

# Your Practical Assessment

## Diploma of Counselling (AIPC CDA & CDB)

Practical Assessment Timetable Brisbane 2017

To complete your Diploma of Professional Counselling you will need to undertake several practical elements, each of which forms a part of a Unit or Units. As you work through your course you will notice that a number of your workbooks include a reference to a "Practical Component". Whenever you see this reference, a practical component must be completed as a part of that unit.

The practical components of your course form an important part of your skill development as a Professional Counsellor and are designed to give you the opportunity to apply the theory in counselling practice.

*You have three choices for completing each of the practical components.*

### **Option 1: Practical Assessment Attendance (with small group)**

Attendance at practical assessment (with small student group) is the most popular method of completing the course practical components. At each assessment you will work with fellow students whilst you practice and refine your counselling skills in a supportive environment under the guidance of a qualified counsellor. These assessments are regularly scheduled throughout each year; a timetable for the upcoming assessments are included overleaf. You can book by phoning your local student support centre or completing and returning the application form attached. Please note that pre-requisites apply before you can book attendance.

Students who are unable to attend these small group sessions due to distance, disability or family or work commitments have the choice of either of the "Alternative Assessment" options below.

### **Option 2: Alternative Assessment – Record a Demonstration of your Counselling Skills**

If you are unable to attend the practical assessment this alternative requires you to record yourself conducting a series of activities where you demonstrate practical counselling skills. Many of the activities require the assistance of a friend.

You can apply for this option by returning the attached nomination form to your Student Support Centre. Upon receipt of this completed form (with your payment) your Student Support Centre will send you easy to follow guidelines and instructions on how to complete your practical component by this option.

### **Option 3: Alternative Assessment – Practical Assessment of Counselling Skills with a Private Assessor**

This alternative to working with other students allows you to complete your practical assessment on an individual basis with an Institute private assessor. The assessor will watch you while you work with a friend/s conducting a series of activities demonstrating practical counselling skills.

You can apply for this option by returning the attached nomination form to your Student Support Centre. Upon receipt of this completed form your Student Support Centre will send you detailed guidelines of the activities that you are required to complete and the name and contact details of the closest workplace assessor to you. Note: Whilst the Institute has private assessors in rural areas of Australia. If you live in a particularly remote location or overseas please contact your Support Centre to discuss whether this option will be viable for you.

**AUSTRALIAN  
INSTITUTE OF  
PROFESSIONAL  
COUNSELLORS**



*Brisbane Support Centre  
PO Box 425  
Carina Q 4152*

*Phone: 07 3843 2772  
Fax: 07 3843 3599  
1800 353 643*

## Practical Component Pre-requisites

Each of the practical components relates very closely to the practical application of the theory that you complete in your workbooks. So that you can derive maximum benefit from your practical components, you must have already completed the relevant theory and have been marked competent before applying it in practice. To ensure you have covered the relevant theory before you complete a practical element there are pre-requisites that you must first meet. Each of the practical elements can be completed by attendance at a practical assessment or either of the two alternative assessment options. Each practical is referred to by a topic name.

*These are the Workbooks that you must have received back as "Competent" before you can complete each of the practical components:*

Practical Component Title (CDA & CDB)	Pre-requisite
The Counselling Process	Workbook 1
Communications Skills I	Workbook 2
Communication Skills II	Workbook 3
Counselling Therapies I	Workbook 8 + Counselling Process + Communication Skills I & II
Counselling Therapies II	Workbook 9 + Counselling Process + Communication Skills I & II
Legal & Ethical Frameworks	Workbook 11 + Counselling Therapies I & II
Family Therapy	Workbook 14 + Counselling Therapies I & II
Case Management	Workbook 16 + Counselling Therapies I & II

## Here's what you'll learn in each of the Practical Assessments (or Alternative Assessment options)

The practical components of your course are designed to give you the opportunity to understand how the theory is applied in practice and to give you the opportunity to develop your counselling skills and techniques. The first three practical's can be completed in any order however you can't complete the other practical's until these first three are complete. Like wise you can complete Counselling Therapies II before Counselling Therapies I if you wish however you can't complete the final three practical's until both Counselling Therapies I & II are complete. The final three practical's (Legal & Ethical Framework, Family Therapy & Case Management) can also be completed in any order.

### The Counselling Process

The Counselling Process is an assessment providing you with the opportunity to practice the counselling process with a client. You will facilitate the counselling process commencing with the initial session and continuing on to finalising the counselling relationship with a client. You will also explore the process of client reviews.

### Communication Skills I

This assessment is an introduction to the fundamental basis of counselling – effective interpersonal communication skills. You will be asked to demonstrate the skills of open and closed questioning, observation, active listening, feedback & reflection of feelings of the client. The primary purpose of each of these skills to the counselling process will also be explored.

### Communication Skills II

This one-day assessment offers you the opportunity to explore & practice the skills involved in conducting a counselling interview. This includes using the model of interview structuring using focusing & attending skills, confrontation skills & influencing skills. Each of these skills is explored as a technique for facilitating change for the client.

### Counselling Therapies I

In this two-day practical assessment you will be asked to demonstrate a variety of counselling techniques specific to Person-Centred Therapy & Gestalt Therapy. You will also be asked to run some 'practice' counselling sessions, each of which will involve applying one of the therapeutic approaches. Counselling Therapies I is the first of two seminars that focuses on applying techniques from various counselling therapies.

### Counselling Therapies II

Counselling Therapies II is a two-day practical assessment where you will have the opportunity to demonstrate counselling techniques specific to Cognitive Behaviour Therapy & Solution Focussed Therapy. You will also be asked to run two 'practice' counselling sessions, each of which will involve applying one of the therapeutic approaches.

### Legal and Ethical Frameworks

There are many issues to be aware of in the Client/Counsellor Relationship. This workshop reviews the important aspects of confidentiality, informed consent, appropriate referrals and other key issues relating to Unit 11. Specific case studies are reviewed and students are required to discuss and debate the appropriate and inappropriate nature of each case as it relates to the overall counselling process and client wellbeing.

### Family Therapy

In this workshops you will discuss and review the following 'Family Therapy' structures: Origins of Family Therapy; Leading therapists points of view; Movements and trends; Stages in the first interview; Phases of 'treatment'; Assessment of families; Concepts in Family Therapy; Classic experiential, Cognitive behavioural and Solution Focused strategies.

### Case Management

This practical assessment offers you the opportunity to explore the techniques and skills involved in case management. This practical provides an outline for practice as a counsellor, working independently or within an agency setting. You will be able to participate in role-plays & other activities in which you will demonstrate your ability to conduct case management meetings.

# Practical Assessment Timetable Brisbane 2017 ( January – June)

## Diploma of Counselling AIPC - CDA & CDB

	Counselling Process (wkb 1) 1 Day	Comm Skills I (wkb 2) 1 Day	Comm Skills II (wkb 3) 1 Day	Counselling Therapies I (wkb 7 & 8) 2 Days	Counselling Therapies II (wkb 6 & 9) 2 Days	Legal & Ethical Framework (wkb 11) 1 Day	Family Therapy (wkb 14) 1 Day	Case Management (wkb 16) 1 Day
Feb	18	26				12	5	25
Mar			5		11/12		19	25
Apr	22			1/2		9	23	29
May		7	20		27/28			
Jun	24			17/18				
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								

### Practical Assessment Venue

#### Brisbane Support Centre:

336 Stanley Road, Carina, 4152 (Cnr Stanley Rd and Malthus St) Free Parking is available 100m from the Centre. There is no parking available at the Centre.

### Practical Assessment Times:

Registration is from 8.45 a.m. for a 9.00 a.m. start and will finish at approx 4.30 p.m. (finish time can vary depending on group size)

### Practical Assessment Fee and Nomination Process:

You'll pay just \$110 for a one day practical assessment and \$220 for a two day practical assessment. An additional \$30 administrative fee applies for all private assessments.

You are welcome to pay by credit card, cheque or money order. Please note that due to student demand your place will only be confirmed once payment is received and the required pre-requisite (unit) has been completed.

#### Lunch:

You will need to provide your own lunch. There is a fridge, microwave and oven available to keep, reheat and cook food. There are no shops within walking distance however Carindale Shopping Centre is just 3 minutes drive away. Morning and Afternoon Tea is provided.

### How to Register for the Practical Assessment:

- Simply select the practical assessment you wish to attend and fill out and cut off the correct nomination form on the assessment nominations sheet and post the form along with your payment to:-  
AIPC, PO Box 425, Carina, QLD 4152 or
- Phone the Brisbane Student Support Centre on 1800 353 643 to register your place or email [admin@aipc.net.au](mailto:admin@aipc.net.au)

### Important points to remember!

Practical Assessment nominations will only be accepted once a student has met the required pre-requisite. Please refer to page 2 of this handout to confirm required pre-requisites.

Students are required to pay for the practical assessment upon booking their place. Bookings will not be confirmed unless payment is made. Cancellations will only be accepted 48 hours prior to the assessment. There will be no refund of fees paid if cancellation is made after this time.

# Your Practical Assessment Nomination Forms

Select your choice for completing each of the Practical Components, complete the details on the form and return it to us once you have completed the required pre-requisite.

## The Counselling Process

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

**Choose one of the three options for completing this practical component**

I would like to complete this practical component by attending a practical assessment. **Cost: \$110**

Date I wish to attend is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$110**

I would like to complete this practical component by - Supervisor Assessed Demonstration of my counselling skills. **Payment is to be made at your Student Support Centre, prior to attending practical. Cost: \$140**

**Payment Details** (for options 1&2) Cheque  Money Order  Bankcard  Mastercard  Visa  Amex

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Name on Card \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

Post with payment to: AIPC, PO Box 425, Carina Q 4152



## Communication Skills I

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

**Choose one of the three options for completing this practical component**

I would like to complete this practical component by attending a practical assessment. **Cost: \$110**

Date I wish to attend is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$110**

I would like to complete this practical component by - Supervisor Assessed Demonstration of my counselling skills. **Payment is to be made at your Student Support Centre, prior to attending practical. Cost \$140**

**Payment Details** (for options 1&2) Cheque  Money Order  Bankcard  Mastercard  Visa  Amex

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## Communication Skills II

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

**Choose one of the three options for completing this practical component**

I would like to complete this practical component by attending a practical assessment. **Cost: \$110**

Date I wish to attend is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$110**

I would like to complete this practical component by - Supervisor Assessed Demonstration of my counselling skills. **Payment is to be made at your Student Support Centre, prior to attending practical. Cost: \$140**

**Payment Details** (for options 1&2) Cheque  Money Order  Bankcard  Mastercard  Visa  Amex

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Name on Card \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

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## Counselling Therapies I

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

**Choose one of the three options for completing this practical component**

I would like to complete this practical component by attending a practical assessment. **Cost: \$220**

Date I wish to attend is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$220**

I would like to complete this practical component by - Supervisor Assessed Demonstration of my counselling skills. **Payment is to be made at your Student Support Centre, prior to attending practical. Cost: \$250**

**Payment Details** (for options 1&2) Cheque  Money Order  Bankcard  Mastercard  Visa  Amex

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Name on Card \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

Post with payment to: AIPC, PO Box 425, Carina Q 4152



## Counselling Therapies II

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

### **Choose one of the three options for completing this practical component**

I would like to complete this practical component by attending a practical assessment. **Cost: \$220**

Date I wish to attend is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$220**

I would like to complete this practical component by an Alternative Assessment - Supervisor Assessed Demonstration of my counselling skills. **Payment is to be made at your Student Support Centre, prior to attending practical. Cost: \$220**

**Payment Details** (for options 1&2) Cheque  Money Order  Bankcard  Mastercard  Visa  Amex

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Name on Card \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

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## Legal & Ethical Framework

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

### **Choose one of the three options for completing this practical component**

I would like to complete this practical component by attending a practical assessment. **Cost: \$110**

Date I wish to attend is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$110**

I would like to complete this practical component by an Alternative Assessment - Supervisor Assessed Demonstration of my counselling skills. **Payment is to be made at your Student Support Centre, prior to attending practical. Cost: \$140**

**Payment Details** (for options 1&2) Cheque  Money Order  Bankcard  Mastercard  Visa  Amex

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Name on Card \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

Post with payment to: AIPC, PO Box 425, Carina Q 4152



## Family Therapy

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

### **Choose one of the three options for completing this practical component**

I would like to complete this practical component by attending a practical assessment. **Cost: \$110**

Date I wish to attend is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$110**

I would like to complete this practical component by an Alternative Assessment - Supervisor Assessed Demonstration of my counselling skills. **Payment is to be made at your Student Support Centre, prior to attending practical. Cost: \$140**

**Payment Details** (for options 1&2) Cheque  Money Order  Bankcard  Mastercard  Visa  Amex

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Name on Card \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

Post with payment to: AIPC, PO Box 425, Carina Q 4152



## Case Management

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

### **Choose one of the three options for completing this practical component**

I would like to complete this practical component by attending a practical assessment. **Cost: \$110**

Date I wish to attend is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$110**

I would like to complete this practical component by an Alternative Assessment - Supervisor Assessed Demonstration of my counselling skills. **Payment is to be made at your Student Support Centre, prior to attending practical. Cost: \$140**

**Payment Details** (for options 1&2) Cheque  Money Order  Bankcard  Mastercard  Visa  Amex

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Name on Card \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

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