

Your Practical Assessment

Diploma of Counselling AIPC CDC – CHC51015

Practical Assessment Timetable Darwin 2018

To complete your Diploma of 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 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 (CDC – CHC51015)	Pre-requisite
Counselling Practical 1A	Assessment Books 1 & 2
Counselling Practical 2A	Assessment Book 3 + Counselling Practical 1A
Counselling Practical 3A	Assessment Book 4 + Counselling Practical 2A
Counselling Practical 4A	Assessment Book 5 + Counselling Practical 3A
Counselling Practical 5A	Assessment Books 7 & 8 + Counselling Practical 4A
Counselling Practical 6A	Assessment Book 9 + Counselling Practical 4A
Counselling Practical 7A	Assessment Book 10 + Counselling Practical 6A
Counselling Practical 8A	Assessment Books 11 & 12 + Counselling Practical 7A
Counselling Practical 9A	Assessment Books 13 & 14 + Counselling Practical 7A
Counselling Practical 10A	Assessment Book 16 + Counselling Practical 7A

Here's what you'll learn in each of the Practical Assessments

The Practical Assessments are designed to provide students with an opportunity to practise and demonstrate the knowledge and skills required to conduct a range of key counselling tasks and fulfil the requirements for the Diploma of Counselling. In order to help students develop the skills required for effective counselling practice, students will engage in a number of different role-plays with three different ‘clients’ during the first seven practicals of the course. By simulating counselling with these three ‘clients’ over a number of different role-plays students will gain a better understand the counselling relationship and processes. These first seven practicals need to become completed in order. The final three practicals will explore more specific areas of counselling practice and can be completed in any order as long as the pre-requisite assessment books are complete.

Counselling Practical 1A - Counselling Practical 1A provides students with the opportunity to practise and demonstrate the knowledge and skills required to conduct an introductory counselling session with one ‘client’ and utilise appropriate communication skills to establish the counselling relationship. Students will apply skills in building rapport, contracting, developing counselling plans, and assisting the client in decision-making processes.

Counselling Practical 2A - In Counselling Practical 2A students will build upon the skills they developed in Counselling Practical 1A. Because these skills are fundamental to effective counselling practice, students will be provided with an opportunity to explore different techniques for meeting these fundamental counselling requirements and demonstrate these skills in additional role-plays with two more ‘clients’.

Counselling Practical 3A - Counselling Practical 3A provides students with the opportunity to practise and demonstrate the knowledge and skills required to continue the counselling relationship and process with two of their ‘clients’. Students will apply skills in building the therapeutic relationship, drawing out the client’s story, and developing case conceptualisations based on various counselling, personality, and development theories.

Counselling Practical 4A - In Counselling Practical 4A students will build upon the skills that they have developed in earlier practicals and be provided with an opportunity to apply middle phase counselling skills such as continuing the counselling relationship and developing behavioural change programs that can meet a client’s specific counselling goals.

Counselling Practical 5A - Counselling Practical 5A provides students with the opportunity to practise and demonstrate the knowledge and skills required to use two of the most commonly used approaches in counselling – cognitive behavioural therapy and solution focused therapy. Students will apply techniques from each of these approaches to their on-going counselling work with two of their ‘clients’.

Counselling Practical 6A - Counselling Practical 6A provides students with the opportunity to practise and demonstrate the knowledge and skills required to use another commonly used approach in counselling – acceptance and commitment therapy. Students will apply techniques from acceptance and commitment therapy to their on-going counselling work with one of their ‘clients’.

Counselling Practical 7A - In Counselling Practical 7A students will practise and demonstrate the knowledge and skills required to bring the counselling process to an end, or to re-contract as appropriate, with their three ‘clients’.

Counselling Practical 8A - Counselling Practical 8A provides students with the opportunity to demonstrate skills in more specific areas of counselling practice including providing brief interventions and providing loss and grief support.

Counselling Practical 9A - Counselling Practical 9A provides students with the opportunity to demonstrate skills in more specific areas of counselling practice including providing individualised support to a client as part of a larger case management plan and providing appropriate support to a client experiencing mental health issues.

Counselling Practical 10A - Counselling Practical 10A provides students with the opportunity to demonstrate skills in more specific areas of counselling practice including responding effectively to clients who are in a state of crisis.

Practical Assessment Timetable

Darwin 2018

Diploma of Counselling AIPC – CHC51015

	Counselling Practical 1A	Counselling Practical 2A	Counselling Practical 3A	Counselling Practical 4A	Counselling Practical 5A	Counselling Practical 6A	Counselling Practical 7A	Counselling Practical 8A	Counselling Practical 9A	Counselling Practical 10A
	Unit 1&2	Unit 3	Unit 4	Unit 5	Unit 7&8	Unit 9	Unit 10	Unit 11&12	Unit 13&14	Unit 16
Feb	4	4	4					18	18	
Mar				4	4	4	25			25
Apr	15	15	15					29	29	
May				13	13	13	27			27
Jun	10	10	10					24	24	
Jul				8	8	8	22			22
Aug	5	5	5					26	26	
Sep										
Oct	14	14	14	28	28	28				28
Nov	25	25	25				11	11	11	
Dec	9	9	9	2	2	2				2

Practical Assessment Venue

Linda Oakford's Private Practice: 57 Wearing Crescent, Karama, NT 0812

Practical Assessment Times:

Registration is from 9:15 a.m. for a 9:30 a.m. start and will finish at approx 1:30pm (depending on size of group)

Practical Assessment Fee and Nomination Process:

The attendance fee for each one day practical assessment is \$140. If you wish to co-ordinate a 'Private' one on one practical assessment an additional booking fee of \$20 applies.

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:

Morning Tea is provided. If required lunch is available from a number of nearby cafes or you can bring your own.

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 or email the form along with your payment to; AIPC, PO Box 425, Carina, QLD 4152 or call our Student Support Centre on 1800 353 643 to register your place or email adminbris@aipc.net.au

*Important points to remember!

If you wish to complete your practical by private assessment at a date & time different to our scheduled assessment dates listed above a \$ 20 administration fee applies to all private assessment bookings.

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.

Counselling Practical 1A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 or email scanned copy to adminbris@aipc.net.au

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Counselling Practical 2A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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

Card Number: ____ - ____ - ____ - ____ Expiry Date: ____ / ____ CCV: ____

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Counselling Practical 3A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 Practical 4A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 or email scanned copy to adminbris@aipc.net.au

Counselling Practical 5A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 Practical 6A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 Practical 7A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 or email scanned copy to adminbris@aipc.net.au



Counselling Practical 8A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 or email scanned copy to adminbris@aipc.net.au



Counselling Practical 9A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 or email scanned copy to adminbris@aipc.net.au



Counselling Practical 10A

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: \$140**

Date I wish to attend is: ____ / ____ / ____

I would like to complete this practical component by - Video Taped Demonstration of my counselling skills. **Cost: \$140**

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: \$160**

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 or email scanned copy to adminbris@aipc.net.au

