

# Academy for Counselling and Coaching (ACC)

Counselling and Coaching Training - Worldwide - English Version

The Netherlands: [www.counselling.nl](http://www.counselling.nl) - [www.coachacademie.nl](http://www.coachacademie.nl)

Worldwide: [www.coachingcounselling.com](http://www.coachingcounselling.com)

## The Criteria

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The Criteria  
Selecting a Counsellor/Coach  
Selecting a Supervisor

Dutch Original: De Criteria V3.6 (2008)

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# The Criteria

## **Criteria regarding quality and depth.**

During the course you have a lot of practice experience. In evaluating your professional development essay, we not only look at the number of hours, but we also pay attention to the quality and depth of the experience gained. Here we provide a number of guidelines for each part.

## **The practice trainings of the Academy.**

- The experienced and licensed trainers fulfill our criteria for quality.
- After the last lesson your trainer will give you the “Certificate Trainer”. (See The Forms - Page 12)

## **Studygroups: practising at home with your fellow students.**

- Do that seriously and share in the responsibility for the group process.
- Come together as professionals and practise as much as possible.
- Give each other after the last meeting the “Certificate Studygroup”. (See The Forms - Page 15)
- If you are already practising a lot as counsellor or coach, and really have no time to participate in the studygroup, then those practice hours may count for this part.

## **Working as Counsellor or Coach.**

- This can be with people with whom you do not have a personal relationship or an immediate collegial/work relationship.
- There must be real sessions. So no practice situations or counselling-like discussions or chats. Also discussions about work or evaluations at work are something other than real and profound counselling or coaching.
- Only count the hours you actually counsel/coach the client, not time spent on related activities.
- The sessions can be for free, but you may also charge a fee if you wish.
- Maintain client notes and records and attach an anonymous sample of such a record to the documents you enclose.
- Ask your client at the end for a "Certificate Client" as proof that you have worked together. (See The Forms - Page 19)
- If you counsel/coach for an employer or organisation, then you can ask them (as well) for a "Certificate Employer". (See The Forms - Page 18)

## **Getting counselling or coaching yourself.**

- The course requires you to receive counselling or coaching yourself with a certified and experienced counsellor or coach.
- This can be one of our trainers, provided it is not your own trainer or co-trainer, or with another authorised counsellor or coach. They need to fulfill the criteria for quality we **and** our professional organisations, have set as standards. (See The Criteria - Page 3)
- Find out for yourself which counsellor or coach seems most suitable for you **and** meets the criteria. This search will be part of your learning experiences.
- Ask your counsellor or coach after the last session to give you the “Certificate Counsellor/Coach”. (See The Forms - Page 16)

### **Getting Supervision.**

- In Level 1, getting supervision on your clientwork is mandatory.
- This can be one of our trainers, provided it is not your own trainer or co-trainer. It can also be another authorised supervisor, who meets the criteria for quality we **and** our professional organisations have set as standard. (See The Criteria - Page 5)
- Investigate which supervisor seems most suitable for you **and** meets the criteria. This search too will be part of your learning experience.
- After your last session ask your supervisor for the “Certificate Supervisor”. (See The Forms - Page 13)

### **Workshops.**

- Enclose any signed “Certificate Workshopgiver”. (See The Forms - Page 17)

# Selecting a Counsellor/Coach

### **Getting counselling or coaching with a Professional Counsellor or Coach.**

The course requires you to get counselling or coaching yourself with a certified or licensed, experienced counsellor, coach, psychologist or therapist. The aim of this is:

- to put yourself in the position of a client and experience what it is like.
- through the searching process, to find out about all sorts of counsellors or coaches through their websites or by having contact with them.
- to experience how other professionals work.
- to advance a number of steps in your own process.
- to emulate the professional attitude and method.
- finally, to gain the necessary number of study points.
- IT IS NOT: aimless talk or just being there for your study points.
- IT IS NOT: regarding it as a lark or testing the professional.
- IT IS NOT: to bring in work related issues, for which you have your supervisor.

The indicated hours per level are a minimum, it is better to have more hours if you want to work profoundly on certain issues. It is an investment in yourself. When you have personal counselling or coaching, you are actively addressing personal issues profoundly or aiming to achieve the goals you have set yourself. In addition to maintaining the ethical code for professionals, it is important that you as client keep the appointments that were made --- you represent the Academy, as it were.

### **The Criteria:**

- Selecting and choosing the right professional who meets the required criteria, is primarily the responsibility of the student. The search process forms part of your learning experiences. Learn to seek and find by yourself. What is important to you at this stage?
- The selected counsellor, coach, therapist or psychologist may be one of our trainers, barring your own current or former trainer or co-trainer.
- Your trainer, counsellor or coach and supervisor must be 3 different persons. This is to avoid any possible conflict of interest and to acquaint you with a variety of personalities, views and styles.

- The chosen counsellor, coach, therapist or psychologist must:
  - be member of at least 1 of the professional organisations listed on our site.
  - have had at least 1000 hours of practice experience over the past 2 years. Practice hours may comprise all hours in the communicative field: counselling + coaching + training + supervising + conducting interventions.
  - be registered on Gcoach.nl.
- You write a report of the sessions and elaborate on that in your professional development essay or your inner growth/personal development essay.
- After the last session, ask for the "Certificate Counsellor/Coach".
- It is important the internet address at Gcoach.nl is noted on this, so that the professional can be verified, e.g. [www.Gcoach.nl/r.schippers](http://www.Gcoach.nl/r.schippers).

### How to search?

- Mouth-to-mouth advertising is an option. Keep in mind though, that what suits one person may not suit you as well. For example, someone who specialises in burnout, may be less competent in relationship issues. Aside from that, it is important there is a good enough match. That too is very personal.
- Gcoach.nl has many search mechanisms. For your own development, profile and positioning it is a learning experience to study and get to know all colleagues.
- You can also search via the professional organisations. (See website.)
- There are lots of other guides and of course, many search mechanisms on internet.

### How to select?

- You need to choose someone who answers all 4 Criteria, not just 1 or 2 or 3. So that involves: being member of a listed professional organisation, sufficient experience, registered at Gcoach.nl and there should be a good match.
- If there is no match, if you do not feel right about it, then do not go there.
- If someone has insufficient practice experience, then do not go there either.
- If someone is registered with Gcoach.nl but is not a member of any of the indicated professional organisations, then you should not go there. Membership is necessary for the following reasons:
  - quality control by the professional organisation.
  - possible refunds for consults by medical insurance companies.
  - likelihood of professional indemnity insurance for the professional.
  - having recourse to file a complaint in case of violation of the ethical code.
  - if someone is member of a professional organisation, but not registered at Gcoach.nl, you can propose to that professional to register there. It can be done within half an hour and he/she will get extra clients because of it. Besides, it is entirely free of charge and will remain that way.
- Registration with Gcoach.nl is a must, because:
  - you can then read all relevant details about the professional.
  - you can then calculate the number of hours of practice experience.
  - each professional organisation has its own set of admission standards.
  - Gcoach.nl only accepts people that meet stringent requirements.
  - we have an extra way of checking because of it.
  - we can terminate registration of those against whom there has been serious ground for complaints.
  - it is therefore a means to better protect other students and clients.
  - it is a means to safeguard the high quality of our courses.
- List your Top 3 and approach the selected counsellor, coach, therapist or psychologist.
- Finally, stick to the appointments you make. There are rules that apply to clients as well.

**The fees.**

We live in a free market economy and prices can be negotiated. These can range from € 50 to € 70 per hour. In case of an experienced professional it may be reasonable to pay a bit more. At Gcoach.nl you can get an idea about current fees.

**Frequently asked question:**

I have found a counsellor, coach or supervisor and he/she does not meet the required criteria. Am I allowed to get counselling, coaching or supervision with him/her?

**Answer:**

Sure you may, only it will not count for your studypoints. There can be no exception to that.

*(Except for people studying abroad. For them there are similar criteria, with some adaptations .)*

Yes but,.....

No, the guidelines and the criteria have been determined. The exam committee is vigilant in this matter.

We will not have 2, 3 or 100 yardsticks, because in that case you end up with no reliable standard.

# Selecting a Supervisor

**Getting Supervision on your clientwork.**

The course requires you to get supervision with an experienced and qualified supervisor. This supervision is meant to:

- help improve the quality of your work as counsellor or coach.
- to take stock of how well you are doing and to prevent overlooking things.
- find recourse in case of doubt, insecurity, how to handle a particular client.
- consult regarding ethical matters, e.g. pertaining to confidentiality or referral.
- benefit from the many years of practice experience of the supervisor.
- gain further professional knowledge if/when necessary.
- get support when the work is temporarily not going smoothly.
- emulate the professional attitude and work method.
- finally, to gain the necessary study points.
- IT IS NOT: working on personal issues, for which you have your counsellor or coach.
- IT IS NOT: to help you with the course.
- IT IS NOT: to help you with marketing your practice.
- IT IS NOT: to engage in a business relationship with each other or to network.

The indicated hours per level are a minimum, it is better to get more hours if you want to work on certain aspects of clientwork in depth. It is an investment in yourself as professional. Aside from the ethical code that applies to the supervisor, it is important that you as supervisee stick to the appointments made --- you represent the Academy, as it were.

## **The Criteria:**

- Selecting and choosing the right supervisor, who meets the indicated criteria, is primarily the responsibility of the student. The search process forms part of your learning experiences. Learn to seek and find by yourself. What is important to you at this stage?
- The selected supervisor can be one of our trainers, provided it is not your (former) trainer.
- Your trainer, counsellor or coach and supervisor must be 3 different persons. This is to avoid any possible conflict of interest and to acquaint you with diverse personalities and views.
- The chosen supervisor must:
  - be member of at least 1 of the professional organisations listed on our site.
  - have had at least 3000 hours of practice experience over the past 4 years. The practice hours may comprise all hours in the communicative field: counselling + coaching + training + supervising + conducting interviews.
  - be registered on Gcoach.nl.
- You write a report of the sessions and elaborate on that in your professional development essay.
- After the last session, ask your supervisor for the "Certificate Supervisor".
- It is important the internet address at Gcoach.nl is noted on this, so that the professional can be verified, e.g. [www.gcoach.nl/r.schippers](http://www.gcoach.nl/r.schippers).

## **How to search?**

- Mouth-to-mouth advertising is an option. Keep in mind though, that what suits one person may not suit you as well. For example, someone who specialises in issues related to workstress may be less competent in family therapy. Aside from that, it is important there is a good enough match. That too is highly personal.
- Gcoach.nl has a lot of search mechanisms. For your own development, profile and positioning it is a learning experience to study and get to know all colleagues.
- You can also search via the professional organisations (see website.)
- There are lots of other guides and of course the search mechanisms on internet.

## **How to select?**

- You need to chose someone who answers all 4 criteria, not just 1 or 2 or 3. So that involves: being a member of a listed professional organisation, sufficient experience, registered at Gcoach.nl and there should be a good match.
- If there is no match, if you do not feel right about it, then do not go there.
- If someone has insufficient practice experience, then do not go there either.
- If someone is registered with Gcoach.nl but is not a member of any of the indicated professional organisations, then you should not go there. Membership is necessary for the following reasons:
  - quality control by the professional organisation.
  - likelihood of professional indemnity insurance for the professional.
  - having recourse to file a complaint in case of violation of the ethical code.
- If someone is member of a professional organisation, but not registered with Gcoach.nl, you can propose to that professional to register there. It can be done within half an hour and he/she will get extra clients because of it. Besides, it is entirely free of charge and will remain that way.

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### **The fees.**

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### **Other Options.**

Do volunteer work for a reputable organisation, then it is often possible to get free supervision within the organisation.