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Welcome

Dear Enquirer,

Thank you for your interest in our nationally recognised training program, the Diploma of Professional Counselling. I am sure that you will find the information in this prospectus interesting and of excellent assistance in deciding your future course of study. If you have any questions after reading the Course Prospectus, please feel free to contact us on the FreeCall 1800 number on the back page of this booklet.

The Institute is the longest-serving provider of counsellor education in Australia and, since the early 1990s, has enjoyed helping people pursue their professional and personal goals in counselling. Over this time, we have developed a truly unique and exciting program that has many benefits for our students.

The Institute program:

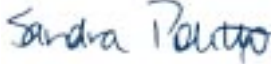
- a. Allows you to study at a considerably lower investment as we have no expensive campus costs to pass on. Along with an optional regular payment plan, you will find this is an extremely affordable counselling course.
- b. Enables you to study at a pace that suits you. The self-paced nature of the course allows you to fit your studies into your busy lifestyle. You control how quickly you graduate by determining how much time you devote to your studies.
- c. Includes specifically-written and easy-to-understand study material, including workbook and audio support compact disks, all purposefully designed to enhance your learning from home.

All Institute courses and course materials are prepared by a highly qualified and experienced team of lecturers and practising counsellors. All courses have a high level of applied content with practical application to contemporary and everyday counselling issues.

While studying with the 'Home Study Counselling Specialist', you will receive extensive support during your studies. Our Student Support Services are the benchmark for the industry and have received much acclaim. You are able to obtain study assistance from our Education Advisors via the Toll Free 1300 Study Assistance Line. You are also able to attend tutorials and seminars, have access to reading and study libraries, and access to the Institute's Virtual Campus on the Internet. The Institute also has Support Centres located throughout Australia whom will be glad to assist you with any general enrolment and course queries you may have now or during your course. As you can see, you will not be alone during your studies.

By enrolling in our Diploma of Professional Counselling, you will be taking the first step in realising your professional and personal goals in counselling. As Australia's Home Study Counselling Specialists, we are sure you will find your studies with the Institute to be an enjoyable and rewarding experience.

Kind Regards



Sandra Poletto
National Operations Manager

P.S. Since counselling is one of Australia's fastest growing industries, I'm sure you will find a career in counselling offers you a variety of exciting and fulfilling employment opportunities.

"The greatest highlight of my position as National Operations Manager for the Institute is speaking with students who are just about to graduate.

It is always wonderful to hear their excitement and share in their sense of achievement at completing the Diploma of Professional Counselling. It is rewarding to know that, with their dedication, they have achieved a high standard of counselling knowledge and skill, and that we have played a part in their success. There is no greater reward for our students or for our staff.

We see people from all walks of life and who may not have studied for years successfully complete our course. Our graduates are equipped with excellent counselling skills that they can apply to any future employment and study that they undertake.

You too can achieve this worthwhile qualification like the many students before you. I look forward to sharing your excitement as you graduate with new skills, goals and opportunities".

Sandra Poletto



About the Institute

The Australian Institute of Professional Counsellors was Australia's first, **and still is its only exclusive**, national private provider of counsellor education. The Institute's primary focus is the same today as it has always been - to provide you with the highest quality home study counsellor education program together with a full range of student and graduate support functions.

It is because of that focus that we have become Australia's national Home Study Counselling Specialist. By studying with the Institute you get more **value** because we don't pass on expensive campus costs, more **flexibility** because you study at your pace, and more individual **attention** as you can call an Education Adviser, Toll Free, at any time during business hours for study assistance. You also get high **quality** education from the specially prepared course material which is designed to enhance your learning experience.

You are assured that the standard of counsellor education set by the Institute is exceptionally high. All of the Institute's lecturers and academic staff have their principal tertiary qualifications in Behavioural Science, Psychology or another appropriate discipline, and all meet with national registration requirements.

Institute lecturers also have several years practical counselling experience combined with recognised instructional skills.

The Diploma of Professional Counselling is completely supported by seminars, tutorials, supervised case management, book and video libraries, internet and email services and a comprehensive Graduate Member Support Program.

Institute Student Support Centres are located throughout Australia. Their primary function is to provide you with complete education and administrative support. Our friendly staff are trained to discuss your study preferences and advise you on a range of student services including information on Austudy, seminars and tutorials, and their dates and locations.

What your studies will involve

Institute courses have been designed to maximise your learning from home. Your study is self-paced, and assessment is on a progressive basis. This means that your course comprises a number of clearly identifiable Units or topics, each with its own supporting notes and assessment that can be studied at a pace that suits your lifestyle.

We understand that you have other commitments. It is therefore important to us that your studies fit into your lifestyle and allow you the flexibility to achieve your goals at your pace.

The Institute's specialised course material and extensive support services are designed to give you all of the expert support and advice you need to successfully complete your Diploma. Because you are in total control of your study time you are able to complete your Diploma several times faster than by other means.

This means that you can complete your studies sooner, without having to sacrifice the quality of your education! You are able to achieve this because your course material has been specifically designed to enhance your learning and focuses directly on counselling. The academic team responsible for marking your assignments is there to assist you with your studies. They will give you comprehensive written comments on your assignments, which also helps to facilitate your learning.

Your home study program

Over the years the Institute has developed a uniquely successful home study program. Home study students have unique needs and unique study requirements. By listening to, and constantly getting feedback from our students, we have been able to implement many beneficial strategies as a result of identifying particular needs. Some of these benefits include:

- Specifically written and easy to understand study material, including workbooks and audio support compact disks, all purposefully designed to make your external studies as conducive to learning and understanding as possible.
- As a student of the Institute you have unlimited use of the Toll Free 1300 Study Assistance Line which puts you in contact with an Education Adviser who will answer all of your study and assessment queries.
- A Virtual Campus web site where you can obtain study assistance, check seminar and tutorial dates, download workbooks, submit assessment and review some interesting links.

"I have established my own successful practice since graduating with the Diploma. A number of professional colleagues constantly refer work to me each week. I enjoy the freedom of working in my own practice and the satisfaction of helping and supporting others.

I would like to thank the Institute for their unique product and for providing me with a 'specialist style of counselling'. The course has provided me with an approach that provides real opportunities to meet individual needs."

Ann Warren



- Tutorials are offered regularly and provide an ideal forum for practical interaction, role-play, case management, supervision and discussion.
- The course contains practical components designed to teach you to apply your theoretical knowledge to counselling scenarios. These practical components of the course can be completed through various accessible means, including interactive seminars. Seminars provide you with an ideal vehicle to deal with practical counselling issues, and to meet and share ideas and experiences with fellow students. If you are unable to attend seminars due to distance, disability or other reasons, you can complete this component of the course via alternate means.

Why Institute courses are so well accepted

Institute courses have been developed by a group of highly qualified and experienced professionals. To develop a course as comprehensive as the Diploma of Professional Counselling takes an enormous amount of human resource from a diverse range of people and industries.

Part of our mission as Australia's Home Study Counselling Specialist is to continue to research and develop ways to enhance your skills as a professional. Each year the Institute dedicates an enormous amount of time and resources to ensure that the Diploma of Professional Counselling is the most up to date, professional, applicable course of its kind in Australia.

The Institute recognises that if we are to evolve as better professionals, our education programmes should also evolve to be consistent with the environment in which we live and work. By maintaining the currency and relevancy of our training programmes, we are guaranteeing the value of the services our graduates are able to offer clients and those around them.

Many Institute students begin their counselling studies to expand on their natural ability to help and support others. Maybe you have been in a situation where you have been asked to provide support and guidance to a friend or family member. By studying counselling you will build upon your natural abilities and develop them into a respected, accredited qualification.

People that work as counsellors find it to be an extremely rewarding profession due to the satisfaction of knowing they are helping others. Whether you choose to work as a general counsellor, or practice in a specialised field such as Relationship Counselling or Grief and Loss, there is a wonderful opportunity for personal growth and satisfaction.

Institute Courses

The Diploma of Professional Counselling

Institute courses are a careful blend of theory and practical application. Theory is learnt through concise, user friendly learning materials that have been specifically designed to make your studies as accessible and conducive to learning as possible.

All of the readings, texts and resources that you require for your course have already been assimilated into structured course materials and are provided to you as part of your course. This means that you do not have to go out and research readings or purchase textbooks, leaving you to focus all of your attention on learning.

If you would like further support with your theoretical studies you are welcome to attend optional tutorials, phone the Toll Free Study Assistance Line or even ask the Virtual Tutor on the Institute's web site.

Seminars provide a means to complete the practical application of course theory. Throughout the Diploma of Professional Counselling there are several seminars to attend. Seminars are held at regular intervals throughout the year and you may attend them at your convenience. Seminars are run by highly qualified professionals in a friendly and supportive environment.

The Diploma of Professional Counselling is a nationally acclaimed course that has received worldwide recognition for its contribution to the counselling industry. It is Austudy and Abstudy approved and a Nationally Recognised Training program.

The Diploma has also received Course Recognition Status from the Australian Counselling Association, Australia's largest counselling representative body. As part of the Recognition process the course had to satisfy the Association on a broad range of issues including academic content, depth and relevance to the counselling industry. As a student or graduate of an ACA recognised course you will automatically qualify to join as a member of the ACA.

"Since recently starting my own practice I'm seeing around 8 clients a week. Most are referred from local GP's and Community Health Centres.

Through my experience as a nurse I realised there was a great need for counselling in our community. And it's now so personally rewarding to help others create a better life for themselves.

I'm delighted to recommend the Diploma course to anyone who wants to commence a career in counselling."

Sandy Caut



Diploma of Professional Counselling - COURSE OUTLINE

UNIT CODE	UNIT TOPIC	UNIT TITLE
DPC1C	Introduction to the Counselling Industry	Work within an ethical and legal framework
DPC2C	Interpersonal Communication	Apply specialist interpersonal communication skills
DPC3C	Counselling Interview Skills	Apply counselling interview skills
DPC4C	The Counselling Process	Facilitate the counselling process
DPC5C	Personality & Human Development	Apply personality and human development theories
DPC6C	Foundations of Behaviourism	Apply Behaviourism in counselling
DPC7C	Social Learning	Apply social learning (modelling) in counselling
DPC8C	Behaviour Therapy	Apply Behaviour Therapy in counselling
DPC9C	Person Centred Therapy	Apply Person Centred Therapy in counselling
DPC10C	Gestalt Therapy	Apply Gestalt Therapy in counselling
DPC11C	Cognitive Behaviour Therapy	Apply Cognitive Behaviour Therapy in counselling
DPC12C	Solution Focused Therapy	Apply Solution Focused Therapy in counselling
CHCCWI3B	Case Work	Work with clients intensively
CHCCM3B	Case Management	Develop, facilitate & monitor all aspects of case management
DPC15C	Stress Management	Plan stress management programs
DPC16C	Family Therapy	Apply family therapy processes
CHCCS7C	Working with Difference	Coordinate the assessment & delivery of services to clients with particular needs
DPC18C	Introduction to Abuse Counselling	Apply issues relating to abuse
DPC19C	Relationship Issues	Apply relationship issues
CHCGROUP3C	Group Counselling Processes	Plan & conduct group activities
DPC21C	Ethics & Referral	Apply ethical and legal responsibilities to counselling practice
CHCPOL3A	Contemporary Counselling Issues	Undertake research activities

Please note that the course outline above is indicative of the Diploma curriculum but may be subject to change. The Institute periodically revises the Diploma curriculum to maintain its position at the forefront of the counselling industry. The following nationally endorsed Units of Competency have been absorbed into the 22 units of the Diploma of Professional Counselling:

CHCCSL601A Work within a structured counselling process.

CHCCSL602A Facilitate the counselling relationship.

CHCCSL603A Provide support for clients implementing a course of action.

CHCCSL604A Reflect and improve upon counselling skills.

The Diploma of Professional Counselling will provide you with an excellent foundation to pursue your counselling career. It is an extremely interesting and comprehensive course. The course material and vast student support services have been designed to make the course accessible to you whether you have been away from studies for many years or are looking to supplement your higher level education. A recent Student Support Survey showed that over 50% of students who chose to begin their studies were doing so for the first time in 17 years or more.

Advanced Study Majors

A notable feature of the Diploma of Professional Counselling is that it is supported by a number of optional Advanced Study Majors. Advanced Study Majors allow you to study and gain advanced knowledge and skill in the specialised counselling area of your choice.

The Advanced Study Major Program involves the completion of one or more of the optional Advanced Study Majors in addition to the nationally recognised training program Diploma of Professional Counselling.

Advanced Study Majors give you the opportunity to specialise in any of the following highly relevant fields of counselling:

- Abuse Counselling
- Relationship Counselling and Conflict Resolution
- Career Counselling
- Grief and Loss Counselling
- Child Development & Effective Parenting
- Workplace Counselling

Students should be aware that whilst the Advanced Study Majors are highly relevant to specialty areas in counselling practise, by nature they do not form a part of Austudy or the accredited curriculum.

Advanced Study Majors are specifically designed to provide you with a higher level of practical and theoretical knowledge in a specialised field of counselling.

Graduates from Advanced Study Major Programs are awarded Statements of Achievement and an additional presentation standard Transcript of Academic Record that highlights their achievement, and the specialised skills they have gained.

“Since completing my Diploma of Professional Counselling with AIPC I have commenced a Private Practice. I have also commenced education seminars for personal and professional development, utilising simple but effective techniques that individuals can use in their daily life. There is nothing better than knowing that each day you are working in a job that fulfils you. Counselling has opened so many doors for me to so many wonderful opportunities in life that I may never had been involved in had I not continued to follow my passion. When you are happy and fulfilled in your daily life, nothing can stop you from achieving and giving your best.”

Jillian Reid



Abuse Counselling

Advanced Study Major

Unfortunately, in today's society there is an increasing need for counsellor support for individuals and families who are victims of different forms of abuse. The Abuse Counselling Advanced Study Major provides a comprehensive insight into the subject of abuse and teaches the counsellor to deal with sensitive Abuse issues in a professional and practical manner.

Topics covered in this Advanced Study Major include:

- Defining different types of abuse and exploring the societal myths about abuse and abuse survivors.
- Exploring partner abuse and domestic violence along with common intervention methods and programs.
- The ethical and legal challenges and stresses of the role of abuse counsellor and how to address these challenges.
- How to develop a trusting relationship with clients who have been abused.
- Therapeutic techniques and approaches are explored.
- Recognising when to refer clients who have suffered abuse to another professional.
- Working with perpetrators of abuse.

Upon completion of the Diploma of Professional Counselling and the Abuse Counselling Advanced Study Major, the postnominals you can use after your name are:

Your Name...**Dip. Prof. Couns. (Abuse)**

Relationship Counselling and Conflict Resolution

Advanced Study Major

The Relationship Counselling and Conflict Resolution Advanced Study Major presents you with a thorough exploration of the complexities of human relationships in such a way that appropriate counselling solutions can be directly related to relationship problems. The Major includes popular therapeutic approaches and counselling techniques, along with application to current significant relationship trends to give this Major a contemporary, hands-on and solution orientated approach.

Topics covered in this Advanced Study Major include:

- The dynamics of interpersonal relationships, and recognising indications and contraindications for relationship counselling
- Types of problems presented at relationship counselling
- The differences between men and women's styles of communication

- Key principles for effective work with couples and methods of solving relationship problems
- The process of relationship counselling including understanding client needs and concerns, applying the CUDSAIR Seven Step Model for Solving Relationship Problems and effectively terminating sessions with couples
- Divorce counselling and mediation
- Exploring the dynamics of same-sex relationships and guidelines for appropriate counselling practice
- Professional and ethical challenges of being a Relationship Counsellor

Upon completion of the Diploma of Professional Counselling and the Relationship Counselling and Conflict Resolution Advanced Study Major, the postnominals you can use after your name are:

Your Name . . . **Dip. Prof. Couns. (Relationships)**

Career Counselling

Advanced Study Major

Career Counselling is a specialised field of counselling which focuses on working with clients who are starting their careers or making a significant change in career. The Advanced Study Major progresses through the stages of career counselling: understanding the career needs of the client, the connection between values and attitudes and preferred career choice, and facilitating a client to make a successful career change. Several useful practical resources that Career Counsellors can apply in their work are also included.

Topics covered in this Advanced Study Major include:

- The importance of work and career in people's lives and factors that influence and impact on a person's choice of career.
- Identifying and clarifying a client's values and attitudes and their congruence with career choice.
- Gaining knowledge of the key theoretical perspectives and models of career counselling.

"I found the study material to be well laid out, challenging and exciting to study, allowing me to study at my own pace. I was a great distance from the Institute, but never felt alone. The Tutors were always on call to answer any questions.

I've been involved in youth counselling for many years and felt that I needed to upgrade my skills and personal confidence. The Diploma has helped me achieve a level of professionalism I'm now very proud of."

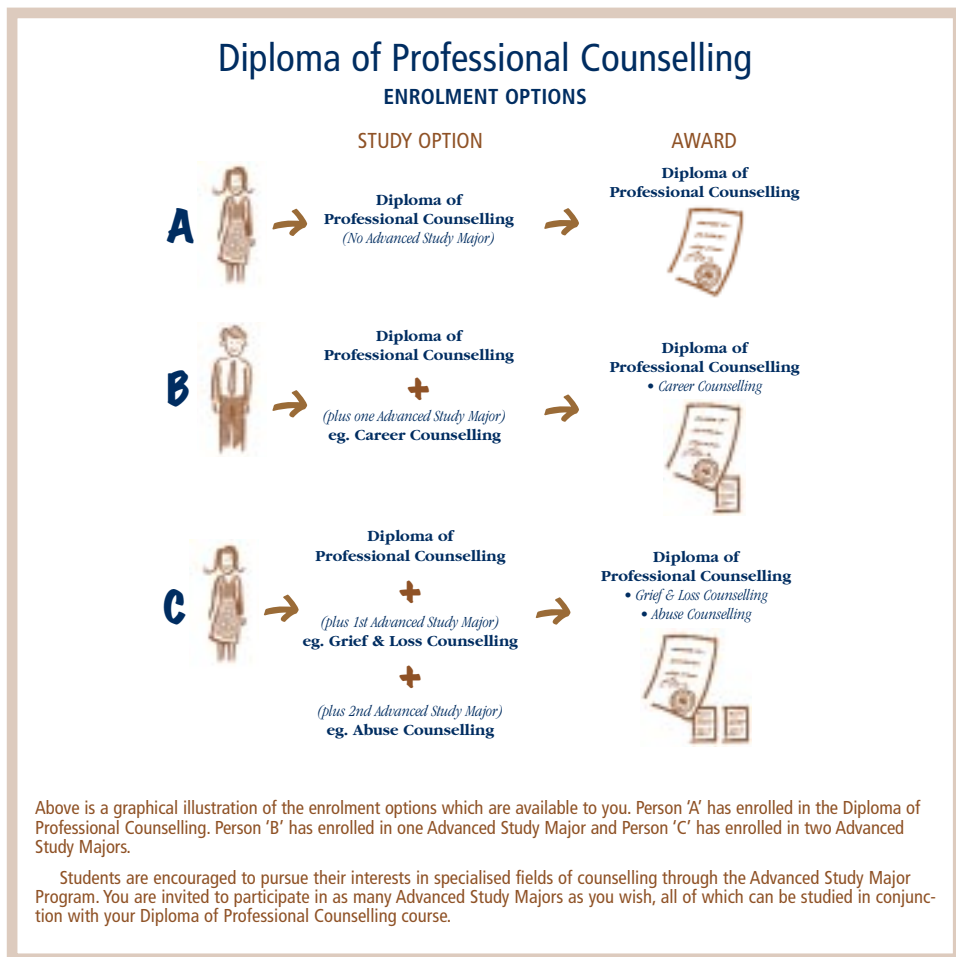
David Hayden



- Using appropriate tests in the assessment phase of career counselling.
- Career decision making and goal setting.
- Assisting clients to gain employment in their chosen career including searching for a job, developing a resume and application letters and preparing for an employment interview.
- Appreciating the issues of minority groups in relation to careers and employment.

Upon completion of the Diploma of Professional Counselling and the Career Counselling Advanced Study Major, the postnominals you can use after your name are:

Your Name...**Dip. Prof. Couns. (Career)**



Child Development and Effective Parenting

Advanced Study Major

Parents perform one of society's most important functions: they raise the next generation. Unfortunately, however, we are rarely taught the skills required for effective parenting. The Child Development and Effective Parenting Advanced Study Major is based upon behavioural principles which, when applied, are highly effective in bringing about positive and healthy behaviours for both the parent and the child. The program includes an easy to follow, step-by-step approach to effective parenting which can be readily applied or taught to parents by the counsellor.

Topics covered in this Advanced Study Major include:

- What behaviours to expect from children at different stages and ages
- Effective methods for communicating with children
- Resolving conflict between parents and children
- Helping children to understand and deal with their feelings
- Anger management in children
- The role of self-esteem in families
- A step-by-step program to build confidence and self-esteem in children

Upon completion of the Diploma of Professional Counselling and the Child Development and Effective Parenting Advanced Study Major, the postnominals you can use after your name are:

Your Name...**Dip. Prof. Couns.**
(Child Development)

Grief and Loss Counselling

Advanced Study Major

The Grief and Loss Counselling Major is a very popular course that provides you with the knowledge and skills necessary for counselling clients who have experienced a significant loss and grief. All types of losses are considered along with the subsequent grief

"My natural ability to communicate with people lead me to develop my passion in the body, mind, and spirit process. After investigating the various counsellor education organisations, I chose to study with the Institute because of the flexible learning process, the professionally researched material, ongoing support and their reputation as a professional organisation. I found the course to be very informative and would also like to express gratitude to the AIPC for their ongoing encouragement and support."

Carolyn Hage



that occurs. The issues that accompany the loss of health, a loved one or a job must be confronted by all of us at some time or another.

Topics covered in this Advanced Study Major include:

- Types of loss that can result in a grief reaction
- Exploring reactions to loss and grief within the definitions of 'normal' and 'complicated' grieving
- The similarities and differences between men and women's grieving behaviour
- Key models to explain responses to a significant loss
- Principles for assessment and intervention in working with people who experience loss and grief
- Practical application of skills in working with grief and loss clients, including self-evaluation
- Identifying and arranging effective referral for clients to another professional
- Challenges and stresses in the role of Grief and Loss Counsellor

Upon completion of the Diploma of Professional Counselling and the Grief and Loss Advanced Study Major, the postnominals you can use after your name are:

Your Name . . . **Dip. Prof. Couns. (Grief and Loss)**

Workplace Counselling

Advanced Study Major

The Workplace Counselling Advanced Study Major brings the specialised skills of counselling to the workplace. Its focus is upon workplace issues that adversely impact an employee's motivation, productivity and satisfaction with their job.

Workplace issues are explored from two perspectives:

1. When life interferes with work such as bereavement, relationship problems, depression, alcohol and drug dependence, and life stage crises, and
2. When work interferes with life such as occupational stress, harassment, workplace violence, job loss, and survivor syndrome.

Topics covered in this Advanced Study Major include:

- The direct connections between job stress, motivation, productivity and job satisfaction.
- Common causes of stress for employees.
- A variety of models used by Workplace Counsellors.
- Intervention techniques applied by Workplace Counsellors with their clients.
- Unique ethical and legal challenges in the role of Workplace Counsellor and ways to address these challenges.

Upon completion of the Diploma of Professional Counselling and the Workplace Counselling Advanced Study Major, the postnominals you can use after your name are:

Your Name...**Dip. Prof. Couns. (Workplace)**

The Advanced Study Major Program has been designed so that you may enrol at any time during your studies in the Diploma of Professional Counselling. The advantage of early enrolment in an Advanced Study Major is that your studies can be completed concurrently with the Diploma of Professional Counselling. The Institute places no limit on the number of Advanced Study Majors you may undertake. Many students choose to enrol in and enjoy the benefits of a Double Major.

Your Study Support System

Since 1990 the Australian Institute of Professional Counsellors has been proud to set the benchmark for service and support in external counselling studies throughout Australia. We are the only counselling educator in Australia to offer a complete external study support system that has been developed over many years research and through continual feedback from students.

Toll Free Study Assistance with Degree qualified Education Advisers

As a student you have unlimited access to the Institute's Toll Free 1300 Study Assistance Line. Our Degree qualified Education Advisers are available between 9am to 5pm E.S.T. Monday to Friday to provide you with friendly academic support. Their main focus is to support you throughout your studies so that you are able to graduate in the time frame you set. This includes answering questions on assignment topics, personal coaching on assignment writing, and giving hints and tips on specific subjects if you feel you need the extra guidance.

"Having been in many 'Unofficial' Counselling roles through my 26 years in education it is good to have a recognised professional role. I really enjoyed the Institute's course because it provided me with a strong background in human behaviour and counselling skills. As I gained confidence in myself as a Counsellor I made the decision to start my own counselling practice 'Come along Kids'.

Since then my practice has grown from strength to strength with 'Come along Kids' also winning three Business Awards. Success comes because I work very hard and try to maintain a positive approach to all I do. I love people and work with passion and great energy to empower others to be happy, comfortable and successful in their own lives.

Thanks AIPC, I am so glad I studied with you."

Julie Matthews



Practical Experience

The structure of the Diploma of Professional Counselling ensures you graduate with a sufficient level of practical skill so that you can apply your counselling knowledge and skill with confidence. The course includes a number of compulsory practical components that cover a range of topics including Stress and Stress Management, Communication, Counselling and Interview Skills, Practical Application of Counselling Therapies and Group Counselling.

Because we have students who live anywhere in Australia, and indeed the world, we have a variety of options available to enable timely and effective completion of the practical components. Seminars give you the opportunity to apply the theory you have learned in contemporary counselling scenarios. It is also a great change to get together with fellow students and participate in casework sessions under the guidance of a qualified Lecturer. To help facilitate your learning, our seminars use case scenarios relating to everyday, contemporary issues and provide a wonderful forum for group discussion and interaction. Seminars are held regularly in most capital cities throughout Australia.

Those students who may not be able to attend seminars for whatever reason, can elect to complete the practical components through alternate means. Students may choose to attend a one-on-one or small group session with a private assessor. We have qualified assessors available in many regional areas of Australia who are available to assist our students with completing their practical application.

Students are also able to complete their practical components by recording their demonstration of skills on video tape and sending in to us. We have detailed guidelines available to assist students compile their videos and develop effective role plays to demonstrate their skills.

Tutorials

Tutorials are an optional study support service that are available at many Student Support Centres. Tutorials provide you with specific support with each written subject. They are conducted as a two-hour mini-lecture and will assist you in understanding theory, provide you with tips on how to structure your study timetable, help you successfully compile your assignments and give you the opportunity to ask any questions you may have.

If you are unable to attend a tutorial, you are invited to call our Toll Free Study Assistance Line and have your questions answered over the phone.

Institute Web Site

The Institute website contains an Online Resource Centre where you can access many study support and e-learning functions. You can:

- Download your workbooks to complete your activities and upload for marking,

- Contact an Online Education Adviser for study assistance,
- Access a Knowledge Base of the most commonly asked questions for particular activities and concepts
- Print out Study Hints and Tips for every Unit, and
- See when the next seminar in your area is on.

Unique Resources to expand your learning

The Institute has developed a range of unique resources to help you expand your knowledge and practical skills throughout your studies.

As a student you will automatically receive a complementary subscription to 'The Professional Counsellor' newsletter. The 'Professional Counsellor' is an industry first publication that is full of practical case studies and counselling scenarios to test your skills and broaden your knowledge.

You also have the choice of linking into the monthly audio program, 'Counselling Talkback'. This audio series reviews many topics covered in the Diploma and helps you apply them in a real life counselling situation. Some of the topics include Creating Empowering Affirmations, Strategies for Building Self-Confidence, How to Cope with Grief, How to Lead a Counselling Group, Learning to Live with Mid Life Crisis, and more.

The Institute also has a large reference list of books and resource tools available for students that wish to broaden their reading. This list covers the areas of Counselling, Psychology, Sociology and Behavioural Science.

Student Support Policies

The Institute is committed to supporting students and has documented this commitment in a number of student policies. The full version of the student policies is available by accessing the Institute's website at <http://www.aipc.net.au> and visiting the Student Policies menu item in the Enquiries section of the site.

"I'm currently the Administration-Human Resources Manager with a newly established Cemetery. My Diploma studies have been recognised by the Trust and Management, and I now have successfully expanded my career to take on the role of Grief Counsellor.

Over the last 6 months I have established my own part time counselling practice, receiving excellent support from local Community Support Centres. The Cemetery Management are very pleased with the outcome of my new role and I would like to say to all students persevere because the rewards are out there."

Juliana Cafarella



Alternatively request a copy of the Student Handbook by calling your nearest Student Support Centre at the numbers on the back page of this booklet. The Institute recommends that you read these policies prior to applying for enrolment.

The student policies cover the following areas:

Recognition of Prior Learning: If you have existing counselling skills and knowledge, then you may be able to receive recognition for these. Learn what Recognition of Prior Learning (RPL) is and how to apply for RPL.

Mutual Recognition (Credit Transfer) of Qualifications: Find out what 'mutual recognition' is and how to apply for mutual recognition for recognised qualifications or units of competency you may already hold.

Grievances and Complaints: In the quest for 100% student satisfaction, we welcome feedback from students on how we can improve our service. This policy provides an avenue for grievances and complaints from students and how we will action and respond to these.

Appeals: This policy provides an avenue for students to appeal the awarding of course and Unit results.

Student Conduct: Provides useful information on maintaining professional and constructive communication between students and staff.

Language, Literacy and Numeracy: How we identify, assess and support students who require assistance in the areas of language, literacy and/or numeracy.

Access and Equity: How we identify and assist students who require additional study support services.

Assessment Procedures: Find out how to complete Unit Workbooks, submit your assessment, and how your assessment will be graded.

Qualification to be Granted: To obtain the qualification Diploma of Professional Counselling, you must be assessed as competent in all areas of the course. If you withdraw from the course, a Statement of Attainment will be granted for all units in which you have obtained competency.

Course Cancellation Policy: Explains how to withdraw from your course and when you are eligible for a refund of student fees.

Counselling and Support Services: The wellbeing of our students is important to us. If you require personal counselling or guidance, you may seek a referral to an Institute-trained practising Graduate Member counsellor. It is likely the Counsellor will negotiate a professional service fee with you.

Upon Graduation

Upon graduation, you will receive a quality, presentation Diploma of Professional Counselling as well as a Transcript of Academic Record that indicates your

substantial achievement. If you also complete an Advanced Study Major, you will be forwarded a Statement of Achievement and a second Transcript of Academic Record that details the additional studies you have undertaken. Upon graduation, you will also receive a Code of Ethics and a Code of Practice which represents counselling practitioner standards in Australia.

Upon graduation you may be invited to become a Member of the Institute. As a Member you can order personalised Institute stationery and avail yourself of the many other membership benefits, such as our professional client referral service and Member's professional indemnity insurance.

Parallel to our Membership Program, we also offer Affiliate Membership to practising graduates from other recognised tertiary institutions. If you have a tertiary degree in an allied field and are practising as a counsellor and would like more information regarding the Affiliate Membership program, please contact our Head Office on 1800 657 667.

How our students and graduates rate our performance

As part of the Institute's commitment to providing our students with the best counsellor education program available, we regularly survey our students and graduates to identify how they rate our performance in areas such as course content, service, administration and applicability of the course.

We are extremely pleased to note that responses are overwhelmingly positive. In fact, in all areas, responses ranged from 90% to 100% of respondents giving positive responses. This feedback is very important to us and signifies the high level of

"I thoroughly enjoyed learning about human behaviour and my counselling studies became a labour of love. I attained the Diploma of Professional Counselling Practice, conduct a circuit of personal growth & empowerment workshops, hold a part-time position as a Correctional Counsellor in a prison for men, and am on counsellor referral lists with various support centres.

The emphasis of my work is on behavioural therapy, behaviour modification, counselling, goal setting, stress and anger management and, along the way, a healthy life style. I have benefited enormously from the Diploma"

Anna Morten



commitment the Institute has to making your studies more enjoyable and worthwhile.

The survey further indicates that:

- 62% of students enrolling with the Institute were aiming to establish their own private counselling practice after graduation,
- 52% enrolled for self development,
- 27% enrolled to gain counselling skills to use in their current occupation, and
- 53% of students enrolled to allow them to seek employment in the counselling field after graduation.

(Note: As some students nominated more than one reason, these responses are not mutually exclusive).

The survey also revealed that 93% of students found the Study Assistance Line to be a useful resource and 99% of students said the quality of the course either exceeded or met their expectations.

Frequently asked questions

By way of conclusion to this Course Prospectus we have taken the opportunity to present answers to questions which we are most often asked. If, after reading the Course Prospectus you have other questions, please feel free to telephone or make an appointment to see an Education Adviser.

Q Can I work as a counsellor?

A Yes. On completion of our nationally recognised training program, Diploma of Professional Counselling you will be able to practise in all states of Australia.

Whilst the Institute is not in a legal position to set or advise on consultation fee levels, a Business Guidelines Booklet has been produced for Graduate Members which covers many important business and practical issues such as book keeping, record keeping, promotion, and setting up of counselling rooms. As the Australian Institute of Professional Counsellors focuses upon the education and support of its members the many enquiries which are received for counsellor assistance are all referred to practising Graduate Members on a geographical basis.

Q What are the course entry requirements?

A The Institute has broad entry requirements to enable people from varying backgrounds access to the course. For instance, as a mature age student (over 21), you may not have completed high school but have gained sufficient

life experience to qualify for entry. As a mature age student, year 12 or a diploma in another area would also qualify you for entry. If you are under 21 years of age, you will need to have completed year 12 or a qualification at Certificate level III or greater.

If you are living overseas, it is recommended that you have completed your country's school system or a minimum of one years further education or study. If you are over 21 years of age, you may also be able to demonstrate sufficient life experience. If you have further questions about your entry into the course, please phone your Student Support Centre.

Q If I have studied before can I get academic credit toward the course?

A If you have been working in a counselling related field, or have completed related study, you may be eligible to gain exemption from certain parts of the course via Recognition of Prior Learning (RPL). We have a very simple system for assessing exemptions and it means that you won't be asked to complete work you have already achieved competency in. Further details of the RPL process and an application package can be obtained from the "Students" section of the Institute's Web Page at <http://www.aipc.net.au/> or from the Institute's Head Office by phoning TOLL FREE 1800 657 667.

Q Do I have to complete my course in a specified time?

A No. Institute courses are designed to allow you to work at a pace that you find comfortable. This is known as Self Paced Learning. There is no such thing as an average student and each of us has other commitments as well. What is important is that you follow the guidelines provided in the Student Handbook and Workbook and set a study plan to work to. Students whose courses are funded by Austudy,

"As a recent Graduate of the A.I.P.C, I would like to take time to congratulate you and your staff, on co-ordinating an excellent external study program.

I have also recently completed a Degree at University via Distance Education, but found your program to be even more thoughtfully designed with the students in mind, so thankyou for working so hard in eliminating the isolation barriers, which can be such a stressful part of external studies.

Thanks for making Distance Education a simple and pleasurable experience."

Elizabeth Campbell



other agencies, or employers, will need to be aware of specific guidelines set by their sponsor.

Q Do I have to keep paying for my course until I graduate?

A No. One of the unique aspects of our study program is that we give you the option of paying for your course on a monthly basis. This means that you pay a nominated amount each month for a set number of months. If you complete paying for your course prior to completing your studies, no further fees are due while you finish your academic requirement. You are free to complete your studies in your own time frame.

Q Will I be able to receive Austudy while I study my course?

A The Diploma of Professional Counselling course is Austudy and Abstudy approved. To find out further details about your eligibility, please contact the Austudy Student Assistance Centre on 13 24 90.

Q How do I apply for Austudy?

A There are three simple steps to apply for Austudy. They are:

1. Contact the Austudy Student Assistance Centre on 13 24 90 to obtain information about your eligibility for Austudy and an Austudy Application Form. They will be able to give you a good indication as to whether or not you will be eligible for Austudy based on your individual circumstances.
2. Austudy requires a course commencement date to be submitted on your application. You receive this date the day a completed Enrolment Form is received by the Institute.
3. The Institute sends you a commencement verification letter that you should attach to your Austudy application. You then mail or deliver it to the Austudy Student Assistance Centre.

Q When can I enrol as a student?

A Because of the unique self-paced nature of the course, and the fact that seminars, tutorials and academic support is available 12 months of the year, you can begin at any time. The earlier you start, the earlier we will be able to work together with you to help you achieve your Counselling goals.

Q Do you guarantee me a job when I complete my studies?

A Institutions of learning such as ours can not guarantee anyone a job. Think about other universities and colleges and you will understand the situation. However, this aside, we have helped other people in the past and will

continue to do so in the future. Any person is far better off with an appropriate qualification than with no qualification at all.

Remember the saying, "If you think education is expensive, try ignorance".

Graduates of the Institute have found work as counsellors in government, industry and in the private sector. Counselling is one of the fastest growing industries in Australia and our graduates have a wonderful opportunity to become a part of this growing industry. With the support of the Institute many of our graduates have successfully established their own full and part time practices as general or specialised counsellors.

Q I don't have any qualifications and I haven't studied for a long time. Do you think I could study with the Institute?

A Yes. Institute courses have been written giving extensive explanation and real life examples, and you will relate many personal experiences to what you read. There is no maths to worry about and practical examples and case scenarios that are easily understood have been used wherever possible.

The special Workbooks provided as part of your course material identify important areas of study and give you a straight forward plan to follow.

The vast range of educational support offered by our team of expert Education Advisers includes a Toll Free Study Assistance Line, Seminars and Tutorials offered from Educational Centres throughout Australia, as well as the Student Handbook and Workbooks which also provide study hints and guidelines on completing each unit. These educational support services give you the assistance and support you need to successfully complete your studies.

"I graduated with the Diploma over 4 years ago and since then have established a very successful practice from home. Two new clients are referred to me each week and it's great to see people leave with hope after arriving in tears.

I help people with a range of issues such as behaviour difficulties, relationship problems, work related stress, abuse and grief.

I wish you all continued success and am extremely happy to recommend the Diploma to anyone who is wanting to pursue a career in Counselling."

Jilly Eley-Powell



Q Are there any course costs other than those you have noted in this brochure?

A There is an attendance fee for tutorials and seminars, and you will find these costs noted on the Membership Application Form. You do not have to purchase any other study material such as textbooks as all are provided. In addition to the study material which is provided you will also have access to other resources via the Institute's Book, Video and Cassette Library. This is by far the least expensive course of its kind in Australia.

Q Can I study over the Internet?

A Yes. The Institute has a 'Virtual Campus' on the Internet. At the Virtual Campus you can enrol in a course, see when seminars and tutorials are being held, get study assistance and assignment hints and tips. You can even download workbooks and submit your assessment electronically.

Students enrolling over the Internet still receive all of the books and study material for the course.

How to commence your studies with the Institute

Application to become a student of the Institute is made by completing the Membership Application Form enclosed and returning it along with your first fee instalment to the address on the form. You may also enrol by calling the Free Call Easy Enrolment telephone service (refer to Membership Application Form). If you would like to enrol over the Internet, please go the Institute's web site at <http://www.aipc.net.au>.

Please note that there are a number of course investment options and that substantial savings apply for up-front and credit card payment of fees as these methods reduce administration costs to the Institute.

As a Member of the Australian Institute of Professional Counsellors you are assured of the ongoing support of the Institute and have the opportunity to meet others with similar interests in an Australia wide institution.

The Institute's dedication to maintaining affordable student fees, and a professional, contemporary and ethical approach to counsellor education, is your assurance that we place student wellbeing before all else.