



# Guide to tutor-assessor qualifications and experience

See [appendix one](#) for teaching qualification guidance

Minimum qualification requirements for trainer/tutor	Minimum experience as a trainer/tutor
<b>Level 2 Award in Effective Listening Skills (ELSK-L2)</b>	
Level 2 in counselling skills. e.g. ICSK2 or CSK2 or equivalent	6 months experience of delivering training, group facilitation or tutoring in counselling skills or equivalent.  (Equivalent will need to be specified on tutor CV)
<b>Level 2 Award in Understanding Substance Misuse (USM-L2)</b>	
Training in Substance Misuse at level 2 or above. e.g. CPCAB USM workshop or equivalent  OR  1 year workplace experience in the substance misuse field	6 months experience of delivering training, group facilitation or tutoring in substance misuse or equivalent.  (Equivalent will need to be specified on tutor CV)

Minimum qualification requirements for tutors	On-going CPD	Minimum practice experience	Min. experience as a trainer / tutor
<b>Level 2 Award in Introduction to Counselling Skills (ICSK-L2)</b>			
90 hours counselling skills training at level 2 or above. e.g. CSK-L2	10 hours per year CPD activities.	1 year experience using counselling skills in a workplace setting.	Teaching qualification or be working towards one.  Experience of delivering group training.

<b>Level 2 Certificate in Counselling Skills (CSK-L2)</b>			
150 hours counselling skills and theory qualification at level 2 and above. e.g. CSK-L2 plus CST-L3	20 hours per year CPD activities.	1 year experience using counselling skills in a workplace setting.	Teaching qualification or be working towards one.  Experience of teaching and assessing at level 2 or above.

Minimum qualification requirements for tutors	Personal therapy + professional accreditation	On-going CPD	Minimum practice experience	Min. experience as a trainer / tutor
<b>Level 3 Certificate in Counselling Studies (CST-L3)</b>				
420 hours therapeutic counselling qualification at level 4 or above. e.g. TC-L4	10 hours personal therapy  AND  Member of a professional association for counselling.	30 hours per year CPD activities.	Current supervised counselling practice  AND  Supervision qualification or experience of supervising groups or individuals in a counselling setting.	Teaching qualification or be working towards one  AND  6 months teaching and assessing at level 2 or above.

<b>Level 3 Certificate in Life Coaching Studies (LCS-L3)</b>				
90 hours life coaching qualification or training at level 3 or above. e.g. LCS-L3  <i>*training could be in related subject e.g. solution focused counselling and mentoring</i>	10 hours of personal life coaching  AND  Member of a professional association.	30 hours per year CPD activities.	Current supervised life coaching practice or counselling practice incorporating life coaching skills and techniques  AND  Supervision qualification or experience of supervising groups or individuals.	Teaching qualification or be working towards one  AND  Experience teaching and assessing at level 2 or above.

Minimum qualification requirements for tutors	Personal therapy + professional accreditation	On-going CPD	Minimum practice experience	Min. experience as a trainer / tutor
<b>Level 4 Diploma in Life Coaching (LC-L4)</b>				
150 hours life coaching qualification or training at level 4 or above. e.g. LC-L4  <i>*training could be in related subject e.g. solution focused counselling and mentoring</i>	10 hours of personal life coaching  AND  Member of professional association	30 hours per year CPD activities.	2 years supervised life coaching practice or counselling practice incorporating life coaching skills and techniques  AND  Supervision qualification or experience of providing supervision to groups or individuals in a counselling or life coaching setting.	Teaching qualification or be working towards one  AND  1 year teaching and assessing at level 3 or above.
<b>Level 4 Diploma in Therapeutic Counselling (TCL4)</b>				
<b>Core tutor</b> <i>*two required if teaching separately</i>  420 hours therapeutic counselling qualification at level 4 or above. e.g. TCL4	10 hours of personal therapy  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	Current practitioner with 2 years supervised counselling practice or minimum 450 counselling hours  AND  Supervision qualification or 1 year experience of providing supervision to groups or individuals in a counselling setting.	Teaching qualification  AND  2 years teaching and assessing at level 2 and 3 or above.
<b>Additional tutor(s)</b> <i>*relevant if co-tutoring with core tutor</i>  420 hours therapeutic counselling qualification at level 4 or above. e.g. TCL4	10 hours of personal therapy  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	Current supervised counselling practice with a minimum of 6 months post-qualifying practice experience.	Teaching qualification or be working towards one  And  1 year teaching and assessing at level 2 and 3 or above.
<b>Level 5 Diploma in Psychotherapeutic Counselling (PC-L5)</b>				
<b>Core tutor</b> <i>*two required if teaching separately</i>  420 hours therapeutic counselling qualification at level 4 or above. e.g. TCL4  AND  30 hours of post-qualifying therapeutic qualification.	40 hours of personal therapy  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	2 years post-qualifying supervised counselling practice as an autonomous counsellor  AND  Supervision qualification or 1 year experience of providing supervision to individuals in a counselling setting.	Teaching qualification  AND  2 years teaching and assessing at level 3 and 4 or above.
<b>Additional tutor(s)</b> <i>*relevant if co-tutoring with core tutor</i>  420 hours therapeutic counselling qualification at level 4 or above. e.g. TCL4	Min 10 hours personal therapeutic counselling  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	1 year post-qualifying supervised counselling practice  AND  Supervision qualification or experience of providing supervision to individuals in a counselling setting.	Teaching qualification or be working towards one  AND  1 year teaching and assessing at level 3 and 4 or above.

Minimum qualification requirements for tutors	Personal therapy + professional accreditation	On-going CPD	Minimum practice experience	Min. experience as a trainer / tutor
<b>Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory (CBT-L5)</b>				
CBT qualification or training at level 5 or above. e.g. CBT-L5  AND  420 hours therapeutic counselling qualification at level 4 or above. e.g. TCL4	Min 10 hours personal therapeutic counselling  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	100 hours post-qualifying supervised CBT counselling practice  AND  Supervision qualification or experience of providing supervision to groups and individuals in a counselling setting.	Teaching qualification  AND  1 year teaching and assessing at level 3 and 4 or above.
<b>Level 6 Certificate in Therapeutic Counselling Supervision (TCSU-L6)</b>				
<u><b>Core tutor</b></u> *two required if teaching separately  420 hours therapeutic counselling qualification at level 4 and above. e.g. TCL4  AND  90 hours clinical supervision qualification or training at level 6 or above. e.g. TCSU-L6	Min 10 hours personal therapeutic counselling  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	2 years supervised counselling practice or minimum 450 counselling hours  AND  2 years experience of providing supervision to groups and individuals in a counselling setting.	Teaching qualification  AND  2 years teaching and assessing at level 3 and 4 or above.
<u><b>Additional tutor(s)</b></u> *relevant if co-tutoring with core tutor  420 hours therapeutic counselling qualification at level 4 and above. e.g. TCL4	Min 10 hours personal therapeutic counselling  AND  Member of a professional association for counselling or psychotherapy.	30 hours per year CPD activities.	1 year post-qualifying supervised counselling practice  AND  Experience of providing supervision to groups and individuals in a counselling setting.	Teaching qualification or be working towards one  AND  Teaching and assessing at level 3 and 4 or above.



## Appendix 1: CPCAB Guidance to teaching qualifications

For many of the levels of CPCAB qualifications new tutors will need to hold, or be working towards, a recognised teaching qualification. We are aware that there is a degree of variety in the field of teaching qualifications and have therefore produced the following guidance to help centres understand this requirement.

Below are the recognised teaching qualifications for working in the Lifelong Learning Sector: Key changes were made to the 2001 FE Teaching regulations following OFSTED recommendations in 2004 that found weaknesses in teaching in the FE sector. Further changes were made in 2007 resulting in DTLLS, PTLLS and CTLLS. 2013 was the most recent change. In 2013 CTLLS, PTLLS & DTLLS were replaced by CET, AET and DET. The course content is the same but the regulatory bodies have changed the names. Both CTLLS and PTLLS are either Level 3 or Level 4 qualifications, whilst DTLLS is a Level 5 qualification.

There is no mandatory requirement to re-qualify, re-train or upskill if you hold prior qualifications. All predecessor qualifications to these are accepted and recognised as equivalent.

Level 3 Award in Education and Training (AET) 6502

Credits: 12

GLH: 48-61

Total Qualification Time: 120

This qualification supersedes Preparing to Teach in the Lifelong Learning Sector (PTLLS) (6302)

Level 4 Certificate in Education and Training (CET) (6502)

Credits: 36

GLH: 140-204

Total Qualification Time: 360

This qualification supersedes the Certificate in Teaching in the Lifelong Learning Sector (CTLLS) (6304)

Level 5 Diploma in Education and Training (DET) (6502)

Credits: 120

GLH: 360-495

Total Qualification Time: 1200

This qualification supersedes the Diploma in Teaching in the Lifelong Learning Sector (DTLLS) (6305)

In addition to the Lifelong Learning qualifications, other teaching qualifications that are acceptable are the Post Graduate Certificate in Education (PGCE), the Professional Graduate Certificate in Post-Compulsory Education and Training (PCET), the Post Graduate Diploma in Education (PGDE), and the Certificate in Education (Cert Ed).