

Student Handbook

2023/2024

Postgraduate Diploma in Counselling



Department of Educational Psychology
Faculty of Education
University of Colombo
Sri Lanka

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Vision

*To enable the society to draw out their fullest potential
for the betterment of nation*

Mission

*To develop a committed professional counsellor with
relevant knowledge, favorable attitudes and useful skills
for counselling and research for the betterment of nation*

Content

1. Introduction	1
2. Teaching Faculty	2
3. Course Units	5
4. Assessment Procedure	11
5. Examination and Evaluation Procedures	12
6. Rules, Regulations and Ethical Practices of Faculty of Education	15

Postgraduate Diploma in Counselling

1. Introduction

It is with great pleasure that we welcome you to the Post Graduate Diploma in Counselling Programme conducted by the Department of Educational Psychology, Faculty of Education, and University of Colombo. We are really pleased that you selected PGD in Counselling to pursue your post graduate education in counselling and we are committed to helping you make this a positive educational and professional growth experience.

This programme has been designed to engage you in a professional preparation programme that will be challenging and rewarding - challenging in the new knowledge and skills you will develop and rewarding as you become a competent counselling professional. Hence this programme strives to engage students to become empathetic, ethical, and multicultural – competent counselors with a strong professional identity.

The council of the University of Colombo granted the authority to the Faculty of Education to launch the Post Graduate Diploma in Counselling programme in 1994. The course was revised and the name was changed as Post Graduate Diploma in Career Guidance and Counselling in 2003. Again course name was further revised and changed as Post Graduate Diploma in Counselling in 2005. PGD in Counselling programme was aligned to the Sri Lanka Quality Framework (SLQF) and established the course under SLQF 08 in 2019 and it is a great achievement to enhance the validity of the course.

With the membership of the students of the 2012/2013 PGD in Counselling batch initiated a counselling service association as an alumni association in 2013. Post Graduate Professional Counselling Service Association, affiliated with the Department of Educational Psychology, Faculty of Education in 2014. All the students who complete the PGD in Counselling are eligible to take membership in this reputed association in the counselling field in Sri Lanka. (Web site – www.PCSA.lk). One of the significant contributions of the association is the publication of a magazine thrice a year to disseminate the knowledge for the betterment of the counselling sector.

We encourage PGDC students to enter into a process of self- exploration in order to become lifelong learners who continuously evolve their personal and professional growth. Our graduates are caring, reflective practitioners with and advocates for all community not only in Sri Lanka but also in many global platforms.

2. Teaching Faculty

The greatest strength of this course is teaching faculty. It consists of internal and external, armed with relevant educational experiences and well training. In addition, they are well competent with problem- solving skills, higher level thinking skills including critical thinking and creativity and passions. Furthermore, they are capable to provide a sound balance between theory and practice.

Teaching faculty has achieved their academic and professional skills from recognized well reputed local and foreign universities and institutes.

Internal Faculty

Emirates Prof. Roland Abeypala

Prof. Manjula Vithanapathirana - Chair Professor of Educational Psychology [(PhD (Institute of Education, University College London, UK), M.Ed and PGDE (OUSL), MA and PGD in Buddhist Studies (Kalaniya), BSc in Zoology (UOC), CTHE (UOC)]

Prof. Samudra Senarath - Professor in Educational Psychology [(Dr.rer.nat. (Psy) (Uni of Leipzig, Germany), -, MA in Education (University of West England), BA in Psychology (UOP), PGDE (UOC), Dip in Psychology and Counselling, Accreditation for teaching in higher Education (SEDA) (UK)]

Ms. R.D.C. Niroshinie [(MPhil (UOC), ME.d in Educational and Development Psychology (UOC), PGD in Counselling (UOC), BE.d (hons) (UOC), CTHE (UOC)] Senior Lecturer

Mr. I.G. Chinthaka Chandrakumara [(MPhil (UOC), B.Ed (hons) (UOC), Dip in Psychology and Counselling (Institute of Psychological studies), CTHE (UOC)] Senior Lecturer

Ms. Enoka Randeniya [(MPhil (UOC), ME.d in Educational and Development Psychology (UOC), B.Ed (hons)(UOC), PGD in Counselling (UOC), Dip in Psychology and Counselling (Institute of Psychological studies) CTHE (UOC)] Senior Lecturer

Ms. Sitharie Thilakarathna [MPhil (reading) (UOP), MA in Psychology (University of Delhi, India), BA in Psychology (UOP), PGDE (UOC), Dip in Psychology and Counselling (Institute of Psychological Studies) Accreditation for teaching in higher Education (SEDA) (UK)] Lecturer

Ms. Udeshini Perera [MPhil [(reading) (UOC), M.Ed (OUSL), B.Ed (hons) (UOC), Dip in Psychology and Counselling (Institute of Psychological studies) Accreditation for teaching in higher Education (SEDA) (UK)] Lecturer

External Faculty

Prof. Ranil Jayawardena – *Clinical Nutritionist, Faculty of Medicine, University of Colombo.*

Dr. Asanka Bulathwatta – *Senior Lecturer, University of Peradeniya*

Dr. Neil Fernando - *Consultant Psychiatrist*

Dr. S.L.C. de A Weerasiriwardhana - *Senior Counsellor, Psychotherapist Medical Officer, Kandy Teaching Hospital*

Rev. Dr. Sanghamitta - *Teacher & Counsellor, Viharamahadevi B.V., Kiribathgoda.*

Dr. Swarna Wijetunge - *Consultant Child Psychiatrist, Lady Ridgeway Hospital*

Dr. Vindya Wijebandara - *Consultant Psychiatrist, Base Hospital, Rathnapura*

Mr. Ajantha Dahanayaka - *Sports Instructor, University of Colombo.*

Mr. Ajith Jayawardhana - *Certified Trainer and Career Counsellor*

Ms. Anuja Silva - *Senior Assistant Librarian, University of Colombo*

Mr. Anuradha Jayasinghe - *Senior Psychological Counselor, Navy Hospital, Welisara*

Mr. H.G. Ranjith - *Sports Instructor, University of Colombo.*

Mr. Hema Nishantha Withanage – *Senior Counsellor, Sahanaya*

Mr. J.A.U.J.P. Jayasooriya - *Psychological Counselor, Army Hospital, Narahenpita*

Mr. K.L. Nandana Kumara - *Sports Instructor, University of Colombo.*

Mr. Manoj Samarasekara – *Chief Inspector of Police, Community Police Division*

Mr. Prasanna Jayatilake – *CEO/Director – Counselling & Training – Global Minds (Pvt) Limited.*

Mr. Prasanna Kamalsiri Perera - *Senior Lecturer, NSBM*

Mr. Sanjeewa Jayasinghe - *Sports Instructor, University of Colombo.*

Mr. Sanath Wimalasiri – *Senior Artist*

Mr. Susil Premaratne - *Clinical Psychologist, Sri Lanka Air Force*

3. Course Units

No	Course Code	Course Unit	Core/ Optional	Notional hours		No. of Credits
				DCH*	SLH*	
FIRST SEMESTER						
1	EPC 8201	Basics of Counselling	Core	30	70	02
2	EPC 8302	General Psychology	Core	45	105	03
3	EPS 8303	Developmental Psychology	Core	45	105	03
4	EPC 8304	Abnormal Psychology	Core	45	105	03
5	EPC 8305	Theories of Counselling	Core	45	105	03
SECOND SEMESTER						
6	EPC 8306	Techniques of Counselling	Core	45	105	03
7	EPC 8207	Counselling Skills	Core	30	70	02
8	EPC 8208	Assessment of Counselling	Core	30	70	02
9	EPC 8409	Counselling Practicum	Core	Variable	400	04
10	EPC 8210	Extended Essay	Core	Variable	200	02
Total						27

* DCH - Direct Contact Hours

SLH - Self-Learning Hours

EPC 8201 Basics of Counselling

This course unit has been designed to illustrate the basic concepts of counselling and its place in formal counselling process. Further, this course unit emerged the necessity of the counselling service in contemporary society of Sri Lanka and how sharpened knowledge and attitudes as professional counsellor. Then its' overall idea is to make positive attitude and knowledge regarding counselling, insight of the counselling student.

- Introduction to counselling
- The need for counselling in contemporary society of Sri Lanka

- Historical background of counselling based on USA and Sri Lanka,
- Dimensions of Counselling
- Areas of counselling and specialized areas of Counselling in Sri Lanka
- Characteristics of an effective counselor and roll of the counselor
- Code of Ethics in counselling
- Introduction to continuous professional development programs

EPC 8302 General Psychology

This course unit has been designed to illustrate the dynamic nature of General Psychology and its place in Psychology and Counselling process. Further, this course unit discusses theories related to the nature of human being and the importance of these theories on human development. Furthermore, this course discusses the important current aspects of Psychology which needed in modern counselling process.

- Introduction to Psychology
- Approaches in Psychology
- Motivation
- Personality
- Learning
- Cognitive Process

EPS 8303 Developmental Psychology

This course unit has been designed to illustrate the basic concepts of human development and theories related to human development, stages of life span development and key factors effected to development of human beings. Further, this course unit emerged the importance of gaining knowledge with regard to human development as a professional counselor. Then its' overall idea is to make higher level of knowledge and enhance skills as a reflective practitioner with regard to human development within the student in counselling process.

- Define human development

- Nature and Nurture of human development
- Theoretical perspectives on Life Span Development
- Development of the self.
- Developmental characteristics of stage of pre natal to post natal
- Death and Dying Across the Life Span

EPC 8304 Abnormal Psychology

This module is designed an introduction to the field of abnormal psychology and explores abnormality within historical, social and cultural contexts, as well as the various predominating paradigms. It discusses the differentiation between normal and abnormal behavior. It presents mental health and health promotion and importance of prevention of mental disorders. This explains the relationship between abnormal psychology and counselling psychology. This module also describes an each major disorder's etiology, symptoms and treatment strategy related counselling intervention.

- Mental Health
- Relationship between Abnormal Psychology and psychiatry;
Abnormal psychology and counselling psychology , social workers' role in Sri Lankan context
- Stress disorders, trauma, PTSD
- Anxiety disorders: nature, theories, therapy
- Somatic symptom and related disorders and dissociative disorders
- Mood disorders
- Suicide: Nature, intervention and prevention
- Sexual deviation and dysfunctions
- Psychotic disorders: schizophrenia
- Disorders of impulse controls
- Personality disorders
- Substance abuse and dependency
- Sleep & sleep disorders
- Developmental disorders: ADHD, Dyslexia, Autism, Intellectual disorder

EPC 8305 Theories of Counselling

This course unit has been designed to illustrate the theories in the field of Counselling psychology. Thus, the participants will enable to formulate and articulate a workable theoretical framework to guide their counselling practice. The course will provide a systematic, comprehensive and balanced overview of the leading theories of counselling. Emphasis is placed on critical analysis of the various approaches as well as self-reflection in relation to values, beliefs, assumptions about human nature, and worldview.

- Introduction to counselling theories and approaches
- Psychoanalytic Theories
- Behavioural Theory
- Cognitive-Behavioural Theory
- Person-centered Theory
- Humanistic theories
- Feminist Theory
- Family Systems Theory
- Multicultural Theory
- Theoretical Approaches in career Counselling

EPC 8306 Techniques of Counselling

This module is designed to introduce the counselling techniques required by professional counselor. In order to help students understand the basic concepts of counselling techniques. It explains importance of techniques and how assess client's problem in counselling aspects. The course will also emphasize the necessity to gain adequate competency in practice-based counselling techniques.

- Introduction to counselling techniques and Nature of counselling intervention
- Person centered counselling Techniques
- Specific Techniques
- Group counselling Techniques.

EPS 8207 Counselling Skills

This module introduces the students to the basic and advanced counselling skills required by professional counsellors to build relationships with the clients. It describes the process of counselling and attempts to provide the knowledge on appropriate skills that are needed to resolve the problem identified. This module also describes and applies specific skills related to especially vulnerable individuals, family, and group counselling intervention and it also explain referrals, follow-up and termination. It will be taught by utilizing case studies, role plays, pair and group works.

- Techniques and tools in building the helping relationship Rapport building/welcoming skills
- Reflecting skills
- Questioning and interview
- Questioning and interview
- Confrontation and challenging self-destructive beliefs
- Self-disclosure, how and when
- Problem solving skills
- Practicing skills and treatment plan for specifics client groups
- Termination, Follow-up and record keeping and Referrals

EPC 8208 Assessment of Counselling

This course unit is designed to develop necessary knowledge and skills of participants regarding collecting necessary data, analyzing them, using them to identify different problems of the clients and plan intervention and evaluate them.

- Measurement and Assessment in context of counselling
- Assessment instruments in Counselling
- Standardized tests
- Basic statistics for understanding and interpreting of assessment data
- Assessment of Cognitive abilities
- Assessment of Personality
- Assessment of Interest and Attitudes
- Assessment of Anxiety and Stress

- Assessment of Self-concept and self-esteem
- Non testing Assessment methods

EPC 8409 Counselling Practicum

A counselling practicum is a supervised experience intended to enable the student to develop basic counselling and group work skills and integrate professional knowledge. Thus, this course is designed to provide a supportive, structured learning environment for acquiring counselling skills. Practicum builds on the foundation provided by academic and experiential coursework, life experiences, and personal values. It allows students to develop a meaningful framework for the application of counselling skills.

EPC 8210 Extended Essay

The objective of this course is to provide an exclusive and an in-depth understanding of research related to Counselling. Thus, Counselors will benefit by incorporating the knowledge and practice gained through the course to the advancement of the clients.

- Introduction to writing an Extended Essay
- Finding a research topic for a relevant project on counselling
- Ethical considerations
- Writing appropriate objectives
- Writing a literature review
- Methods and methodologies for the research
- Data analysis
- Writing conclusions and suggestions

4. Assessment Procedure

- **Following Course units are assessed as follows.**

EPC 8201 - Basics of Counselling

EPC 8302 - General Psychology

EPC 8303 - Developmental Psychology

EPC 8304 - Abnormal Psychology

EPC 8305 - Theories of Counselling

EPC 8306 - Techniques of Counselling

EPS 8207 - Counselling Skills

EPC 8208 - Assessment of Counselling

Allocation of marks for the above course units is out of 100 which consist of 30% for in course assessment and - 70% for End of Semester Examination

- **EPC 8409 - Counselling Practicum**

Allocation of marks for the above course unit is out of 100 which consist of 60% in course assessment for and 40% for practicum

- **EPC 8210 - Extended Essay**

Allocation of marks for the above course unit is out of 100.

5. Examination and Evaluation Procedures

- The evaluation of the performance of a candidate leading to the award of the Programme shall consist of In-course assessment and End of Semester Examinations as prescribed by Regulations and/or Rules of the Faculty.
- The total marks obtained for each Course Unit shall be in a grade being assigned according to schemes approved by the Faculty-Board. Each such grade shall carry a corresponding Grade Point Value (GPV) as set forth in the table below, eg: a grade of A carrying a GPA of 4.00, a grade of B a GPV of 3.00 etc.

Range of Marks	Grade	Grade Point Value
80 - 100	A ⁺	4.00
79 - 79	A	4.00
70 - 74	A ⁻	3.70
65 - 69	B ⁺	3.30
60 - 64	B	3.00
55 - 59	B ⁻	2.70
50 - 54	C ⁺	2.30
45 - 49	C [*]	2.00
40 - 44	C ⁻	1.70
35 - 39	D ⁺	1.30
30 - 34	D	1.00
00 - 29	E	0.00

Note: i. * - minimum performance for pass

- ii. Course units for which the relevant GPV is 0.00 will not be considered in calculating the GPA although the relevant course units carry some scores.
- iii. Awarding Distinctions, Merits and passes will be on the basis of the Grade Point Average (GPA) and other conditions stipulated.

- (i) Grade Point Average (GPA) shall be calculated for each student taking into account the Grade Point Value of every Course Unit for which the student has registered in her/his course with each such Course Unit being weighted according to its Credit Value.
- (ii) The GPA shall be calculated to two decimal places, using the following formula:

$$\text{GPA} = \frac{\sum \text{Grade point value} * \text{Credits}}{\sum \text{Credits}}$$

- (iii) When a “fail” course unit is successfully completed at a subsequent attempt by a candidate, the course unit will be identified in the transcript by a special symbol (RC). The actual grade earned by the student for the repeat course unit will be shown in the transcript. However, when computing the GPA the grade point value assigned to that course unit will be 2.00 only.
- A student will be awarded a Distinction pass,
If he/she
 - i. Obtains Grades not lower than C+ in each Course Unit at the End of Semester Examinations; and
 - ii. Passes in all Course Units in the first attempt (or deemed first attempt) with a minimum GPA of 3.70; and
 - iii. Has a minimum GPA of 3.30 for Practicum

A student will be awarded a Merit pass,

If he/she

- i. Obtains Grades not lower than C+ in each Course Unit at the End of Semester Examinations; and
- ii. Passes in all Course Units in the first attempt (or deemed first attempt) with a minimum GPA of 3.30; and
- iii. Has a minimum GPA of 3.00 for Practicum

A student will be awarded for the Pass,

If he/she

- i. Obtains a GPA of a minimum of 2.00 for each Course Unit and an overall GPA of a minimum of 2.00 at the End of Semester Examinations.

Attendance

Attendance is required at all lectures and a minimum attendance record of 80% in each subject is a prerequisite for sitting the written examination.

A student shall not be permitted to take an End of Semester examination unless the Head of the Department has certified that he/she has satisfied all the requirements of the relevant Course Units, including but not limited to regular attendance at lectures, Tutorials, field work and submission of assignments at the appropriate time.

6. Rules, Regulations and Ethical Practices of Faculty of Education

1. The right of the students to express views is safe-guarded provided that any student does not interfere with the rights of the others, dishonor the values, beliefs or character of any person in the Faculty or provoke others to disruptive behavior. Disruptive behavior or undesirable conduct by any student of the Faculty may lead to the cancellation of Registration of the student and elimination from the programme.
2. Students are permitted to freely move in the Faculty premises as long as they do not initiate or be involved in actions that disrupt the normal function of the Faculty or the University or engage in activities that damage the University property.
3. Students have the right to file a complaint against a staff member of the Faculty or another student or any other person employed by the Faculty only if the complaint is made confidentially only to the Coordinator of the Programme and/or the Dean of the Faculty with the identity of the student. The identity of the complainant is not disclosed by the Dean or the Coordinator of the Programme without the consent of the student.
4. Students must behave appropriately in physical as well as online learning environment by treating the staff members and other students with respect and dignity. Faculty reserves the right to take action against inappropriate behavior of the students and the student's right to participate in the programme may be revoked but the course fee will not be returned.
5. Use of liquor, tobacco and other intoxicants is prohibited within the Faculty Premises.
6. Students must wear acceptable attire to the Faculty and specially during the visits to schools. Faculty reserves the right to determine the acceptability of the attire.
7. Faculty is not responsible for the personal belongings of the students.
8. Faculty shall establish and maintain fair and reasonable standards in such matters as attendance, class decorum, submission of assignments and final examinations and disciplinary actions may be taken at the violation of these standards.

9. Students who have not completed minimum of eighty percent attendance in the study programme will not be permitted to sit for the Final Semester Examination unless permission is granted by the Faculty Board for valid reasons. In such cases the student should submit a written request with evidence to support the request to the Faculty Board through the Coordinator of the programme.
10. If a student is unable to meet the deadlines for the assignments or sit for the final semester examinations due to a valid reason, a request should be made to the Faculty Board through the coordinator of the programme along with documentary evidence such as a medical certificate attested by the Medical Officer of the University of Colombo.
11. Students shall not give, receive, offer or solicit information on examinations. This includes; copying from another student's paper, possessing materials other than those specified & permitted by the Examiners, obtaining the contents of an examination paper prior to the examination, substituting another person at an examination or allowing another to substitute oneself and plagiarism.
12. Disciplinary action shall be taken against the students who disregard the instructions and directions of the university officials acting in the performance of their duties.
13. Any student who furnishes false or misleading information on admission and registration or alters any university record, report or document will be expelled from the Faculty.
14. Students shall not reproduce, in whole or in part classroom lectures or study material of a lecturer without the expressed consent of the lecturer.
15. Students registered for a particular programme are not permitted to transfer to another programme. If a student wishes to discontinue in one programme in-order to register in another, cancellation of registration should be done according to the procedure of the Faculty and the student may apply for another programme as a new student. The course fee paid will not be refunded or transferred to another programme.

Editorial Board

Chief Editor - Ms. Enoka Randeniya

Co-editors - Prof. Manjula Vithanapathirana, Chair Professor of
Educational Psychology

Prof. Samudra Senarath

Mr. I.G. Chinthaka Chandrakumara

Ms. R.D.C. Niroshinie

Ms. Sitharie Thilakarane

Ms. Udeshini Perera