



QUALIFICATION HANDBOOK

for centre staff



AIM Awards

Level 3 Certificate in Hypnotherapy and
Counselling Skills (601/2244/4)

RESTRICTED

Version 2 - August 2019





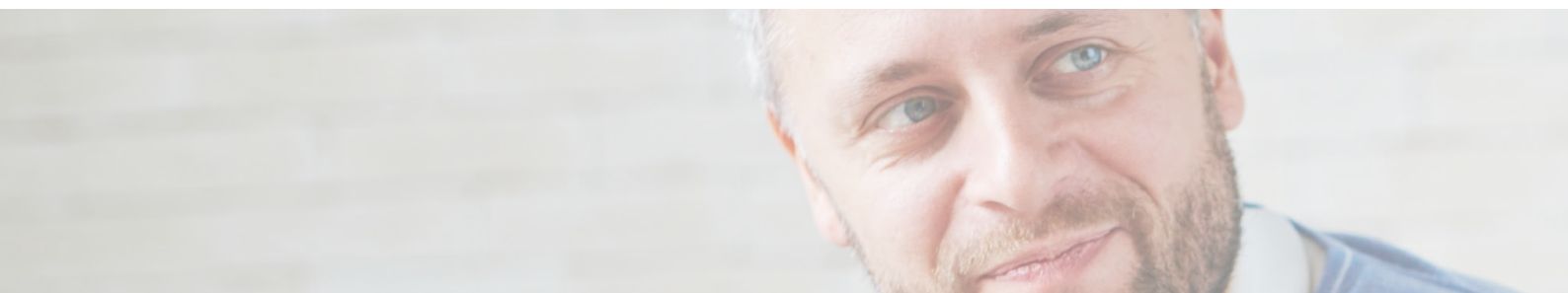
“

I would like to convey my thanks to you all at AIM Awards for the support and guidance you have provided during our first year as a training centre. I am aware we have asked a lot of questions and sent a lot of emails and you have dealt with every query swiftly and efficiently combined with a lot of patience.

It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

Carol Harmston, AIM Awards Centre

”



Document Version History

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	20/08/2019	<p>New qualification handbook template</p> <p>Following on from qualification review:</p> <ul style="list-style-type: none">• Qualification review date extended to 31/07/2024 (page 9)• Qualification GLH updated to 70 (page 9)• Update to component titles (see version control on components)• Update to component GLH (see version control on components)

CONTENTS

Introduction	5
SECTION ONE - QUALIFICATION OVERVIEW	
About this qualification	7
SECTION TWO - QUALIFICATION STRUCTURE	
Qualification structure and components	12
SECTION THREE - ASSESSMENT	
Centre staff requirements	14
How this qualification is assessed	15
SECTION FOUR - OPERATIONAL GUIDANCE	
Offering this qualification	18
Approval to offer the qualification	18
Registration and certification	18
SECTION FIVE - APPENDICES	
Appendix 1 - A Guide to Assessing AIM Awards Qualifications	20

Introduction

Welcome to the AIM Awards Level 3 Certificate in Hypnotherapy and Counselling Skills qualification handbook. This handbook contains everything you need to know about this qualification and is intended for tutors, assessors, internal verifiers and other staff involved with the planning, delivery and assessment.

This qualification is restricted for use by Chrysalis Not For Profit Ltd only.

This is a live document and as such will be updated when required. You will be informed via email when changes are made and it is your responsibility to ensure the most up-to-date version of the Qualification Handbook is in use.

About us

AIM Awards is a national and international Awarding Organisation. We offer a large number of regulated qualifications at different levels and in a wide range of subject areas, Access to Higher Education Diplomas and End Point Assessments.

Our products are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally.

We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.



Section one

Qualification overview

[Back to contents](#)

6

About this qualification

The AIM Awards Level 3 Certificate in Counselling and Hypnotherapy provides all the basic requirements for professional practice as a hypnotherapist. It is externally accredited by the National Hypnotherapy Society, and offers a route onto the Society's Register upon completion of the course. This is an Accredited Voluntary Register which has been recognised by the Professional Standards Authority (PSA). The PSA accredits voluntary registers of people working in a variety of health and social care occupations. In order to be accredited, organisations that hold voluntary registers must prove that they meet the PSA's demanding Standards. This qualification is also accredited by the Royal College of Nursing.

Hypnotherapy is increasingly regarded in the medical and social care fields as an effective complementary therapy. Hypnotherapy has been used successfully in cases of pain relief, insomnia, addiction, phobias, stress and depression. There is a growing body of evidence that it can also greatly aid and galvanise the body's natural healing processes in a wide variety of illnesses. It has been very widely accepted for many years that a grounding in the generic communication skills common to all counselling approaches is valuable for a great many activities in the health and social care field.

This qualification is aimed at learners:

- wishing to establish themselves in practice as a hypnotherapist
- seeking to add a knowledge of counselling skills to their existing CV
- considering training as a counsellor

The AIM Awards Level 3 Certificate in Hypnotherapy and Counselling Skills requires learners to complete six mandatory components, covering the following::

- **Basic Hypnotherapy Techniques** - learners will begin to develop an understanding of what is meant by hypnosis. They will look at the psychological and physical aspects of hypnosis and the role of relaxation in hypnotherapy. The component covers a basic understanding of different types of mental health issues and how hypnotherapy may provide techniques that are helpful for some of these.
- **Initial Consultation and Induction Techniques** - learners will begin to understand the importance of the initial consultation and induction techniques and the importance of building rapport with clients, the roles of the notation form and how to explain the concept of the Conscious Critical Faculty in a therapeutic situation. It includes a brief introduction to the technique of Neuro Linguistic programming and seeks to further the learner's understanding of the importance of using listening and communication skills in hypnotherapy.



- **Further Application of Hypnotherapy Techniques** - learners will develop an understanding of stress and anxiety, the relationship between them and the differences between them. The learner is introduced to methods to treat stress, anxiety and phobias using hypnotherapy. This component further discusses how hypnotherapeutic support can assist weight loss and smoking cessation.
- **Hypnoanalysis and Physical Symptoms** - learners will develop their knowledge of the use of hypnoanalysis, and the use of hypnotherapy in the treatment of physical symptoms, and the level of competence necessary to use these techniques. It includes the discussion of different techniques relevant to hypnoanalysis and how information would be used to devise a course of treatment. It covers ethics, points of referral, permission to treat from medical practitioners and when issues are beyond the learner's area of expertise.
- **Intimate Relationships, Sex and Reproduction** - learners will be introduced to the use of hypnotherapy in supporting clients in addressing issues related to intimate relationships, sex and reproduction. It includes the application of hypnotherapy to sexual dysfunction, fertility and pain management in childbirth. It involves understanding the importance of counselling skills in hypnotherapy, with particular reference to transference and counter transference.
- **Hypnotherapy and Counselling Skills** - learners will look at the use of hypnotherapy and basic counselling techniques in the hypnotherapeutic treatment of clients. It involves the practical construction and use of appropriate client screeds, informed by underpinning knowledge and techniques. Learners will make diagnoses and formulate and evaluate treatment plans. The component covers the concept of professionalism and the importance of an ethical framework in hypnotherapeutic practice.

Qualification details

Qualification	
AIM Awards Level 3 Certificate in Hypnotherapy and Counselling Skills	
Assessment	Internally set, internally marked and externally verified portfolio of evidence
Grading	Pass/Fail
Geographical Coverage	England
Operational Start Date	1st January 2014
Review Date	31st July 2024
Sector	1.3 Health and Social Care
Qualification Number	601/2244/4
Learning Aim Reference	60122444
Guided Learning Hours (GLH)	70
Total Qualification Time (TQT)	295
Minimum Learner Age	19
Rules of Combination	Learners must achieve 30 credits from the mandatory components to achieve the qualification.

Total Qualification Time (TQT) and Guided Learning Hours (GLH)

Total qualification time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is made up of two elements:

- the minimum number of qualification guided learning hours (GLH) - the number of tutor-led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is 6 hours. Therefore the total qualification time (TQT) for the qualification is 36 hours.

Progression opportunities

This qualification allows learners to apply for Registrant Membership of the National Hypnotherapy Society, a Professional Standards Authority accredited professional register. The qualification supports the learner to practice as a hypnotherapist and contains the fundamental skills, theory, ethical practice and personal development in order to practice as a competent hypnotherapist.

Entry guidance

There are no specific entry requirements for this qualification, however it is strongly recommend that learners are proficient in the English language and/or have a minimum of level 2 literacy skills or grade 4/C GCSE English or equivalent.

Qualification dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with industry representatives to make any changes necessary to meet industry needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date. If we make a decision to withdraw a qualification, we'll set an operational end date.

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated. The certification end date will be three years from the operational end date.

Resource requirements

This qualification must be delivered and assessed in an Chrysalis Not For Profit Ltd registered centre.



Section two

Qualification structure and components

Qualification structure and components

This section details the rules of combination for this qualification. Please contact AIM Awards to access the individual components and assessment guidance.

Rules of combination for: AIM Awards Level 3 Certificate in Hypnotherapy and Counselling Skills				
Learners must achieve 30 credits from the mandatory components to achieve the qualification.				
Component code	Component title	Level	Credits	GLH
Mandatory components				
M/505/8186	Basic Hypnotherapy Techniques	Three	5	14
F/505/8192	Initial Consultation and Induction Techniques	Three	5	14
T/505/8187	Further Application of Hypnotherapy Techniques	Three	5	14
A/505/8188	Hypnoanalysis and Physical Symptoms	Three	5	14
J/505/8193	Intimate Relationships, Sex and Reproduction	Three	5	7
T/505/8190	Hypnotherapy and Counselling Skills	Four	5	7



Section three

Assessment

Centre staff requirements

As an awarding organisation, we require that:

Tutors have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area. Suitable teaching qualifications include:

- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or certificate in education
- Bachelors or Masters Degree in Education

Assessors have an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess Candidate Performance using a Range of Methods
- D32 Assess Candidate Performance and D33 Assess Candidate using Differing Sources of Evidence

In addition, Assessors must hold a hypnotherapy or counselling qualification at Level 3 or above.

Internal Verifiers (IV) have an internal verification qualification or evidence of recent relevant experience. Suitable internal verification qualifications include:

- Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

In addition, Internal Verifiers must hold a hypnotherapy or counselling qualification at Level 3 or above.



How the qualification is assessed

Assessment method	Overview
Essay	Internally set, internally marked, externally verified. Graded: Fail/Pass Having studied a range of techniques and theories, learners will need to consider how these can be used in hypnotherapy and counselling practice.
Learning Journal	Internally set, internally marked, externally verified. Graded: Fail/Pass Learners will need to show how far they have understood both the theory and the skills which have been covered.

This section should be read in parallel with this qualification's assignment briefs and mark schemes set by Chrysalis Not For Profit Ltd. All assessment decisions made by the centre will be externally quality assured by AIM Awards.

A full mapping of components to assignments is available below.

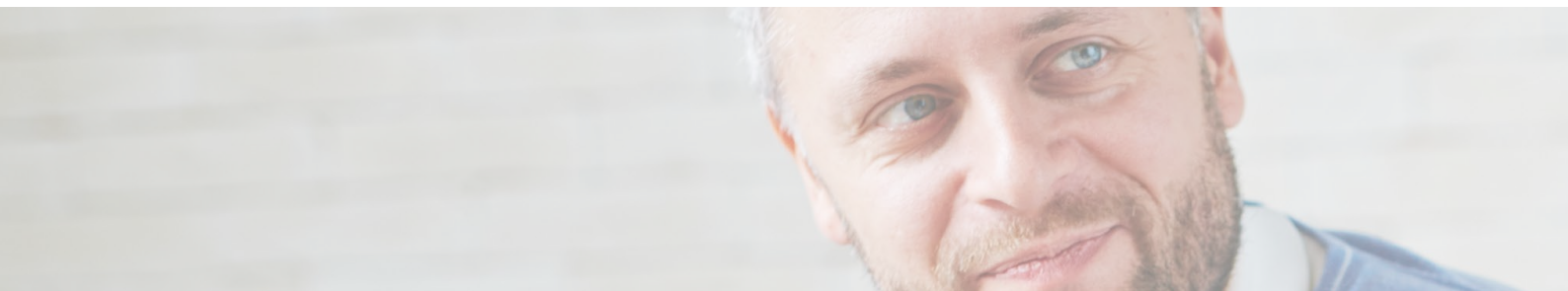
Qualification assessment mapping

Component title	Essay	Learning Journal
Mandatory components		
Basic Hypnotherapy Techniques		✓
Initial Consultation and Induction Techniques	✓	✓
Further Application of Hypnotherapy Techniques	✓	✓
Hypnoanalysis and Physical Symptoms	✓	✓
Intimate Relationships, Sex and Reproduction		✓
Hypnotherapy and Counselling Skills	✓	

[Back to contents](#)

Section four

Operational guidance



Offering this qualification

Centres wishing to offer this qualification must be an AIM Awards recognised centre and an approved Chrysalis Not For Profit Ltd centre.

Approval to offer the qualification

Centres wishing to offer these qualifications must complete and submit a Qualification Approval Request. Some qualifications require that centres have specific resources in place and/or that their Assessors/Internal Verifiers hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval Request.

Registration and certification

Once your centre has approval to offer a qualification, you will be able to register learners via the AIM Awards online portal. You must be registered onto the correct programme via the portal (a programme is the centre's chosen set of components from their approved qualification). Centres should also check that the correct components are listed.

A recommendation for the award of credit (RAC) form will be produced for each programme once learners are registered. Centres will be able to download their RAC forms within four weeks of receipt of correctly submitted registrations. The RAC is used to claim the learners' achievements at the end of the course and details must be checked carefully as these will appear on any certificates issued.

Once the RAC has been correctly completed and received by AIM Awards, certificates and a summary of credit achievement will be produced and issued. Learners that have achieved a qualification will be issued with a qualification certificate with details of the qualification and components achieved. Learners that have not achieved a qualification will be issued with a component certificate with details of the components achieved.

Fees and charges

Qualification charges are available on our website. Please note that registrations will not be processed if centre fees have not been paid.

Section five

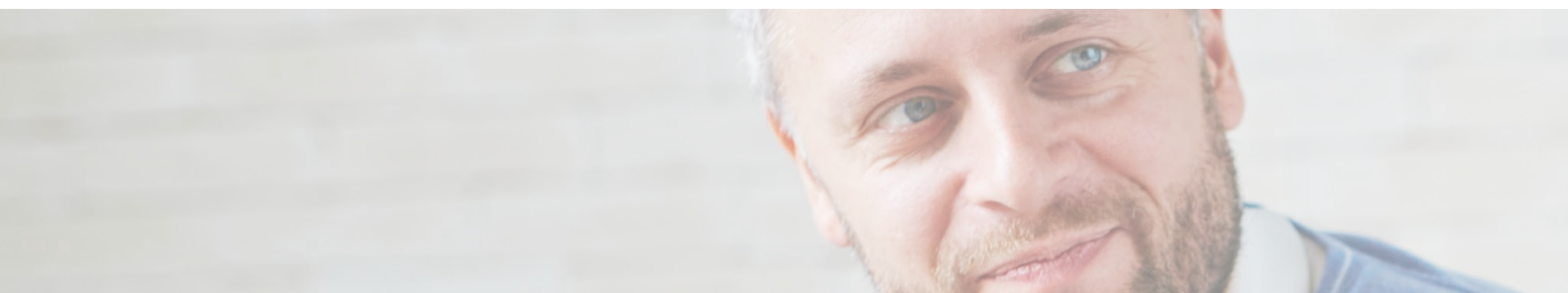
Appendices

Appendices and links

Appendix Title

Please click on the below links to access the appendices.

[Appendix 1 - A Guide to Assessing AIM Awards qualifications](#)





Like us AIM Awards



Connect with us AIM Awards



Follow us @AIMAwards_



01332 341822



enquiries@aimawards.org.uk



www.aimawards.org.uk

AIM Awards
3 Pride Point Drive
Pride Park
Derby
DE24 8BX