



Excelon
Learning

Qualification

Level 3 Diploma in Counselling Skills (600/0727/8)

NCFE





Course Description

The **Level 3 Diploma in Counselling Skills** is designed to provide learners with a deeper understanding of counselling skills and how they can be applied in everyday life and work settings. The qualification explores the theoretical approaches that underpin counselling practice and supports learners in developing practical communication and helping skills that can be used in a wide range of professional and support roles.

This qualification is ideal for learners interested in developing counselling skills to support others within roles such as support work, health services, education, or advice and guidance. It also supports progression toward professional counselling training, although it does not qualify learners to practise as a counsellor. The course emphasises ethical practice, diversity awareness, reflective learning, and personal development.

Course Structure

The **Level 3 Diploma in Counselling Skills** consists of **five mandatory units**:

UNIT 01 Developing Counselling Skills

UNIT 02 Theoretical Approaches in the Use of Counselling Skills

UNIT 03 Working Ethically with Counselling Skills

UNIT 04 Counselling Skills and Diversity

UNIT 05 Counselling Skills and Personal Development



How We Support You – Our Support and Delivery Model

Our courses are designed to be accessible, supportive, and suitable for learners at all levels. All learning materials are written in clear, straightforward language to help learners build understanding and confidence.

Courses are delivered entirely through **self-paced distance learning** via our online platform, enabling learners to study flexibly alongside work, education, or personal commitments.

Learners have continuous access to tutor support throughout their course. Tutors can be contacted via the VLE or email, with responses typically provided within 24 to 48 hours.

Additional **on-demand support sessions** may be arranged where required. Regular **live webinars** are also offered, subject to tutor availability, providing opportunities for engagement, questions, and reinforcement of learning.

Assessment Process

Assessment is completed through:

Written assignments

Practical demonstration with observation form

There are **no formal examinations**. Assessment focuses on demonstrating understanding, awareness, and the ability to apply knowledge appropriately.

Course Duration

The course offers **270 Guided Learning Hours (GLH)** and is delivered through flexible, self-paced learning. It can typically be completed within approximately **9–10 months**, depending on the learner's own pace. Course access expires after one year, and a re-enrolment charge is applicable.



Our Process

01.

Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments where available. Complete your payment after filling out the application form.

02.

Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding organisation.

03.

Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE). Here, you will find all learning materials, resources, and guidance required to support your studies. Your dedicated tutor will guide you through the process and provide feedback throughout your learning journey.

04.

Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

05.

Successfully Complete Assignments

Work diligently to complete all required course components and assessment tasks. Your commitment and effort will contribute to successful course completion.

06.

Obtain Your Accredited Certificate

Upon successfully completing the course, your work will undergo internal quality assurance and external verification. Once approved, you will receive an Ofqual-regulated accredited certificate recognising your achievement.



Course Brochure Takeaways

A nationally
recognised
Level 3 qualification

Develops practical
counselling and
communication
skills

Flexible online,
self-paced
study

No placement
required for this
qualification

Supports
progression to
higher-level
counselling
or support roles

Level 3 Diploma in Counselling Skills

Apply Now