



Alcohol Concern

the national agency on alcohol misuse

Training report

The applicant must provide documentary evidence that he/she has received a minimum of 100 hours of counsellor training. This training should have been gained through courses run by recognised training providers.

Only copies of certificates should be sent, but your proposer, to confirm that they are a true copy of the original, must endorse them.

This training may embrace a number of courses. However, it should be summarised in chronological order using the form attached. Please read notes below before completing and use one form per course (photocopying as necessary).

Notes for completion

[The numbers below refer to column headings on the attached form].

- 1 Training provider: Name and address of your training provider.
- 2 Course title: Include title of qualification where applicable.
- 3 Description of Training: Summarise the course content - it is not sufficient to state for example, 'Diploma in addictions counselling'. For any non-certificated training further details are required, including each topic covered and the hours spent on each.

The following is only an example of what is required in the case of a non-certificated course:

- Preparation of group sessions, the facilitation or co-facilitation of the session under direct observation, and followed by process and feedback – (5 hours.)
 - Preparation and execution of an assessment interviews under direct observation or on videotape, followed by process and feedback on the interview and on the written assessment – (10 hours).
 - Preparation under supervision of assigned mentor of an individual treatment plan, followed by feedback from mentor/observer or team – (1.5 hours).
 - Individual management of casework with trainer or mentor/observer – (10 hours)
 - Time spent observing and working within multi-disciplinary teams, Medical Staff/Psychologists/Psychiatrists etc. – (actual hours).
- 4 Method of assessment: This should include how you were assessed for competence e.g. video, essay, written test/exam, direct observation, mentored etc.
 - 5 Date the training was undertaken: Enter the start and completion dates related to the subject undertaken.
 - 6 Total hours: The total number of hours of training completed (note accredited courses providers will normally be able to give a total effective training time for their courses and this should be quoted here where applicable).
 - 7 Evidence supplied: Please include all relevant certification or documents of attendance.

1	2	3	4	5	6	7
Name of training provider (college etc)	Title of training (including qualification title where applicable)	Description of training undertaken	Method of assessment (observation/ essay/video etc)	Date of training (from / to)	Total training hours	Evidence supplied

Total training hours: