**EAST AFRICA INSTITUTE OF PROFESSIONAL COUNSELING**

 

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**PROSPECTUS 2015 – 2018**

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**1.0 MESSAGE FROM THE CHAIRMAN**

Welcome to East Africa Institute of Professional Counseling. East Africa Institute appreciates the role of Psychological Counseling in the 21st century and has striven to create an institute that is responsive to the needs and dynamics of the changing society.

The academic and professional training and services at our institute are geared towards empowering persons to live a more fulfilling life while mobilizing personal potentials to deal with life challenges. This will in return contribute towards building psychologically healthy persons for a strong nation.

East Africa Institute of Professional Counseling offers counseling services, Consultancy and training at Certificate and Higher Diploma levels for both national and international community

I thank you for showing interest in East Africa Institute of Professional Counseling. I hope that this institute prospectus will answer most of the questions you may have about our counseling services and training.

Sincerely,



M.N Gituto

Chairman – Board of Directors

**1.1 BACKGROUND INFORMATION**

East Africa Institute of Professional Counseling was founded in 2004 as a middle level college. The Institute offers psychological guidance and counseling, social work, community, development, Computer courses, Business studies, Criminal Justice and security studies, Conflict management & peace studies, Disaster management, Training of Trainers (T.O.T), HIV and HTC (VCT) training. The Institute is registered in kenya by the Minstry of Education Science & Technology. The Institute is also an Examination Centre for Kenya National Examinations Council (KNEC).

The Services offered at the Institute are designed to cater for the International community.

The trainers at the Institute are professionally trained and well versed in specialized areas.

All services are conducted with outmost professionalism. The Institute is managed by a **Board of Directors.**

All lecturers and support staff report to the **Director** **of** **Training.**

East Africa Institute is in **summit house, 3rd floor at the junction of Moi Avenue/University way/Slip road, opposite Central Police Station and near the University of Nairobi in the city of Nairobi, Kenya.**

**2.0 VISION**

 To be a leading Institution in psychological health services for human development.

**3.0 MISSION**

 To provide high quality services, training and Research in Counseling Psychology to our

 dynamic clients

**4.0 MOTTO**

 The motto of East Africa Institute is **‘Psychological health for all’**

**5.0 PHILOSOPHY**

The success of East Africa Institute will depend on visionary leadership, research and teamwork. East Africa Institute will endeavour to attract, develop, motivate and empower well skilled personnel and nurture a Consultative working environment. East Africa Institute will adopt and practice ethical standards and best practices to suit the needs of our clients. East Africa Institute will do the best to contribute to the communities and environment among which the institute operates to realize the mission and the vision.

East Africa Institute aims at increasing its trainees enrollment while ensuring quality and credible training is offered.

Currently, East Africa Institute is seeking collaboration with an Institution of higher learning (University). Once collaborative training with a University is realized, East Africa Institute will be offering equivalent of University Certificates & Diplomas. This will enable our trainees to proceed for a University degree level upon graduating at our Institute in a smooth transition.

**6.0 EAST AFRICA INSTITUTE CORE VALUES**

East Africa Institute is committed to uphold professional ethical values which will be instrumental in transformation of all those who seek psychological counseling and training at the Institute. The core values will guide training, research and counseling services at the Institute.

**6.1 Quality**

The Institute shall offer quality training and learning facilities to the satisfaction of students and other clients.

**6.2 Team Work**

The Institute Management, staff, students and alumni will promote optimum performance and team spirit to achieve the vision, mission and strategic objectives of the institute.

**6.3 Transparency**

The Institute shall uphold a culture of ethics, transparency and genuineness.

**6.5 Accountability -** The Institute shall conduct all its affairs in a manner that reflect social responsibility and accountability

**6.6 Integrity**

 The Institute shall promote, uphold and sustain social responsibility in psychological

 services.

**6.7 Self Development -** The Institute shall encourage and provide opportunities for self

 development among students and staff of the Institute

**6.8 Hard work** - the Institute shall promote and encourage a culture of hard work among its students and staff

**7.0 EAST AFRICA INSTITUTE CORE FUNCTIONS**

 The Institute core functions and objects are as follows:

 (a) To provide, directly, indirectly or in collaboration with other institutions of Higher learning, facilities for training and effective application of knowledge and skills to life, work and welfare of the people of Kenya and the International community.

 (b) To participate in the discovery, transmission, preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the professional and cultural development of Kenya and the International community.

 (c)To play an effective role in the development of psychological counseling in conjunction with other middle level colleges and institutions of higher learning to provide services and training for the social and economic development of Kenya through psychologically healthy citizens.

 (d) To cooperate with the government in the planned development of middle level professional training for self-employment

**8.0 NATIONAL AIMS OF COUNSELING TRAINING**

 (i) To provide training opportunities for those interested in undertaking professional counselor training.

 (ii) To develop attitude, skills and competence in counseling

 (iii) To provide skills necessary for human resource development in the area of counseling

 (iv)To reach out all sectors of economic development through empowering the counselor to help individuals deal or cope with psychological issues & stressors

**8.1 OBJECTIVES OF COUNSELOR TRAINING PROGRAMME**

 (i) To develop skills and competence which will be responsive and relevant to the country’s human resources needs in the area of counseling (ii) To prepare counselor students to enable them enter in the world of work with required skill, competence and attitude with self or salaried employment.

 (iii) To pursue future training at higher levels for professional excellence and competence

**8.2 GENERAL OBJECTIVES OF THE COURSES**

 At the end of the course, the student should be able to:

 (a) Develop a working knowledge and application of the Counseling knowledge in therapeutic sessions.

 (b) Apply and uphold ethical and legal issues by strictly adhering to the professional demands that regulate the profession.

 (c) Develop a working knowledge in some related contextual and clinical issues for functional counseling management in psychological issues.

 (d) Initiate self- development and growth through self- awareness programs and further training.

**9.0 RULES AND REGULATIONS**

(a) The Institute is open to all students irrespective of religion, colour, gender , culture, political affiliations or/and social economic status.

(b)Foreign students are expected to comply with the immigration regulations before they can be admitted.

(c) Drugs and alcohol use within the premises of the institute is not tolerated.

(d) The institution will not take responsibility of student’s personal property.

(e) All student must attend class sessions as stipulated on the programme.

(f) Any leave of absence from class session must be communicated to the director of Training through the respective facilitator/trainer.

(g) Any student who fails to attend class sessions for more than five class sessions in a given semester will be deferred to a later class or be **discontinued** as the management may decide

(h) All students are expected to uphold values of honesty, integrity, hard work & professionalism while undertaking their programmes at the Institute.

(i) A Register of attendance will be marked during class sessions by both students and trainer.

(J) A student can apply for Academic leave under the following circumstances:

* Need for maternity leave
* If traveling due to work/duty programme that demands being away for more than 5 class sessions
* Inability to pay tuition fees. (only two months will be allowed for this)
* Ill health that requires rest (medical support document will be required)

**Note:** Official academic leave application forms are obtained from the institute office. Official Academic leave lasts for six (6) months after which a student may be **deferred**. The Institute has no provision for deferment of studies for period exceeding six (6) months except in special cases.

(k) Every student is expected to take care of institute property and learning materials entrusted to him/her e.g books, furniture e.t.c

(l) Every student will be responsible of providing a conducive learning/training environment while in the institute.

(m) Any act of disruption to learning by students will not be tolerated. The institute management reserves the right to deregister such a student from the institute

(n) All students are expected to maintain respect for each other and to all staff members at the institute.

(o) All student will be expected to check on institute notice board for new information from the management.

(p) The Institute shall not permit its premises and other facilities to be used as offices for the purpose of the Management or promotion of any political parties

**10.0 EXAMINATIONS**

(a) The institute examination shall be conducted by the Kenya National Examinations

 Council (KNEC).

(b) There shall be internally moderated examinations for certificate and short courses.

(c) External examinations shall be administered in cases where the institute has registered with an external examination body. The external examiners shall moderate the examination papers and evaluate the examinations results.

(d) Joint examinations may be administered for Diploma level where collaborative training with a University has been realized.

(e) There shall be **ordinary** examinations, **special** examinations and **supplementary** examinations to be held under such conditions as the examination council may prescribe.

(f) All examinations shall normally be held at the end of the semester in which the courses have been taught except for KNEC exams

(g) Publication of all examination results shall be the responsibility of the|Manager and any queries regarding the issued examination results shall be made to the Manager

(i) Deadlines for handing in Term papers and any other examination assignments must be strictly observed.

(j) All modules shall be examined during the semester in which they are taken. Such examinations shall be named **Ordinary Semester Examinations.**

(k) Examinations shall consist of continuous assessments and end of semester examinations

(l) Written examinations shall contribute to **70%** of the marks except where a module consists solely of practical work. In such a case, the module may be assessed out of 100%.

(m) A student who has not completed two thirds (2/3) of the continuous assessments for any module shall have his/her semester examination results nullified and will have been deemed to have failed in the module with a total mark of zero (0). However, such a student may be allowed at the discretion of the board of examiners, to sit for a supplementary examination in that module if he/she has not failed in more than five (5) required modules of the semester examinations.

(n) The examinations shall consist of written papers covering each module completed. The time allowed shall be three (3) hours per **examination** sitting.

(o) Each module shall be graded on 100 marks and the pass mark shall be 40%. The marks shall be translated into letter grades as follows:

70% and above ............................ A

60% and below 70%..................... B

50% and below 60%..................... C

40% and below 50%..................... D

Below 40% .................................. Fail

(p) A candidate who absent himself/herself from the examinations (semester, special or supplementary) for any module shall be deemed to have failed the module with a total mark of zero (0).

(q) Any examination in a module taken by a student as a result of failing in the module at the first attempt is a **supplementary** examination. Notice shall be given well in advance to all candidates for date of supplementary examinations.

(r) All **supplementary** examinations shall be done within not less than thirty (30) days from the date of release of semester examination.

(s) A student who fails to satisfy the examination Council even after sitting for supplementary examinations shall be required to repeat the modules, by registering for the examination in every failed module, with the Manager. Such a student will be allowed to attend class sessions for every failed module and to utilize other facilities of learning at the Institute.

(t) When a student sits for a supplementary examination in any failed module, the final marks for the module shall be the mark awarded in the supplementary examinations.

(u) A student who has sat for examination and who is not satisfied that the grade has been correctly shown on his/her transcript may appeal through the manager for the transcript to be corrected. No appeal for such correction shall be entertained in a case where the appeal has been submitted later than one (1) month after the student has received the transcript.

(v) If for some good cause a student is unable to sit for one or more examination papers, or is unable to take essential parts of the work for continuous assessment, he/she may, on recommendation of the Board of examiners and with approval of the council be permitted to take special examination, or undertake extra work for continuous assessment. Special examinations shall normally be scored out of 100% and shall include continuous assessment.

(w)A student who absents himself/herself from the special examinations which he/she was required

to sit, or fails to undertake all continuous assessment without good cause shall be assumed to have deserted the certificate or Higher Diploma course and shall be deregistered forthwith.

(x)A student who is not satisfied with the grade which he/she has been awarded in any module may appeal to the exam council for a re-marking of the written examination paper in that module on payment of the appropriate fee which the Board of Directors determines from time to time. The final mark recommended by the appointed examiner(s) shall be the final mark and grade awarded to the trainee for the module. No appeal for re-marking of any unit shall be entertained in a case where the appeal has been submitted in later than Thirty (30) days after the trainee has received the academic transcript.

**11.0 TUITION FEES**

(a) Tuition fees and all other academic charges are normally required on or before registration of the programme, admitted for.

(b) The Institute shall have the right to preclude any student from attending classes, participating

in any academic activity or enjoying any other institute facilities, unless such a student shall have paid to the institute all fees and other dues. The institute management shall at its discretion exempt any student from this requirement.

(c)The institute shall have the right to stop a student who is a debtor to the institute from registering or sitting for examinations

(d)The institute shall have the right to withhold the conferment of any Higher Diploma, Certificate or any award on any person until all outstanding fees and other dues are settled with the institute.

(e) The institute shall have the right to withhold examination results from any student who is a debtor to the Institute until such debt is paid.

(f)All fees should be paid directly to the account details provided at the Institute.

(g)All fees shall be cleared by the sixth (6th) month of the programme for Higher Diploma level.

(h)All fees shall be cleared prior to start of examinations for certificates and short courses programmes.

**II.1 Fees Structure**

1. Diploma courses (Tuition only)…. .. ................................................... Kshs. 126,000
2. Cert courses (Tuition only)..................................... …………………...Kshs. 66,300
3. Short courses in professional courses…………...………………….… Kshs. 30,000
4. Cert. in HIV & AIDS management (one semester).............................. Kshs. 50,000
5. Training of Trainers (TOT) 2weeks .……………...…….... ................ Kshs. 35,000
6. HIV Counseling & Testing (HTC/VCT) 3 weeks................. ................ Kshs. 35,000
7. Cert. in Child Psychology & Counseling (Tuition) one semester.......... Kshs. 50,000
8. Cert. in Marriage & Family Therapy (Tuition) one semester..................Kshs. 50,000
9. Cert. in Human Sexuality & Sex Therapy (Tuition) one semester..........Kshs. 50,000
10. Cert. in English Language (one semester).............................................. Kshs. 30,000
11. Cert.in drugs & alcohol addiction counseling (Tuition) one semester.....Kshs.50,000
12. Practicum supervision fee (for Higher Diploma & Adv. Cert) .............. Kshs. 3,000
13. Graduation fee (for Higher Diploma only)............................................ Kshs. 3,000
14. Research project (Higher Diploma only) ............................................... Kshs. 2,000
15. Personal psychotherapy (Higher Diploma - 10 sessions)........................ Kshs. 10,000
16. Personal Psychotherapy (Adv.Cert - 5 sessions)......................................Kshs. 5,000
17. Peer mentorship skills training. (3 weeks) ...............................................Kshs. 30,000
18. Cert in Project Management/business management .................................Kshs. 30,000
19. Library fee (Higher Diploma)....................................................................Kshs.15,000
20. Certificate in counseling (6 months) .........................................................Kshs. 30,000
21. Adv. cert in Counselor Supervision........................................................... Kshs. 45,000
22. Computer courses (certificate)................................................... Ksh 8,000 per package (8packages)
23. Computer studies (diploma) tuition only.....................................Ksh 30,000 per stage (4 stages)
24. Business studies (diploma) tuition only………………………………..…Ksh 126,000
25. Criminal justice and security studies (Diploma)tuition only ……………..Ksh 126,000
26. Conflict management and peace studies(Diploma) tuition only………..…Ksh 126,000

**II.2 Counseling Services/Consultancy**

 (a) Individual (adult) ................................................................Kshs. 1,500 (per session)

 (b) student.................................................................................Kshs. 1,200 (per session)

 (c) Child (4 -10 years)...............................................................Kshs. 3,000 ( per session)

 (d) Couple…………………………………………..................Kshs. 2,500 (per session) (e) Family………………………………………………….......Kshs. 3,000 (per session)

 (f) Group Supervision/debriefing (up to 10 persons)…......... Kshs 10,000 (per hour)

 (g) Seminar/Workshop/Talk.......................................................Kshs.10,000 (per hour)

**12.0 APPLICATION/ADMISSION REQUIREMENTS**

 Applications for all levels of training are obtained at the institute office at a cost of Ksh. 1,000. Applications forms should be addressed to the Manager, P. O. Box 4770-00200 NAIROBI.. All applications should be received not later than two weeks of the month/dates for which admission is sought. Sponsored students should present their applications duly assigned by the sponsor in order to ensure expedient processing.

Once acceptance is confirmed all the successful applicants should submit the following:

1. Admission letter
2. 1 colored passport size photograph
3. Copy of national identity card
4. Passport/legal document(for foreigners)
5. Copy of college/University certificate(if applicable)
6. Dully filled admission forms
7. Copy of KCSE certificate/result slip(or equivalent)

 **13.0 ACCOMMODATION**

(a) The Institute does not provide accommodation for students.

(b) Students who need accommodation can have arrangements made with the Management of the Institute and Hostels owners for safe, convenient and affordable accommodation.

**14.0 CERTIFICATE COURSES**

**14.1 Introduction**

Certificate courses introduce the student to counseling profession. The course empowers the trainees with knowledge, skills and techniques of counseling as a helping profession.

**14.2 Entry Requirements for certificate courses**

A student wishing to be admitted into the certificate courses must:

(a) Be a holder of K.C.S.E Certificate with a minimum of D+ and above or equivalent grades.

(b) Have a genuine interest in counseling as a helping profession (this is verified through oral interview at the Institute).

**14.3 Course Duration**

(a)Certificate courses in the various categories are offered both on full time and part-time basis.

(b) Certificate courses take approximately one (1) year of active class attendance if part-time.

(c) Full-time certificate courses take approximately six (6) months of active class attendance.

 **14.4 CERTIFICATE COURSE CATEGORIES**

 **14.4 (a) ADVANCED CERTIFICATE IN CHIL DPSYCHOLOGY & COUNSELING**

This course is available to:

(i) Teachers in elementary, primary & secondary schools

(ii) Parents of young children

(iii) Child care providers at children homes and elementary schools.

(iv) Persons working in special schools for children

(v) Persons caring for children in their tender age

(vi) Persons caring for traumatized/abused children

 (v) Social workers with children organizations/institutions

 (iv) Professionals who wish to boost their knowledge in family issues.

**Course Content**

• psy 011-1 Introduction to counseling I&II 10 hours

• psy 011-3 Basic counseling skills 10 hours

• psy 011-25 The Counseling process 10 hours

• psy 011-5 Professional Ethical Issues 10 hours

• psy 011-30 Qualities of a child counselor 10 hours

• psy 011-31 Child Art & Play Therapy & Technique 20 hours

• psy 011-32 Child counseling techniques 20 hours

• psy 011-33 Behavioral problems in children 10 hours

• psy 011-3 Theories of child development & psychology 20 hours

• psy 011-35 The Rights of the child 10 hours

• psy 011-36 Child Learning disabilities & interventions 10 hours

• psy 011-40 Child assessments 7 hours

• psy 011- 42 Child behavioral disorders 7 hours

• psy 011- 43 Loss, death & grief counseling with children 7 hours

• psy 011- 40 Children & Stress 7 hours

• psy 011- 44 Child suicidal tendencies 7 hours

**14.4 (b) CERTIFICATE IN GUIDANCE & COUNSELING**

This course is available to:

 (i) Teachers at primary school, secondary school and college levels.

 (ii) Person who work with young adults and youth based projects

 (iii) Schools and Institutions administrators.

**Course Content**

* psy 011-15 Introduction to Guidance &Counseling I & II 20 hours
* psy 011 - 3 Basic Guidance and counseling skills 20 hours
* psy 011- 45 The process of school guidance & counseling 7 hours
* psy 011-30 Qualities of a school counselor 10 hours
* psy 011-11 Theories of personality development 30 hours
* psy 011-5 Adolescents & HIV 20 hours
* psy 011-37 Child & Adolescent developmental tasks 20 hours
* psy 011-7 Interventions for adolescents 10 hours
* psy 011-15 School violence 20 hours
* psy 011-5 Professional ethical issues 20 hours
* psy 011-38 Alternative student discipline strategies 10 hours

**14.4 (c) CERTIFICATE IN PSYCHOLOGICAL COUNSELING**

This course is available for

(i) Professionals who intend to gain counseling skills to apply in a variety of settings.

(ii) Persons who intend to gain psychological knowledge on various aspects

(iii) Persons who interact with persons in a variety of settings e.g. hospitals, and social services agencies.

**Course Content**

• psy 011-1 Introduction to Counseling I&II 20 hours

• psy 011-30 The Counseling Process 10 hours

• psy 011-3 Basic counseling skills 20 hours

• psy 011-30 Qualities of a Counselor 10 hours

• psy 011-11 Human and personality development theories 20 hours

• psy 011-2 Theories of counseling & psychotherapy 20 hours

• psy 011-5 Professional Ethical issues 20 hours

• psy 011-6 Personal development sessions 20 hours

• psy 012 -12 Practicum 10 hours

**14.4 (d) CERTIFICATE IN MARRIAGE & FAMILY COUNSELING**

(a) This course is available for:

 (i) Persons intending to work with families at different levels

 (ii) Religious leaders who interact with families

 (iii) Persons who intend to enhance skills of marriage counseling

 **Course content**

* psy 011-1 Introduction to counseling I& II 10 hours
* psy 011-30 Qualities of a family counselor 10 hours
* psy 011-3 Basic counseling skills 20 hours
* psy 011-39 The family structure/systems 30 hours
* psy 011-40 Theories of family counseling 30 hours
* psy 011-41 Family issues 20 hours
* psy 011-42 Techniques of family Counseling 10 hours
* psy 011-43 Counseling interventions 20 hours
* psy 011-44 Premarital issues & interventions 10 hours
* psy 011-5 Professional Ethical Issues 10 hours

 **14.4 (e) CERTIFICATE IN TRAINING OF TRAINERS/FACILITATORS (TOT)**

 This course is available for professional counselors who intent to engage in training of other counselors. The Student in TOT/TOF must be a qualified counselor with minimum qualification of diploma in psychological counseling. This course equips trained counselors with skills and methodologies of training other counselors at various levels.

 **Course content**

* psy 004-1 Principles of Adult learning 20 hours
* psy 004-2 Components of public speaking 10 hours
* psy 004-3 Group management skills 20 hours
* psy 004-4 Trainers personal management 5 hours
* psy 004-5 Lesson planning 10 hours
* psy 004-6 Introduction to a class training/session 10 hours
* psy 004-7 Personal development in groups 20 hours
* psy 004-8 Trainees recruitment criteria 10 hours
* psy 004-9 Examinations assessment techniques 10 hours
* psy 004-10 Lessons evaluation 10 hours
* psy 004-11 Training method 10 hours
* psy 004-12 Records of work/training 10 hours
* psy 004-13 Theories of learning 20 hours
* psy 004-14Training Aids management
* psy 004-15 Common Etiquette
* psy 004-16 Effective Time Management
* Psy004-17 Job Intervier Techniques
* psy004-18 Seminar/workshop management

**15.0 CERTIFICATE IN HUMAN SEXUALITY & SEX THERAPY**

This course is available for persons who intend to engage in counseling in pre-marital and marital issues, as a marriage counselor in various settings. the course is also recommended for persons working with a wide range of persons like medical doctors, lawyers and spiritual leaders

**Course content**

* psy 011 - 1 ntroduction to counseling I & II 10 hours
* psy 011- 47 Counseling skills in Human Sexuality 10 hours
* psy 011- 48 heories of Personality Development 21 hours
* psy 011- 49 heories &Techniques of Individual Psychotherapy 14 hours
* psy 011- 50 heories of Human Sexuality 14 hours
* psy 011- 51 Professional Ethical Issues in Human Sexuality 14 hours
* psy 011- 52Contextual Issues in Human Sexuality28 hours
* psy 011- 53 Sexuality Dimensions 14 hours
* psy 011- 54 Counseling Interventions in Human Sexuality 14 hours
* psy 011- 55 Personal Therapy 5 hours
* psy 011- 56Practicum 10 hours
* psy 011- 57 Sexuality & Mental Health 10 hours

**16.0 DIPLOMA COURSES (GUIDANCE & COUNSELING/PSYCHOLOGICAL COUNSELING)**

**16.1 Introduction**

Diploma courses equips the student with knowledge and skills of professional

psychological counseling in various contextual settings.

The student gains insight in basic diagnosis and assessment of clients’ issues to enable making

appropriate and relevant referrals for further management of clients’ issues.

**16.2 Entry requirement for higher diploma courses**

The eligible student shall:

a) Be in possession of certificate of counseling psychology from a credible institution

b) Be in possession of certificate in either social work, education, community development or other

 helping professions

c) Have genuine interest and ability to engage in the helping professions

d) Be twenty (20) years of age and above

e) Holder of diploma or degree in other professional areas will also be considered eligible

f) A practicing counselor will have an added advantage and will be eligible for Higher Diploma

**16.3 Course duration**

 a) The diploma course is offered on part-time basis (ie. weekly or block classes)\

 b) The student shall attend classes for a duration of 24 months, of active class attendance.

 c) The student will engage in client counseling for not less than 100 hours.

**NB:** Block classes are suitable for teachers and other professionals who can attend classes for 2 weeks every school

 holidays for 6 school holidays .

**16.4 Course content**

**1ST YEAR, FIRST SEMESTER**

 **Module Code Module Title Duration in hours**

 Psy 012-1 Introduction to counseling I &II 28 hours

 Psy 012-3 Basic counseling skills 28 hours

 Psy 012 -30 The Process of Counseling 10 hours

 Psy 012-08 Personal Development profile 1 30 hours

 Psy012-11 Theories of Personality development 28 hours

 Psy012-29 Examination Techniques 10 hours

**1ST YEAR, SECOND SEMESTER**

 Psy 012-2 Theories & techniques of counseling 52 hours

 Psy 012-5 Professional ethical issues I 28 hours

 Psy 012-6 Research methods in Counseling psychology 28 hours

 Psy 012-4 Abnormal psychology 42 hours

 Psy 012-8 Personal development profile II 30 hours

 Psy012-16 Introduction to psychology and human behavior 42 hours

 Psy 012-12 Practicum and supervision I 20 hours

**1ST YEAR, THIRD SEMESTER**

 Psy 012-15 Professional Ethical Issues II 28 hours

 Psy 012-26 Psychological Tests, Assesment & Diagnosis 10 hours

 Psy 012-14 HIV& AIDS prevention care & management counseling 28 hours

 Psy 012- 9 Dynamic of group counseling 28 hours

 Psy 012-12 Practicum and supervision II 40 hours

 Psy 012-07 Conseling Adolecents 10 hours

 Psy 012-13 Loss, death & grief counseling 28 hours

 Psy 012-20 Rape and sexual abuse counseling 14 hours

 PSY 012-19 Domestic violence counseling 21 hours

**2ND YEAR, FOUTH SEMESTER**

PSY 012-12 Practicum & Supervision III 40 hours

 PSY 012-10 Alcohol & drugs abuse counsleing 28hours

 PSY 012-21 Introduction to human sexuality 30 hours

 PSY 012-15 Guidance & Counseling in learning Institutions 20 hours

 PSY 012-27 Critical Incident, Stress Debriefing & Post Trauma Counseling 20 hours

**2ND YEAR, FIFTH SEMESTER**

PSY 012-33 Counseling Terminally ill persons 14 hours

 PSY 012-23 Workplace counseling 14 hours

 PSY 012-22 Cross-cultural /Multicultural counseling 10 hours

 PSY 012-25 Introduction to child psychology & counseling 28 hours

 PSY 012-24 Counseling Elderly Persons 10 hours Psy 012-18 Research Project 50 hours

**2ND YEAR, SIXTH SEMESTER**

PSY 012-17 Introduction to Marriage & Family counseling 28 hours

 PSY 012-28 Introduction to Business Management & entreprenurship 14 hours

 PSY 012-29 Lifeskills Training & Counseling 21 hours

 PSY 012-31 Counseling & Law 14 hours

 PSY 012-32 Health Psychology 28 hours

 PSY 012-34 Counseling in medical conditions 21 hours

**NB (i) All the modules outlined are compulsory for all trainees in Higher Diploma**

 **(ii) The Institute does not offer any elective units**

**17.0 SHORT COURSES**

**17.1 Introduction**

The short courses equips a trainer with knowledge and skills in one’s area of interest in psychological counseling.

**Entry Requirements for short courses**

The eligible student shall be a trained counselor with minimum of certificate level in any category of certificate training.

**Course duration**

All short courses take a duration of 4 weeks full-time and 8 weeks **part-time**

**Categories of short courses**

(a) Psy 007 - Youth/ adolescent counseling

(b) Psy 017 - Effective group / seminar / workshop facilitation

(c) Psy 019 - Stress management

(d) Psy 020 - Career choices guidance

(e) Psy 021 - Peer counseling skills

(f) Psy 022 - Counseling skills for special education teachers

(g) Psy 002 - Loss,death & grief counseling

(h) Psy 009 - Critical incident stress debriefing and Post Trauma counseling.

(i) Psy 010 - Domestic violence counseling

(j) Psy 023 - Rape and sexual abuse counseling

(k) Psy 005 - Basic counseling skills

(l) Psy 024 - Research methods & techniques

(m) Psy 025 - Workplace/ capacity building & counseling

(n) Psy 026 - Effective parenting skills

(o) Psy 032 - Disaster management

(p) Psy 030 - Examination techniques & Anxiety Managment

(v) Psy 090 - Leadership skills

(vi) Psy 091 - Project management

(vii)Psy 092 - Peer mentorship skills

(viii)Psy 093 **-** Skills in advocacy

(ix) Psy 094 - Conflict Resolution Skills

(x) GL 001 - County Governance & Leadership Skills

(xi) ND 002 - Nutrition & Dietitics

(xii) WS 003 - Water, Sanitation & Health (WASH)

(xiii) CS 004 - Communication Skills

**18.0 HIV TESTING & COUNSELING**

**18.1 Introduction**

 All training and certification is done in collaboration between East Africa Institute of Professional Counseling and NASCOP. The course is available to persons who are highly motivated to work with people who require VCT counseling services

**18.2** **Entry Requirement**

K.C.S.E (or equivalent) minimum level of education

 20 years of age and obove

 Certificate in Psychological Counseling from a credible institution, **OR** Diploma in any discipline

 High level of motivation in H.I.V. & AIDS Counseling

**18.3 Course Duration**

 The course will take 3 weeks on a full time basis

**18.4 Course content**

 Htc 011 - Intoduction to Counseling

 Htc 012 - Dynamics of Human Sexuality

 Htc 001 - Virology & Immunology of HIV

 Htc 003 - Facts on HIV & AIDS

 Htc 004 - Care & support for people living with HIV & AIDS

  Htc 005 -Pre-test & post -test counseling guidelines

Htc 006 - HIV Testing procedures & Protocols

Htc 007 - Laboratory procedures & guidelines

 Htc 008 - HTC Practicum

 Htc 009 - Htc Reocrds Keeping

 Htc 010 - NASCOP protocols & policies

19.0 **COUNSELING SERVICES / CONSULTANCY,WORKSHOP & SEMINARS**

 **(a) T**he Institute offers counseling and consultancy services to:

 Schools

 Government institutions

 Corporate clients

 Non-Governmental organizations

 Schools/Colleges/Universities

 Social welfare groups

 Humanitarian groups/ International community

 Community Based organizations, etc.

**(b) Consultancy services are offered at:**

 Workplace

 Medical set ups

 Industrial set ups

 Institutions of learning

 At the East Africa Institute premises

 **(c) East Africa Institute organizes:**

 Workshops

 Seminars

 Short talk on selected subjects

 Training on specific selected topics

**20.0 ENGLISH LANGUAGE TRAINING**

(a)All training in the institute will be conducted in English except in exceptional cases where any other language may be quoted/used

(b)Learning of English as a language of communication and training will be offered at East Africa Institute of Professional Counseling for a total of 24 hours with class attendance of 6 hours per week.

(c)No student will be admitted to the institute if he/she cannot speak and/or write English language

**21.0 BUSINESS MANAGEMENT COURSES (DIPLOMA AND CERTIFICATE)**

21.1 Business management

21.2 Entrepreneurship

21.3 Sales and marketing

21.4 Business Administration

21.5 Procurement

21.6 Public relations

21.7 Front office operations

21.8 Customer care

21.9 Human resource management

21.10 Supply chain management

21.11 County governance

**21.01 ENTRY REQUIREMENTS**

(a) KCSE (or equivalent) minimum c-(minus) for diploma enrolment

(b) Minimum D+ (PLUS) for certificate enrolment

**21.02 COURSE DURATION**

Certificate - 1 year

Diploma - 2 years

**22.0 COMPUTER STUDIES (CERTIFICATE AND DIPLOMA)**

22.1Computer essentials

22.2 Data security and CTC legislation

22.3 Word processing using Ms word

22.4 Data base management

22.5 Spread sheets using Ms excel

22.6 Graphic presentation using Ms powerpoint

22.7 Desktop publishing using Ms publisher

22.8 Online essentials & collaboration

**22.01 ENTRY REQUIREMENTS**

(a) KCSE or equivalent

(b) Certificate enrolment - minimum D+(plus)

(c) Diploma enrolment - C- (minus)

**22.02COURSE DURATION**

Certificate courses - 2 hours daily for 2 months

Diploma course - 4 semesters (stage 1 - 4)

**23.0 SOCIAL STUDIES**

23.1 Community development

23.2 Mass Communication

23.3 Social work

**23.01 COURSE DURATION**

Certificate course - 1 year

Diploma course - 2 years

**23.02 ELIGIBILITY**

KCSE minimum D+ (plus) for certificate enrolment

KCSE C-(minus) for Diploma enrolment or certificate in any social sciences

**24.0 SECURITY STUDIES (CERTIFICATE AND DIPLOMA)**

24.1 Conflict management and peace studies

24.2 Disaster management

24.3 Criminal Justice and security management

**24.01 ELIGIBILITY**

KCSE D+(plus) for certificate enrolment

KCSE C-(minus) for Diploma enrolment

**24.02 - COURSE DURATION**

Certificate - 1 year

Diploma - 2years

**25.0 AWARD OF CERTIFICATE AND DIPLOMA**

**25.1** **Award of Certificate**

(a) A student admitted for certificate level must have completed and passed a minimum of 12 modules.

b) The students must have completed five (5) sessions of personal therapy.

(c) The student needs to have engaged in 20 hours of practical client work.

(d) A student who qualifies for award of a certificate in any category of certificate courses shall be placed in one of the classes as follows:

 (i) **Distinction -** average marks of 70% or above

 (ii) **Credit** – average marks of 60% but less than 70%

 (iii) **Pass –** average marks of 40% but less than 60%

 (e) No student with the overall average marks of less than 40% shall be awarded a certificate

**22.3 Graduation**

- The institute shall organize a Graduation ceremony to mark award of Certificates and

- Higher Diploma once in a calendar year or as the need may dictate. Graduation will be organized through the

- Administrator and Heads of Departments in consultations with the Board of Directors