# Mental health counsellors baseline survey

## Purpose

1. Institutions are asked to complete the following information to enable SFC to determine growth from the AY 2018-19 baseline. The Scottish Government is expecting growth of more than 80 additional counsellors over the next four years.
2. **The information provided should cover AY 2019-20**. Institutions are asked to report annually on the full previous academic year to allow us to measure growth from the 2018-19 baseline.
3. Please note that we need this information for all colleges and universities (including all colleges within a multi-college region). We do recognise that there may be collaborative approaches within and between multi-college regions (and outwith), therefore please ensure that your Outcome Agreement Manager is aware of these.
4. This year, we will also use this survey to collect some brief information on how institutions have used the additional funding to support Student Mental Health and Wellbeing in Financial Year (FY) 2020-21, awarded in December 2020.

## How we will use this information

1. Please note we will ask for this information annually.
2. We expect that the additional funding allocated from AY 2019-20 should be used to grow resource from the baseline position at each institution and not fund what is already in place. Unless you inform us otherwise, we will assume your institution will have:

* Continued to support the same number of FTE student counsellors in   
  AY 2019-20 onwards as you have in AY 2018-19.
* Used your core resource to support those staff.

1. The additional funding allocated from AY 2019-20 will therefore be used to grow that resource from that position at your institution.
2. A lack of progress may result in funds being clawed back and/or future funding being reallocated. However, we do recognise that the COVID-19 emergency may have impacted some institutions’ ability to progress their recruitment. Therefore, any unspent funds from AY 2019-20 and 20-21 will not be clawed back, but adjustments may be made from 2021-22 onwards.
3. We may also ask to meet with you to discuss your approach in more depth to help us develop the policy and would welcome invitations to discuss your work in more depth.
4. SFC may also request additional updates on the number of counsellors employed at your institution to support Scottish Government reporting requirements.

## Definition of counselling

1. The Scottish Government has drawn on the British Association for Counselling and Psychotherapy (BACP) definition of Counselling as “A specialised way of listening, responding and building relationships based on therapeutic theory and expertise that is used to help clients or enhance their wellbeing.” Please note that all additional counsellors must be on a register accredited by the Professional Standards Authority for Health and Social Care (PSA). This means that the registered counsellors have met the accredited register’s professional standards to practise. [See the list of PSA accredited registers](https://www.professionalstandards.org.uk/what-we-do/accredited-registers/find-a-register) on its website.
2. Please use this definition and PSA requirement when completing the form, unless you had previously agreed with SFC recruitment of counsellors who are members of professional bodies whose register is not accredited by PSA.

## Further information

1. If you have any questions in relation to the information being requested, please contact Emma Roberts, Policy/Analysis Officer tel: 0131 313 6570,   
   email: [eroberts@sfc.ac.uk](mailto:eroberts@sfc.ac.uk) or Fiona Burns, Assistant Director, Access & Outcomes, tel: 0131 313 6517, email: [fburns@sfc.ac.uk](mailto:fburns@sfc.ac.uk). Please return this form to Emma Roberts, email: [eroberts@sfc.ac.uk](mailto:eroberts@sfc.ac.uk), copied to your Outcome Agreement Manager, **by 22 March 2021**.

## Required information for setting an updated baseline

When completing the form please use the definition of counsellors provided in paragraph 10 of this annex. The reporting period for this survey is AY 2019-20.

**We appreciate that the COVID-19 emergency may have impacted your counselling recruitment and provision. Please complete this survey to the best of your ability, and provide explanatory notes as required.**

### In AY 2019-20 how many student counsellors did you employ?

|  |  |
| --- | --- |
| Name of college[[1]](#footnote-1) or university |  |
| Number of full-time counsellors employed by the institution. |  |
| Number of part-time counsellors employed by the institution. |  |
| **FTE figure for the total number of counsellors employed.\*** |  |
| Approximate number of students (regardless of mode of study) that this resource was intended to support. |  |
| Total cost of employing 1 FTE student counsellor (please include details of salary and associated  on-costs). |  |
| Total cost for the institution to employ student counsellors, including on-costs. |  |

**\*** **Please note we will use this figure to compare progress against your baseline.**

### It may be that your college or university does not directly employ counsellors or can supplement the above counselling support from outwith the college or university. Please briefly outline this support, including the numbers of FTE equivalent counsellors that your students could access (either in person or remotely) in 2019-20.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Providers | Description of Support | Hours of Counselling Provided | FTE Equivalent Counsellors | Number of Students Accessing Support |
|  |  |  |  |  |

### It may be that your college or university provides mental health support outwith counsellors. Please briefly outline this support including, where possible, the roles involved in this support (e.g. mental health nurses) and the numbers of FTE staff that your students could access (either in person or remotely) in 2019-20.

|  |  |
| --- | --- |
| Please provide details of the role title and number of non-counselling staff employed to deal with student mental health and wellbeing issues (e.g. Wellbeing Advisers, Mental Health Nurses/Coordinators). | Staff role/s:  Number (FTE)  Staff role/s:  Number (FTE)  Staff role/s:  Number (FTE) |

### In AY 2019-20, how many hours of counselling support were being provided per week (either in person or remotely)?

|  |  |
| --- | --- |
| Number of hours of counselling support provided to students by counsellors directly employed by the institution (per week) |  |
| Number of hours of counselling support provided to students accessing counsellors through the institution but not directly employed by them (per week) |  |
| How many hours of support provided by non-counselling staff (e.g. Wellbeing Advisers, Mental Health Nurses/Coordinators)? |  |

### In AY 2019-20 how many students accessed counselling support?

|  |  |
| --- | --- |
| Number of students (regardless of mode of study) that accessed counsellors directly employed by the institution. |  |
| Number of students (regardless of mode of study) that accessed counsellors through the institution but not directly employed by them. |  |
| Number of students (including full time, part-time and distance learners) who requested or were referred for counselling support but were not offered or given access to a counsellor, excluding students who were offered but refused counselling. |  |
| Number of students that accessed support from non-counselling staff (e.g. Wellbeing Advisers Mental Health Nurses/Coordinators) . |  |

### In AY 2019-20 how much counselling was offered?

|  |  |
| --- | --- |
| Did you have a standard offer of counselling sessions for your students? |  |
| If you answered yes to the above question, please outline how many sessions each student was offered. Please also provide any additional information you think would help us understand how support was offered in your institution. |  |
| If you answered no, please outline how you decide on how many sessions/how much time to provide to students. |  |
| Please outline details of activities to complement the counselling support offered by your institution (e.g. online resources, peer support, Big White Wall etc). |  |

### In AY 2019-20, what were the waiting times for support?

|  |  |
| --- | --- |
| In AY 2019 -20, were there students on a waiting list for counselling provision at the institution? |  |
| If you answered yes, please outline the number of students that were waiting for support. |  |
| If you answered yes, please outline the average wait time and the maximum wait time. |  |

### Please outline your attempts to manage and/or mitigate waiting times (this can include information about non-counselling provision).

|  |
| --- |
|  |

### Please provide any additional information you think would help us understand demand at your institution in AY 2019-20.

|  |
| --- |
|  |

### Please briefly outline your observations on any changes in the demand for counselling at your institution since the time of last reporting.

|  |
| --- |
|  |

### Please use this section to provide any additional information you may want us to be aware of, including any ways in which your approach has changed as a result of COVID-19.

|  |
| --- |
|  |

### Did you engage with (please select all that apply):

Other institutions

Local NHS services

Local third sector organisations

Other

*Please provide details*:

|  |
| --- |
|  |

## Additional Funding for Student Mental Health and Wellbeing Support

### Please outline how you have utilised the additional funding for student mental health and wellbeing support in FY 20-21, and the anticipated impact:

|  |
| --- |
|  |

### Please provide details of contacts at your institution in relation to:

Updating the baseline figure of the number of counsellors employed

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Direct line |  |
| Email |  |

The demand for counselling and mental health support at your institution

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Direct line |  |
| Email |  |

### For multi-college regions only - please provide a designated regional/Regional Strategic Body contact:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Direct line |  |
| Email |  |

### This information needs to be signed off by the Principal. Please confirm that this information has been approved for SFC to use.

|  |  |
| --- | --- |
| Name of institution |  |
| Principal  (please print name) |  |
| Signature  (electronic is acceptable) |  |
| Date |  |

1. Please note that we need this information for all colleges. We recognise that there may be collaborative approaches within and between multi-college regions (and outwith). [↑](#footnote-ref-1)