

CASE STUDIES – Guidance notes

As part of the accreditation process, you will be required to write and submit a case study. Accreditors reserve the right to request a further study if the method is not clearly shown. The study should be taken from a client that you have counselled over the past year, and whom you have seen on several occasions so that the problems presented have been revealed and brought to some sort of conclusion. The "Case Study Format" has been devised to assist you in writing up your study and covers all the information that will help the accreditor in the process of assessment.

The purpose of the case study is to understand how you counsel rather than having a lot of client details. Show how you address the referred problem, the methods and resources used and the outcome.

Please **do not** include real names or other information that will identify your client in the case study.

It is strongly recommended that you take your case study to a supervisory session to check that you, the counsellor, are shown in the best light and that a description of the methodology used with the client is clearly illustrated.

Please date, wordprocess or type your case study. A hand-written case study can only be accepted if it is clearly and legibly written.

GLOSSARY OF TERMS FOR ACCREDITATION (Case Studies only)

Contract

A clear, formal, explicit agreement between counsellor and client. A contract helps ensure the "professional" nature of the relationship.

Process

Process is not the end product of a series of successful or failed counselling sessions. It is the focus of HOW the counselling is offered. It is the course of action, or a series of stages through which a client is enabled to progress in response to the counselling model used.

Model Used

It should be possible to recognise the counselling model(s) used – eg. an identifiable Christian model, person-centered, TA, or Cognitive. The counselling model should provide a clear structure for the counselling process and be appropriate to the client's situation.

Therapeutic

That which aids change and growth. This may include elements of teaching as in life skills and/or Biblical truths, or exploration which enabled insight to the self, such as inappropriate personal defences, behaviour etc., thus facilitating change and growth.

Intervention

The intervention/assistance used in the change and growth of the client. What was done or said (or the client encouraged to do or say) to help the client make changes to inappropriate thoughts, behaviour, emotions etc.

Outcomes

A clear statement of the end result of counselling including an assessment of the degree to which the client's stated needs have been addressed.

Note should also be taken of the non-verbal communication used by the client in response to the content of the counselling session.

Verbatim

The quoting of an actual verbal exchange within a session, which demonstrates a skill and/or process

CASE STUDY FORMAT 1250 words

For all levels EXCEPT Accredited Counsellor

- 1. Preamble notes** (approx. 50 words)
 - Who the client is - maintaining confidentiality
 - State whether lead or sole counsellor
 - Where the counselling took place and when - dates
 - Short details about contract used, a copy of proforma where available
 - Supervision arrangements
 - Model of counselling used.
- 2. Paragraph about History** (approx. 80 words)
 - Background
 - Present family situation
- 3. Client's Presenting Problem(s)** (approx. 100 words)
 - Short explanation of some of the work the client feels they need to do
 - Short explanation of some of the work the counsellor feels the client needs to do
- 4. Client's Presenting Symptoms** (approx. 30 words)
 - How did the client present in:
 - a) attitude e.g. frustrated, defensive
 - b) emotions e.g. tapped fingers on chair, tapped foot -stress
 - c) other observations
- 5. Underlying Problems** (approx. 100 words)
 - Any further emerging problems which arose during the counselling sessions (whether or not worked with) e.g. sense of not belonging, not wanted, abused as a child, abusive marriage, drink, drugs etc.
- 6. The Counselling Relationship and the Counselling Process** (approx. 750 words)
 - i.e. what happened during the counselling sessions between client and counsellor
 - NB this is the important bit!***
 - How the counselling went
 - How did you use your preferred model(s) of counselling
 - What interventions were used and why. What was the outcome and why (include your reactions as a counsellor)
 - How the presenting problems (and even the underlying problem(s)) were addressed and concluded
 - How you used supervision in connection with this client
 - How you incorporated what you learnt in supervision into the subsequent counselling.
- 7. Reflection** (approx. 100 words)
 - Anything you noticed about or within the counselling relationship
 - How you felt about the counselling
 - Is there anything you would have done differently and why
 - Is there anything mentioned during the sessions that was not fully addressed and why
 - Describe the changes which occurred in the client as a result of the counselling given.

Total 1250 words

CASE STUDY FORMAT 2-3000 words

FOR ACCREDITED COUNSELLOR APPLICATIONS ONLY

- 1. Preamble notes** (approx. 50 –100 words)
 - Who the client is - maintaining confidentiality
 - State whether lead or sole counsellor
 - Where the counselling took place and when - dates
 - Short details about contract used, a copy of proforma where available
 - Supervision arrangements
 - Model of counselling used.
- 2. Paragraph about History** (approx. 150 - 200 words)
 - Background
 - Present family situation
- 3. Client's Presenting Problem(s)** (approx. 200 – 250 Words)
 - Short explanation of some of the work the client feels they need to do
 - Short explanation of some of the work the counsellor feels the client needs to do
- 4. Client's Presenting Symptoms** (approx. 50 – 100 words)
 - How did the client present in:
 - a) attitude e.g. frustrated, defensive
 - b) emotions e.g. tapped fingers on chair, tapped foot -stress
 - c) other observations
- 5. Underlying Problems** (approx. 250- 300 words)
 - Any further emerging problems which arose during the counselling sessions (whether or not worked with) e.g. sense of not belonging, not wanted, abused as a child, abusive marriage, drink, drugs etc.
- 6. The Counselling Relationship and the Counselling Process** (approx. 1000-1500 words)
 - i.e. what happened during the counselling sessions between client and counsellor
 - NB this is the important bit!***
 - How the counselling went
 - How did you use your preferred model(s) of counselling
 - What interventions were used and why. What was the outcome and why (include your reactions as a counsellor)
 - How the presenting problems (and even the underlying problem(s)) were addressed and concluded
 - How you used supervision in connection with this client
 - How you incorporated what you learnt in supervision into the subsequent counselling.
- 7. Reflection** (approx. 200 –250 words)
 - Anything you noticed about or within the counselling relationship
 - How you felt about the counselling
 - Is there anything you would have done differently and why
 - Is there anything mentioned during the sessions that was not fully addressed and why
 - Describe the changes which occurred in the client as a result of the counselling given.
- 8. Verbatim**
 - Verbatim to be included as appropriate in the case study.

Total 2-3000 words