best serve your clients.



- CPD lectures** cover topics that you probably didn't get a chance to study as part of your core practitioner training. You'll find a wide range of different lectures, from Adverse Childhood Events to Working with Young People.



If you haven't time to watch a full lecture, you can always make a start – when you come back, just click the **blue-green button** on your dashboard page to pick up where you left off:

**\*\* RECENTLY ADDED LECTURES \*\***

- Click on the Picture to view the lecture



Welcome back Luna

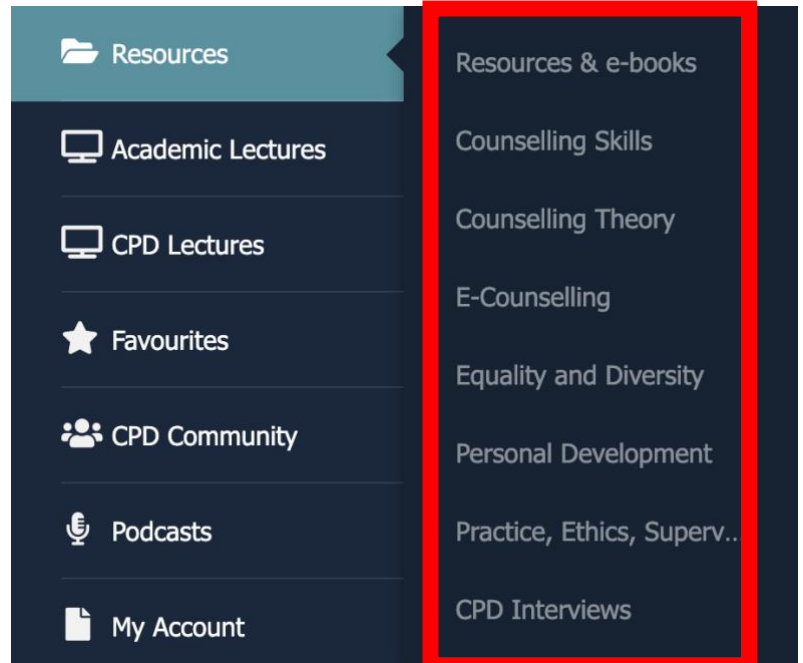
Pick-up where you left off



# Resources

As well as all the different lecture types, you can also access eight different kinds of resources:

- Resources and e-Books
- Counselling Skills
- Counselling Theory
- E-Counselling
- Equality and Diversity
- Personal Development
- Practice, Ethics and Supervision
- CPD Interviews



Most of these need no explanation because they do exactly what it says on the tin!

But if you're wondering **what the difference is between resources and lectures**, resources are generally sound files and articles on a huge range of different topics relevant to the world of counselling and psychotherapy.

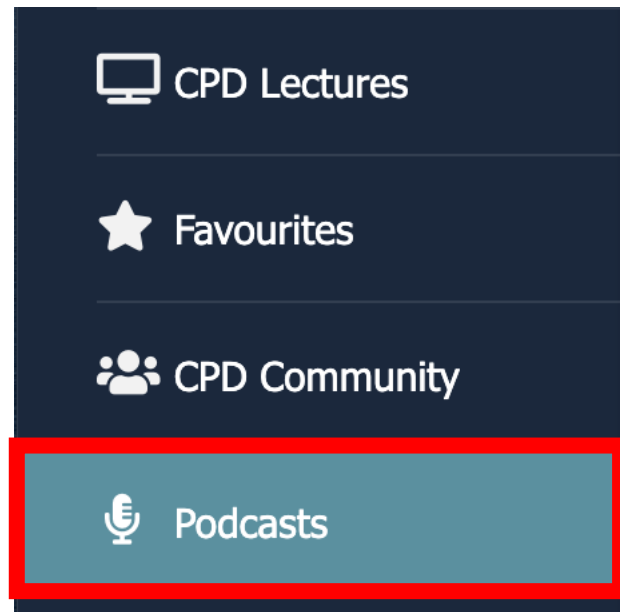
# Podcasts

You'll also see a 'Podcasts' option in your dashboard menu bar.

Every week during academic term-time, we broadcast the

## **Counselling Tutor Podcast.**

Presented by Rory and Ken, each episode comprises several segments.



Over the years that we've been producing these, we've covered an enormous range of topics (including skills, theory, personal development, practice and business knowhow), and interviewed lots of experts, including 'big names' from the world of counselling and psychotherapy and key staff at the British Association for Counselling and Psychotherapy (BACP), National Counselling Society (NCS) and awarding body CPCAB.

Each episode also comes with its own show-notes, summarising the content of the podcast, and a linked handout. Many counsellors like to download the sound file and listen as they do household jobs, travel, exercise etc.

# Searching and Favouriting

## LECTURES AND RESOURCES

If you want to find – or refind – a lecture or resource on a very specific issue, we have two tools that are designed to help you.

You'll see our search tool at the very top of every page on Counsellor CPD. Just type in what you're interested in, and up pops a comprehensive list of everything we've got relevant to your topic of choice.

A search input field containing the text 'Grief' and a magnifying glass search icon on the right.

Type your search term here.

Suppose a particular article caught your eye: you read it and decide you'd like to 'bookmark' this to look back on. Simply click on the yellow-orange 'Favourite' box at the top of the piece, and you'll see it turn into 'Favourited'.



Click to mark the resource as a 'Favourite'.

[← Previous Module](#)

[Next Module →](#)

Module

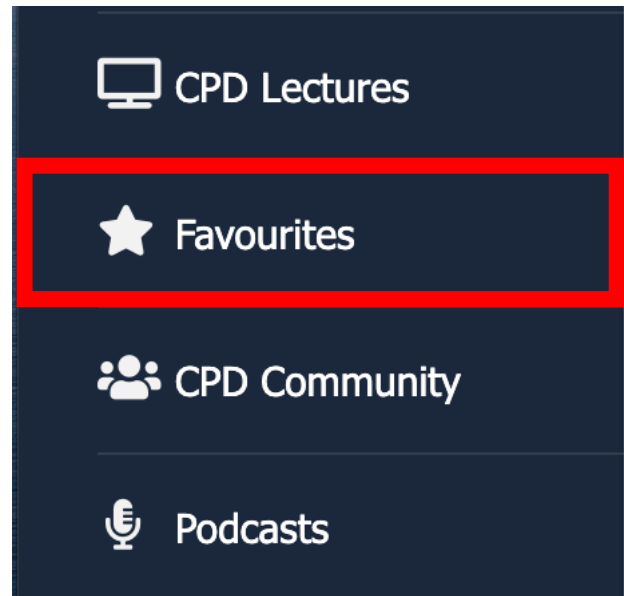
### Transference and Counter Transference

Download this Page

Need help downloading these files?  
[CLICK HERE FOR DOWNLOAD HELP](#)

Then, in future, when you click on 'Favourites' in your dashboard menu, you'll see all the lectures and resources that you've marked in this way.

Changed your mind about a favourite? Just click the box again, and it will revert to not being listed in your 'Favourites' list.



# Pacing and Evidencing

## YOUR LEARNING

When you're busy juggling all your commitments, it's easy to put off accumulating CPD hours – then suddenly your renewal date with your professional body approaches. You might even be picked to have an audit of your insurance, supervision and CPD. It's not great to find yourself having to cram in your 30 hours (the typical annual requirement) all at the eleventh hour.

We strongly recommend that you try and spread your CPD reasonably evenly throughout the year and – if anything – get a little ahead on it. This makes it more manageable for you, better serves your clients, and also gives a better impression to your professional body.

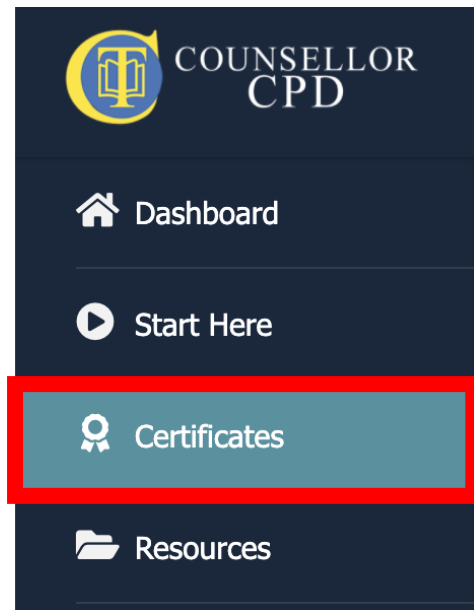
For each CPD lecture, you'll see a link to claim your certification (just **scroll down to the very bottom of the page**).

### Certifications



[Adverse Childhood Experiences \(ACEs\)](#)

And all your evidence is collated in your 'Certificates' section (accessible from your dashboard). So when you're off to that important interview, you can quickly and easily print or download them all, as proof of your hard work and commitment to counselling.



## Sample Certificate:



# Referencing

If you use Counsellor CPD resources when preparing an assignment or when writing for publication, please reference these.

We use the Harvard style of referencing, and describe in detail how to reference different types of resources using this style in Counsellor CPD through our online guide, accessible via the 'Support' page.

**[Click here to see the referencing guide.](#)**

We also include the referencing details on each lecture page:

## ● HOW TO REFERENCE THIS LECTURE

---

If you use this lecture as a source of information for an assignment or other writing, please ensure you include it in the references. Using the Harvard style of referencing, this would appear as follows:

Chapman, E. (2021). *Supporting Clients through Life Transitions* [lecture]. Counsellor CPD. Counselling Tutor. [Date viewed].

However, there are different styles of referencing and your learning institution or publisher might require you to do it a different way. Please check the relevant handbook/style guide.

However, there are different styles of referencing, and your learning institution might require you to use another system. Please check the relevant course handbook/style guide.

**TIP:**

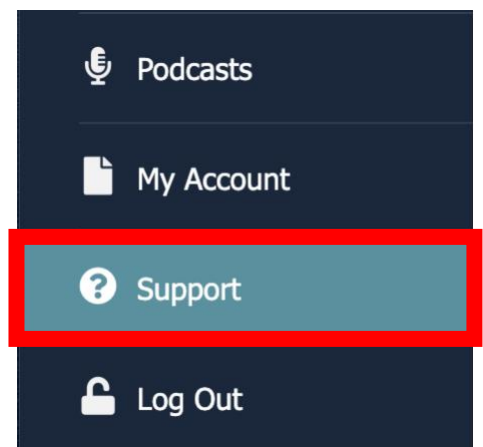
Cite This for Me is a useful website you can use to gather all the information you need and format the reference in Harvard or whichever style is required: <https://www.citethisforme.com/>

# Help and Support

If you get stuck with anything at all on Counsellor CPD, just click on the 'Support' button towards the bottom of the side menu.

First, have a look at the five help areas that are on the Support page:

- login and password help
- how to get Counsellor CPD update emails
- downloading and saving content
- referencing Counsellor CPD
- claiming your CPD certificates.



## Support



### Login and Password Help

How to fix password and login error



### Not getting emails

How to get update emails



### How to get CPD Certificates

How to claim CPD certificates



### How to Reference Counsellor CPD

How to academically reference your CPD



### How to Download Content

How to download and save

Under each of these, you'll find videos and instructions to help solve your issue.

If these don't sort out the problem you're having, there are three ways you can get individual support (all from a real person, not an automaton!):

1. Click on the 'Live chat and support' box on the bottom-right of your screen.



2. Open a support ticket.
3. Email [support@counsellingtutor.com](mailto:support@counsellingtutor.com)

We aim to answer all requests for support within 24 hours.

## **\* Counselling Tutor Privacy, Refund and Cancellation Policies**

To read about how we protect your privacy and security, or to check our Refund and Cancellation policy, [CLICK HERE.](#)

Counsellor CPD

# Facebook Group

You have the opportunity to join an exclusive Facebook group that's open only to Counsellor CPD members. In the Counsellor CPD Member group, you'll be able to network with other qualified practitioners who – like you – are committed to lifelong learning.



We also post updates there about lectures and resources added to your membership, announcements of upcoming events, and other relevant information to help you get the most out of your CPD library.

When you first come along to the group, you'll need to click 'Join group', and complete a small number of questions. Please ensure you complete all the questions in full – we need you to do this so we can grant access only to paid-up Counsellor CPD members.

**[Click this link to go to the Facebook group](#)**

**If you're not on Facebook**, then please don't worry: we will also send all important updates via email too.

## INTRODUCING

# Your Hosts

While you will also come across guest lecturers in Counsellor CPD, Ken Kelly and Rory Lees-Oakes are our in-house Counselling Tutor presenters. Their names and faces will pop up on many of the resources you access in Counsellor CPD.



Ken is a qualified counsellor and a clinical supervisor. He holds a teaching qualification and has lectured to counsellors at practice level, as well as having authored *Basic Counselling Skills: A Student Guide* and co-authored (with Rory) *Online and Telephone Counselling: A Practitioner's Guide*.

In his position as Co-Director at Counselling Tutor, Ken focuses on online training provision and specialises in outcome-based online learning.



Rory is Co-Director at Counselling Tutor, author of *Counselling Theory in Practice: A Student Guide* and co-author of *Online and Telephone Counselling: A Practitioner's Guide*. He spent over a decade lecturing in counselling, and continues to enjoy sharing his valuable insights into counselling theory and practice.

Rory is a qualified counsellor, clinical supervisor and lecturer. In 2015, he was awarded the prestigious Silver Plato award for outstanding use of technology in education. He is also a Fellow of the Pearson Teaching Awards. An avid drinker of tea, he's more likely to be found in a tea room than a bar.

Their real-world experience means that Rory and Ken understand first-hand the pressures of balancing CPD, work and home life. What motivates Ken and Rory is not only helping counsellors but also – through them – serving clients.