Contents

A message from the CEO 1
About the Counselling Industry 2
Counselling, an enriching career 3
  Learn about yourself 3
  Improve how you perform your current job 3
Why learn with AIPC 4
  Highly Experienced 4
  Specialist v Generalist 4
  Industry Accreditation 4
  Self-Paced Learning 5
  Flexible Funding Options 5
  Industry Leading Support 5
  Practical Experience 5
  Unique Resources to expand your learning 5
Learning that fits around your lifestyle 6
Courses 7
  Your training pathway 7
How our students and graduates rate our performance 8

Diploma of Counselling 10
  Course Structure 11
  Advanced Study Majors 13
Graduate Diploma of Counselling 14
  Course Structure 15
  Specialty Streams 16
Bachelor of Counselling 18
  Course Structure (Full Time) 19
  Course Structure (Part Time) 20
  Subjects 21
Master of Counselling 24
  Course Structure (Full Time) 25
  Course Structure (Part Time) 26
  Subjects 27
Student information 30
Institute Student Support Centres 33
A message from the CEO

Thank you for your interest in becoming a professional counsellor.

Counselling is acknowledged as being one of the most personally and professionally rewarding careers. And the need for counsellors in Australia has never been greater. Increasing societal pressures and eroding values have created a massive need in our communities for qualified counsellors.

This is evidenced by Job Outlook (www.joboutlook.gov.au) predicting employment for counsellors will grow very strongly to November 2017. And the industry employing counsellors, the Health Care and Social Assistance Industry, has been the fastest growing industry at 53.2% over the last 10 years (www.lmip.gov.au, 2014).

As you can see, the demand for specialist counsellors is high, and continuing to grow. It’s this demand that’s creating career opportunities in this rewarding field.

As a counsellor, you can make a real difference in areas such as grief and loss; relationships; abuse; youth and adolescents; family; stress; trauma recovery; addictions; mental health and many more. We’ve helped people from all sorts of backgrounds become counsellors. Many of our students are professionals seeking to acquire counselling skills as an adjunct to their core profession, such as teachers, nurses, ministers of religion, corrective services officers and administrators. Many are seeking a fresh start in a rewarding profession, having not studied for many years.

Whatever your background, our students all share a strong desire to assist others. Maybe you’re someone that displays a natural empathy to others; that people turn to for help in times of need. Maybe you’ve been through personal challenges that have inspired you to assist others facing similar circumstances.

Whatever your motivation, it’s your natural desire and ability to help others that we seek to evolve and formalise through our training.

Over 25 years we’ve helped in excess of 55,000 people from 27 countries pursue their goal of becoming a counsellor. Training counsellors is our sole focus. And this focus gives us some very unique insights into the needs of the industry.

We have a dedicated team of over 80 psychologists, counsellors, curriculum writers, educators and industry representatives, whose sole purpose is to ensure our courses are of the highest educational value.

Since its inception, AIPC has been a leader in the area of flexible learning. We understand that in today’s fast paced world it can be difficult to find the time to undertake a qualification. For this reason we have a strong focus on making our programs as accessible and flexible to your needs as possible.

Our courses are self-paced, allowing you to progress at a speed that suits you; either moderately according to your lifestyle commitments, or faster if you wish to graduate more rapidly.

Our courses can be completed externally by working through your course material at home. This is particularly useful if you have other obligations in your life that occupy your time.

So, no matter where you live or how busy you are, we make it possible for you to achieve your goal of becoming a qualified counsellor.

Thank you so much for taking the time to learn more about AIPC and our programs.

Kind Regards,

Sandra Poletto
Chief Executive Officer
Employment for counsellors has risen strongly in the last five years, and is expected to grow very strongly to November 2017 (www.joboutlook.gov.au, 2014). And the industry employing counsellors, the Health Care and Social Assistance Industry, is predicted to be the fastest growth industry over the next 5 years.

There has never been a better time for you to become a counsellor. The need for counsellors in Australia has never been greater. As a qualified counsellor you’ll be doing what you love, and have the security of knowing there are many opportunities for work and employment.

The Health Care and Social Assistance Industry underpins the national economy and workforce. It is the largest industry group in Australia, and has been the industry contributing the most new jobs to the Australian labour market since the 1990’s. Over the next 5 years, employment in the Health Care and Social Assistance industry will increase by 18.7% (www.lmip.gov.au, 2015).
Counselling, an enriching career

It's rare these days to hear people talk about their work with true passion. You hear so many stories of people working to pay the bills; putting up with imperfect situations; and compromising on their true passions.

That’s why it’s always so refreshing to hear frequent stories from graduates living their dream to be a counsellor. They’re always so full of energy, enthusiasm and passion. There’s no doubt that counselling is one of the most personally rewarding and enriching professions.

Just imagine someone comes to you for assistance. They're emotionally paralysed by events in their life. They can’t even see a future for themselves. They can only focus on their pain and grief. The despair is so acute it pervades their entire life. Their relationship is breaking down and heading towards a divorce. They can’t focus on work and are getting in trouble with their boss. They feel they should be able to handle their problems alone, but know they can’t. It makes them feel helpless, worthless. Their self-esteem has never been lower. They’re caught in a cycle of destruction and pain.

Now imagine you have the knowledge and skills to help this person overcome their challenges. You assist to relieve their emotional pain. You give them hope for the future. You assist them to build their self-esteem.

As a counsellor you can experience these personal victories every day. And it’s truly enriching. There is nothing more fulfilling than helping another person overcome seemingly impossible obstacles.

Learn about yourself

Life can be challenging at times. We’re forced to confront issues we’re not prepared for. Unfortunately, we’re not born into this world with a user manual. We’re required to go through life doing the best we can. Sure we have friends and family to help us, but they’re also just doing the best they can.

A wonderful benefit of becoming a counsellor is the self-learning. Becoming a counsellor is an enjoyable journey of self-discovery. Counselling is a science of personal effectiveness. An understanding of counselling principles provides you with a clear understanding of yourself, as well as those around you.

As a counsellor you’ll understand why you feel, think and behave as you do. And you’ll be able to implement strategies in your own life so that you’re happier, healthier, and more able to face life’s challenges.

Improve how you perform your current job

Have you ever thought about how your ability to deal with people affects how well you perform at your job?

Most occupations require us to deal with people all day. Whether it’s colleagues, clients, bosses or the public, much of our day is spent with people. How well you communicate and deal with people dramatically affects how well you perform at your job; and how much you enjoy it.

Many professionals are almost expected to know counselling as an adjunct to their job. Teachers, nurses, ministers, corrective services officers, health professionals, and so many more often play the ‘role’ of counsellor. Formal counselling skills will assist you perform your role better, and ensure you’re providing truly helpful advice.

We have an enormous number of professionals undertake our courses for these reasons. Counselling skills assist them to become more effective in many areas relating to their work including communication and interpersonal skills; conflict resolution; assertiveness; stress management; time management and organisational skills, and group facilitation.

A profound understanding of people and why they behave as they do is extraordinarily useful.
Why learn with AIPC

If you’re considering a career in counselling, or obtaining counselling qualifications as an adjunct to your current role, there are numerous benefits to gaining your qualification through AIPC.

Highly Experienced
We specialise in training counsellors. It’s all we’ve done for over 25 years. Over those years we’ve taught in excess of 55,000 students from over 27 countries. This gives us a very unique insight into the industry. And it translates into highly applicable and enjoyable training.

AIPC was Australia’s first, and still is the only exclusive, national provider of counsellor education. Our focus is the same today as it has always been – to provide you with the highest quality counsellor education with a full range of student and graduate support functions.

Specialist v Generalist
You’re better off learning from a specialist than a generalist. Many training providers deliver courses across a variety of industries. This may work for them commercially, but it can jeopardise the quality of training.

We recognise that if we are to evolve as better professionals, our education programs must also evolve to be consistent with the environment in which we live and work. By maintaining the currency and relevance of our programs and how they are taught, we guarantee the value of the services our graduates are able to provide clients and those around them.

Industry Accreditation
It’s important that once you graduate you are able to join a professional industry body to get the support you need to work in the industry. AIPC is one of few training providers to meet the onerous industry accreditation standards of the country’s largest counsellor industry association, Australian Counselling Association (ACA).

This means that upon graduation you can become a member of the Australian Counselling Association – giving you professional recognition of your qualification, as well as necessary support structures.
Self-Paced Learning

AIPC vocational courses are entirely self-paced, meaning you can easily fit them around your lifestyle, providing the optimum flexibility. A course of study is a serious time commitment. From time to time things arise in life that make it difficult to dedicate the necessary time to study. Our program allows you to pick up and pause your studies at any time — without any penalty whatsoever.

Flexible Funding Options

We aim to make our programs as affordable and accessible as possible. For the Diploma of Counselling and Graduate Diploma of Counselling, you can opt to pay your tuition by affordable monthly installments, or upfront for which you receive a substantial discount.

Higher education programs can be self-funded or financed through the government FEE-HELP scheme.

Industry Leading Support

AIPC sets the benchmark for service and support in external counselling studies in Australia.

Our extensive suite of support services has been developed and refined over many years of research and continuous feedback from students.

With our national network of Student Support Centres, support is always close at hand. No matter where you live there’s a Student Support Centre in close proximity to assist you with your needs. Even if you move State, you can access services through the local Student Support Centre to enjoy the same friendly local support.

You’ll have 24/7 access to our eCampus where you can access your course resources, notes and assessments online. You can join online forums to network with other students, and communicate with education staff for academic support. This gives you the ultimate control of how, when and where you learn.

You also have unlimited use of the toll free 1300 Study Assistance Line where you can speak with an education staff member to have all your study and assessment queries answered. Our education and academic staff are there to assist you with academic support throughout the semester. This includes providing teaching and guidance on specific concepts if you feel you need further explanation, and clarifying questions on assignment topics.

Practical Experience

The courses are structured to ensure you graduate with a high level of practical skill so you can apply your counselling knowledge with confidence. All courses include some practical components covering a range of counselling topics including communication, interview and micro-counselling skills, and the practical application of counselling therapies.

Because we have students who live anywhere in Australia, and indeed the world, we have a variety of options to enable timely and effective completion of the practical components in our vocational counselling programs (Diploma of Counselling and Graduate Diploma of Counselling). Seminars give you the opportunity to apply the theory you have learned in a dynamic group environment. If you are not able to attend seminars for whatever reason, you can complete the practical components through alternate means, such as with a private assessor or by video recording your skills.

Students undertaking the Bachelor of Counselling or Master of Counselling have the opportunity to demonstrate their skills at residential schools held at the end of semester.

Unique Resources to expand your learning

As a student you receive a complementary subscription to The Professional Therapist magazine. The Professional Therapist is an industry publication full of practical case studies and counselling scenarios to hone your skills and broaden your knowledge.

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

The Institute has developed two websites to complement your studies. The Institute’s Articles site at www.aipc.net.au/articles is an online facility where you can browse numerous articles on a variety of counselling topics.

And Counselling Connection, the Institute’s official blog at www.counsellingconnection.com assists you with accessing the latest information about counselling and what’s happening in the industry.
Learning that fits around your lifestyle

Today there are more and more demands on your time. Gaining a qualification can be difficult when you have to fit it around other commitments.

Most course providers still design their courses using traditional methods. That was fine 10 years ago when most students studied full time. Today we don’t have that luxury. You need to fit competing career, family and lifestyle needs into the same hours.

That’s why the Institute focuses on external, flexible training. Our learning methods have evolved with the times. Our training methods set a precedent in flexibility and support. This means you can fit your learning around your lifestyle whilst maintaining exceptional levels of quality and support.

Institute courses are designed to maximise your learning from home. You can progress at your own pace, and assessment is progressive. Because you are in total control of your study time, you can complete your course several times faster than by other means.
Courses

AIPC teaches counselling at all levels – from Diploma level through to Master level.

The level of training you undertake usually depends on your prior education and your intended application of the qualification.

The Institute delivers training at 4 academic levels: Diploma, Bachelor, Graduate Diploma and Master. The level you decide to study at depends on how quickly you want to be working as a counsellor; and your previous qualifications and experience.

If you have no prior qualification or experience, it’s recommended you begin training at Diploma level. Diploma level training is extremely practical. It will provide you with excellent foundation knowledge and skills. Most industry associations, including the Australian Counselling Association, will immediately recognise your qualification.

If you already have a counselling qualification or experience, and want to advance your learning, you can do so through the Bachelor, Graduate Diploma or Master.

Regardless of your present level of experience, the Institute caters for your training requirements. Below is a learning pathway demonstrating how the different qualifications can articulate.

### YOUR SITUATION:

- No previous counselling qualifications
- No counselling experience
- Haven’t studied for many years
- Wanting to start a career in counselling
- Completed a Certificate in either counselling, welfare, community work or related field
- Would like to focus more on counselling studies.

- Have completed a Diploma in Counselling
- Keen to advance my counselling education to the next level.

- Have a Diploma, Advanced Diploma or Bachelor in Counselling or a related field
- Wish to obtain specialist knowledge and skills in a specific field of counselling.

- Have a Bachelor in Counselling or any other field
- Wish to obtain higher level counselling knowledge and skills.

### YOU CAN START WITH A:

- Diploma of Counselling
- Bachelor of Counselling
- Graduate Diploma of Counselling
- Master of Counselling

### YOU CAN THEN CHOOSE TO PROGRESS ONTO:

- Advanced Study Majors
  - Diploma of Counselling graduates receive 6 subjects of credit towards the Bachelor

- Bachelor of Counselling
  - Diploma of Counselling graduates receive automatic entry into the Graduate Diploma

- Graduate Diploma of Counselling
  - Diploma of Counselling graduates receive automatic entry into the Graduate Diploma

- Master of Counselling
  - Bachelor of Counselling graduates receive 4 subjects of credit towards the Master

- Graduate Diploma of Counselling
  - Diploma of Counselling graduates receive automatic entry into the Graduate Diploma

- Specialist Streams
  - Complete additional Specialist Streams in the Graduate Diploma of Counselling
How our students and graduates rate our performance

The Institute is committed to continuous improvement. It’s part of what makes us the best at what we do. To ensure we’re providing 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 range from 90% to 100% of respondents giving positive responses. This feedback is very important to us and signifies the high level of commitment the Institute has to making your studies enjoyable and worthwhile.

The survey further indicates that:

- **57%** of students enrolling with the Institute were aiming to establish their own private counselling practice after graduation.
- **59%** enrolled for self development.
- **26%** enrolled to gain counselling skills to use in their current occupation.
- **50%** 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).
Diploma of Counselling

Australia’s most popular counselling qualification

Counselling is recognised as one of the most personally enriching careers. As a counsellor you’ll help people each and every day overcome their challenges and go on to lead happy lives. And learning to be a counsellor is an eye-opening journey of self-discovery as you learn why you think and behave as you do.

Our Diploma of Counselling is Australia’s most popular counselling qualification. It is the perfect qualification to get your counselling career kick started.

The course material and support services are designed to make the Diploma very achievable, even if you have been away from studies for many years or are looking to supplement your higher level education.

Duration
18-months (full time study) (part time and self-paced study also available)

On Completion
After completion of all units, the Diploma of Counselling (CHC51712) qualification is awarded by Australian Institute of Professional Counsellors Pty Ltd ATF AIPC Trust T/As Australian Institute of Professional Counsellors.

You’ll be able to work in a diverse variety of mental health and community health settings, or set up your own counselling practice. You’ll be able to join as a member of the Australian Counselling Association, ensuring professional recognition of your qualification, as well as access to practice insurance.

Diploma Graduates automatically satisfy the educational entry requirements of the Institute’s Bachelor of Counselling and Graduate Diploma of Counselling courses. Further information about these programs can be obtained by contacting your nearest Student Support Centre or visiting the Institute’s website at www.aipc.net.au. Diploma Graduates progressing into the Bachelor of Counselling also receive automatic credit for six subjects of the Bachelor program.
## Diploma of Counselling
### Course Structure

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Topic</th>
<th>Unit of Competency Covered in Each Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>CHCCSL501A &amp; CHCCSL507B</td>
<td>Counselling and the Counselling Process</td>
</tr>
<tr>
<td>Unit 2</td>
<td>CHCCSL502A</td>
<td>Communication and the Counselling Interview</td>
</tr>
<tr>
<td>Unit 3</td>
<td>CHCCSL503B</td>
<td>The Counselling Relationship</td>
</tr>
<tr>
<td>Unit 4</td>
<td>CHCCSL504A</td>
<td>Personality and Development Theories</td>
</tr>
<tr>
<td>Unit 5</td>
<td>CHCCSL505A</td>
<td>Learning Theories</td>
</tr>
<tr>
<td>Unit 6</td>
<td>CHCCSL506A &amp; CHCCSL507B</td>
<td>Cognitive Behavioural Therapy</td>
</tr>
<tr>
<td>Unit 7</td>
<td>CHCCSL506A</td>
<td>Person Centred Therapy</td>
</tr>
<tr>
<td>Unit 8</td>
<td>CHCCSL506A</td>
<td>Gestalt Therapy</td>
</tr>
<tr>
<td>Unit 9</td>
<td>CHCCSL506A</td>
<td>Solution Focused Therapy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Topic</th>
<th>Unit of Competency Covered in Each Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 10</td>
<td>CHCCSL506A</td>
<td>Narrative Therapy</td>
</tr>
<tr>
<td>Unit 11</td>
<td>CHCCSL508B &amp; HLTWHS300A</td>
<td>Legal and Ethical Issues</td>
</tr>
<tr>
<td>Unit 12</td>
<td>CHCCSL509A</td>
<td>Counselling and Personal Reflection</td>
</tr>
<tr>
<td>Unit 13</td>
<td>CHCCSL510A</td>
<td>Relationship Issues</td>
</tr>
<tr>
<td>Unit 14</td>
<td>CHCCSL506A &amp; CHCCSL511A</td>
<td>Family Therapy</td>
</tr>
<tr>
<td>Unit 15</td>
<td>CHCCSL512A &amp; CHCCSL514B</td>
<td>Client Suitability and Clients at Risk</td>
</tr>
<tr>
<td>Unit 16</td>
<td>CHCCM503C</td>
<td>Case Management</td>
</tr>
<tr>
<td>Unit 17</td>
<td>HLTIR403C</td>
<td>Working with Diversity</td>
</tr>
<tr>
<td>Unit 18</td>
<td>CHCICS405B</td>
<td>Group Counselling</td>
</tr>
</tbody>
</table>

1. The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment that you complete throughout your studies will contribute to your final award. The Institute periodically revises the Diploma curriculum to maintain its position at the forefront of the counselling industry. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.

2. Progress through your course is achieved by completing each unit’s assessment book and 8 progressive practicals (by seminar, video or private assessment).

3. You can study your course on a full-time, part-time or self-paced basis. Indicatively, full-time study of the course will take approximately 18 months.
**Course Delivery and Assessment**

You can learn internally, through traditional distance education, online or any blend. Our programs are designed to fit around your needs. Study entirely online or through distance education from anywhere, or come into our Student Support Centres in Brisbane, Sunshine Coast, Gold Coast, Sydney, Port Macquarie, Melbourne, Adelaide and Perth.

Comprehensive study guides and readings are provided for each unit to enable you to advance your knowledge of each topic. To progress your course, you simply work through the Study Guide and readings to complete each unit’s assessment book.

Because we have students who live anywhere in Australia, and indeed the world, we have a variety of options to enable timely and effective completion of the practical components required for some units. Seminars give you the opportunity to apply the theory you have learned in a dynamic group environment. It’s also a great opportunity to get together with fellow students and practice under the guidance of a qualified Lecturer. To help facilitate your learning, our seminars use case scenarios relating to the specialist issues covered in your course and provide a wonderful forum for group discussion and interaction. Seminars are held regularly in most capital cities throughout Australia.

If you are not able to attend seminars for whatever reason, you can complete the practical components through alternate means. You may choose to attend a one-on-one or small group session with a private assessor. We have qualified assessors available in most regional areas of Australia to assist students to complete their practical components. You can also complete the practical components by sending in a demonstration of your skills on video or DVD. We have detailed guidelines to assist students to compile their recordings and develop effective role plays to demonstrate their skills.

**Industry Accreditation**

The Diploma of Counselling has attained industry accreditation through the Australian Counselling Association (ACA). ACA is a peak industry association and the largest single registration body for counsellors in Australia. As a graduate of AIPC’s Diploma of Counselling you will automatically meet the entry requirements to become a member of the Australian Counselling Association.

**AUSTUDY/ABSTUDY Approval**

The Diploma of Counselling is Austudy and Abstudy approved.

**Entry Requirements**

The Diploma of Counselling is the perfect entry-level qualification for you to start your counselling education. It is ideally suited if you have no or little prior learning or experience in counselling.

You are able to gain entry to the Diploma of Counselling if you have:

- Completed Year 12, or
- Completed a Certificate III qualification, or
- Have at least 3 years of sufficient life experience (work or study) (if over 21 years of age)

The full version of the Diploma of Counselling Student Handbook is available at the Institute’s website at [www.aipc.net.au](http://www.aipc.net.au). The Institute recommends you read these policies prior to applying for enrolment.

**Apply online at**


[ACPET](http://www.acpet.edu.au)  
Australian Council for Private Education and Training  
[ACA](http://www.aca.net.au)  
Accredited Training
Advanced Study Majors

A notable feature of the Diploma of Counselling is that it’s supported by a number of optional Advanced Study Majors. Advanced Study Majors are an excellent way for you to gain advanced knowledge and skill in a specialised counselling area.

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 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
- Counselling Clients with Addictions
- Grief and Loss Counselling
- Child Development and Effective Parenting
- Workplace Counselling
- Family Therapy

Whilst the Advanced Study Majors are highly relevant to specialty areas in counselling practice, by nature they do not form a part of Austudy or the accredited curriculum.

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

As a graduate of an Advanced Study Major you’ll be awarded a Statement of Achievement and an additional presentation standard Transcript of Academic Record that highlights your achievement, and the specialised skills you have gained.

Enrolment options

Shown is a graphical illustration of the enrolment options which are available to you.

Students are encouraged to pursue their interests in specialised fields of counselling through the Advanced Study Major Program. You are invited to participate in as many Advanced Study Majors as you wish, all of which can be studied in conjunction with your Diploma of Counselling course.
Graduate Diploma of Counselling

The ideal way to specialise in your field of counselling interest

The Institute’s Graduate Diploma of Counselling is the ideal means to expand your knowledge and competence in specialist areas of practice.

Having an entry pathway through the Diploma or Bachelor levels, means that counsellors (or other professionals) can undertake the Graduate Diploma to enhance their knowledge and skills.

There are 3 specialist streams to the Graduate Diploma of Counselling – in Addictions, Family Therapy, or Loss and Grief.

The Institute’s Graduate Diploma is vocationally focused. It skills students with highly practical, applicable vocational and occupational expertise for the workplace, underpinned by an extensive theoretical base.

Duration

12-months (full time study) (part time and self-paced study also available)

On Completion

Upon completion of your course, you will be skilled to work with clients in the complex areas of Addictions, Family Therapy or Loss and Grief, depending on the specialties you choose. You’ll also be able to join as a member of the Australian Counselling Association, ensuring professional recognition of your qualification, as well as access to practice insurance.

After completion of all subjects, the Graduate Diploma of Counselling (Addictions; Family Therapy; Loss and Grief) (31000QLD) qualification is awarded by Australian Institute of Professional Counsellors Pty Ltd ATF AIPC Trust T/As Australian Institute of Professional Counsellors.
# Graduate Diploma of Counselling

**Course Code:** 31000QLD

**Course Structure (Addictions / Family Therapy / Loss & Grief)**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Pre Requisite</th>
<th>Nominal Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUCOP801A</td>
<td>Manage and facilitate collaborative counselling practice</td>
<td>Nil</td>
<td>80</td>
</tr>
<tr>
<td>COUCOP802A</td>
<td>Implement ethical decision making in counselling practice</td>
<td>Nil</td>
<td>80</td>
</tr>
<tr>
<td>COUCOP803A</td>
<td>Integrate reflective practice strategies into counselling</td>
<td>Nil</td>
<td>80</td>
</tr>
<tr>
<td>COUADD801A</td>
<td>Analyse theories of substance use, misuse and addictions</td>
<td>Nil</td>
<td>100</td>
</tr>
<tr>
<td>COUADD802A</td>
<td>Apply knowledge of drug classification including pharmacological categories</td>
<td>Nil</td>
<td>100</td>
</tr>
<tr>
<td>COUADD803A</td>
<td>Use appropriate assessment, treatment planning and referral strategies</td>
<td>Nil</td>
<td>100</td>
</tr>
<tr>
<td>COUADD804A</td>
<td>Conduct advanced behaviour change interventions and motivational interviewing</td>
<td>Nil</td>
<td>160</td>
</tr>
<tr>
<td>COUADD805A</td>
<td>Apply harm reduction, crisis intervention and risk management strategies</td>
<td>COUADD 801A, COUADD 802A, COUADD 803A</td>
<td>160</td>
</tr>
<tr>
<td>COUFAM801A</td>
<td>Apply theoretical concepts in family therapy</td>
<td>Nil</td>
<td>100</td>
</tr>
<tr>
<td>COUFAM802A</td>
<td>Develop and apply narrative interventions in family therapy</td>
<td>Nil</td>
<td>100</td>
</tr>
<tr>
<td>COUFAM803A</td>
<td>Employ systemic practice techniques in family therapy</td>
<td>COUADD 801A, COUADD 802A, COUADD 803A</td>
<td>160</td>
</tr>
<tr>
<td>COUADD806A</td>
<td>Use appropriate assessment, treatment planning and referral strategies</td>
<td>Nil</td>
<td>100</td>
</tr>
<tr>
<td>COUADD807A</td>
<td>Conduct advanced behaviour change interventions and motivational interviewing</td>
<td>Nil</td>
<td>160</td>
</tr>
<tr>
<td>COUADD808A</td>
<td>Apply harm reduction, crisis intervention and risk management strategies</td>
<td>COUADD 801A, COUADD 802A, COUADD 803A</td>
<td>160</td>
</tr>
<tr>
<td>COULAG801A</td>
<td>Apply and evaluate theories and concepts of loss and grief</td>
<td>Nil</td>
<td>100</td>
</tr>
<tr>
<td>COULAG802A</td>
<td>Apply therapeutic approaches to loss and grief</td>
<td>Nil</td>
<td>100</td>
</tr>
<tr>
<td>COULAG803A</td>
<td>Facilitate group support for people experiencing loss and grief</td>
<td>COUADD 801A, COUADD 802A, COUADD 803A</td>
<td>160</td>
</tr>
<tr>
<td>COULAG804A</td>
<td>Plan and initiate interventions for complicated grief</td>
<td>COUADD 801A, COUADD 802A, COUADD 803A</td>
<td>160</td>
</tr>
<tr>
<td>COULAG805A</td>
<td>Respond to traumatic grief</td>
<td>COUADD 801A, COUADD 802A, COUADD 803A</td>
<td>160</td>
</tr>
</tbody>
</table>

1. The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment that you complete throughout your studies will contribute to your final award. The Institute periodically revises the curriculum to maintain its position at the forefront of the counselling industry. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.

2. Progress through your course is achieved by completing each unit’s assessment book and 2 progressive practicals (completed by workshop, video or private assessment).

3. You can study your course on a full-time, part-time or self-paced basis. Indicatively, full-time study of the course will take approximately 12 months.
**Specialty Streams**

**Addictions**
The Addictions Specialty Stream begins by analysing theories of substance use, misuse and addictions and continues onto learning a wide ranging knowledge of drug classification including pharmacological categories. You then learn how to utilise this knowledge to help prepare clients for detoxification and withdrawal. The third unit prepares you to use appropriate assessment, treatment planning and referral strategies in counselling practice. The Stream continues with a unit covering conducting advanced behaviour change interventions and motivational interviewing to explore ambivalence and assess client readiness to change. The final unit in the Stream concentrates on applying harm reduction, crisis intervention and risk management strategies as a framework for responding to crisis and risk when working with clients with addictions.

**Family Therapy**
The Family Therapy Specialty Stream begins with examining and applying key concepts from first and second order family therapy theories such as Bowen, Minuchin, Satir, and Shazer. The Stream progresses onto developing and applying narrative intervention initiatives in family therapy including an evaluation of dominant social and cultural narratives on individuals and families. The third unit concentrates on employing systemic practice techniques in Family Therapy. You facilitate a variety of family interventions based on the works of Bowen and Minuchin. The Family Therapy Specialty Stream then progresses into implementing child inclusive practises when working with families, from initial engagement with the family through to evaluation. The final unit of this Stream applies risk management and crisis intervention procedures in the practice of family therapy. There is also an emphasis on supervision, debriefing and self care.

**Grief and Loss**
The Grief and Loss Specialty Stream begins with evaluating theoretical and conceptual methods in loss and grief practice. The Stream continues with applying therapeutic clinical approaches to loss and grief. This unit also includes developing an awareness of your personal experiences of loss and grief and how to effectively manage this when counselling others. The third unit covers facilitating group support in loss and grief and includes the initiation, development and design of a program for loss and grief support. The Grief and Loss Specialty Stream continues with a focus on planning and initiating interventions in complicated or unresolved grief including the assessment of complicated grieving patterns and how they are different from expected responses to loss. The final unit of this Stream provides a framework to respond to traumatic grief.

As it is rare for clients to present with single, isolated issues; it is also common for counsellors to specialise in more than one field of counselling. Hence, after you finish your Graduate Diploma of Counselling, you can complete additional Specialty Streams if you choose.
Course Delivery and Assessment

The Graduate Diploma is extremely flexible as you study your course through traditional distance education. Specifically written and easy to understand study material, including study guides and readings, all purposefully designed to make your external studies as conducive to learning as possible. Your course is designed to maximise your learning from home. You can progress at your own pace, and assessment is progressive. To progress your course, you simply work through the Study Guide and readings to complete each unit’s assessment tasks.

Each Stream is supported by two practical components. Each practical can be completed by attending a two-day seminar; a private assessment; or submitting a video/DVD of your practical skills demonstration. We have detailed guidelines to assist students to compile their recordings and develop effective role plays to demonstrate their skills.

Industry Accreditation

The Graduate Diploma of Counselling has attained industry accreditation through the Australian Counselling Association (ACA). ACA is a peak industry association and the largest single registration body for counsellors in Australia. As a graduate you will automatically meet the entry requirements to become a member of the Australian Counselling Association.

AUSTUDY/ABSTUDY Approval

The Graduate Diploma of Counselling is Aустudy and Abstudy approved.

Entry Requirements

You can gain entry to the Graduate Diploma of Counselling through graduate or vocational pathways. The Institute’s Graduate Diploma provides a higher level vocational alternative to Post Graduate qualifications. They are an ideal extension of learning if you have Diploma, Advanced Diploma or Bachelor qualifications.

You are eligible for entry to the Institute’s Graduate Diploma of Counselling if you have:

- A nationally recognised Diploma of Professional Counselling or Diploma of Counselling from the Institute.
- A nationally recognised Diploma of Counselling, issued from a Registered Training Organisation.
- A Bachelor in Counselling, Psychology, Behavioural Science or Social Work from a university.
- A Bachelor qualification in any other field, combined with at least 3 years of direct counselling experience.

The full version of the Graduate Diploma of Counselling Student Handbook is available at the Institute’s website at www.aipc.net.au. The Institute recommends you read these policies prior to applying for enrolment.
Bachelor of Counselling

The ideal way to gain a tertiary counselling qualification

The Institute’s Bachelor of Counselling has been developed by a team of highly qualified and experienced counselling academics and professionals. We’ve invested significant time in developing a Bachelor of Counselling that intricately and progressively teaches key counselling theory and applications to provide graduates with a strong, thorough knowledge and skill base.

AIPC’s Bachelor of Counselling is an extremely flexible and well-structured tertiary program. It can be undertaken externally, with some of the more practical subjects including an end-of-semester residential school which can be attended in Brisbane, Sydney or Melbourne.

The course is structured to progressively develop your knowledge and skills from foundational, theoretical concepts through to more complex concepts and advanced skills and applications.

Duration
36-months (Full time study) (Part time study is available)

On Completion
As a graduate with a Bachelor of Counselling, you’ll be able to work in a diverse variety of mental health and community health settings, or set up your own counselling practice. You’re also able to join as a member of the Australian Counselling Association, ensuring professional recognition of your qualification, as well as access to practice insurance.

After successful completion of all subjects, the Bachelor of Counselling qualification is awarded by Australian Institute of Professional Counsellors Pty Ltd ATF AIPC Trust T/As Australian Institute of Professional Counsellors.

The Institute is registered as a Higher Education Provider (Provider Number: PRV12083) by the Tertiary Education Quality and Standards Agency (TEQSA) with its higher education courses also being accredited by TEQSA. Confirmation of the Institute’s registration and accreditation status of its courses can be obtained from the National Register on the TEQSA website at: [www.teqsa.gov.au](http://www.teqsa.gov.au)

Graduates of the course satisfy the entry requirements of the Institute’s Master of Counselling and Graduate Diploma of Counselling courses. Bachelor Graduates also receive automatic credit for four subjects of the Master of Counselling program.
Bachelor of Counselling  
Course Structure (Full Time)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Pre requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>FIRST YEAR</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SEMESTER 1</strong></td>
<td></td>
</tr>
<tr>
<td>CORE101</td>
<td>Scholarship: Academic Writing &amp; Presenting</td>
<td>Nil</td>
</tr>
<tr>
<td>CORE102</td>
<td>Communication Skills: Professional Negotiation &amp; Conflict Resolution</td>
<td>Nil</td>
</tr>
<tr>
<td>COU101</td>
<td>Introduction to Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td>COU102</td>
<td>Theoretical Foundations of Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td><strong>SEMESTER 2</strong></td>
<td></td>
</tr>
<tr>
<td>CORE103</td>
<td>Group Work, Team Dynamics and Leadership</td>
<td>CORE101</td>
</tr>
<tr>
<td>CORE104</td>
<td>Social Frameworks</td>
<td>CORE101</td>
</tr>
<tr>
<td>COU103</td>
<td>The Counselling Process</td>
<td>Nil</td>
</tr>
<tr>
<td>COU104</td>
<td>Micro Counselling Skills</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td><strong>SECOND YEAR (CONT.)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SEMESTER 3</strong></td>
<td></td>
</tr>
<tr>
<td>PSY201</td>
<td>Developmental Psychology I: Childhood and Adolescence</td>
<td>CORE101</td>
</tr>
<tr>
<td>COU202</td>
<td>Counselling and Diversity</td>
<td>Nil</td>
</tr>
<tr>
<td>COU203</td>
<td>Counselling Therapies I</td>
<td>COU102, COU104</td>
</tr>
<tr>
<td>COU204</td>
<td>Ethics, Law and Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td><strong>SEMESTER 4</strong></td>
<td></td>
</tr>
<tr>
<td>PSY204</td>
<td>Developmental Psychology II: Adulthood and Aging</td>
<td>PSY201</td>
</tr>
<tr>
<td>COU205</td>
<td>Reflective Counselling Practice</td>
<td>Nil</td>
</tr>
<tr>
<td>COU206</td>
<td>Counselling Therapies II</td>
<td>COU102, COU104</td>
</tr>
<tr>
<td>COU207</td>
<td>Family and Couple Counselling</td>
<td>COU104</td>
</tr>
<tr>
<td></td>
<td><strong>SECOND YEAR (CONT.)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SEMESTER 5</strong></td>
<td></td>
</tr>
<tr>
<td>COU302</td>
<td>Grief Counselling</td>
<td>COU104</td>
</tr>
<tr>
<td>COU303</td>
<td>Working with Children and Adolescents</td>
<td>COU103, COU104, PSY201</td>
</tr>
<tr>
<td>COU304</td>
<td>Counselling Practicum I</td>
<td>COU104, COU203, COU204, COU205, COU206</td>
</tr>
<tr>
<td></td>
<td><strong>SEMESTER 6</strong></td>
<td></td>
</tr>
<tr>
<td>COU305</td>
<td>Research Methods</td>
<td>CORE101</td>
</tr>
<tr>
<td>COU306</td>
<td>Counselling and Mental Health</td>
<td>PSY201, PSY204, COU204</td>
</tr>
<tr>
<td>COU307</td>
<td>Counselling Practicum II</td>
<td>COU304</td>
</tr>
<tr>
<td></td>
<td><strong>EXIT POINT - BACHELOR DEGREE</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. The information included in these Course Outlines is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. The Institute periodically revises the Bachelor curriculum to maintain its position at the forefront of the counselling industry. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.

2. The Institute also offers an optional third semester between November and February for students who like to study all year round.

3. Please note that the Institute offers a wide range of subjects each semester. Not all subjects are available every semester.
Bachelor of Counselling
Course Structure (Part Time - 50% workload)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Pre requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORE101</td>
<td>Scholarship: Academic Writing &amp; Presenting</td>
<td>Nil</td>
</tr>
<tr>
<td>CORE102</td>
<td>Communication Skills: Professional Negotiation &amp; Conflict Resolution</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORE103</td>
<td>Group Work, Team Dynamics and Leadership</td>
<td>CORE101</td>
</tr>
<tr>
<td>CORE104</td>
<td>Social Frameworks</td>
<td>CORE101</td>
</tr>
<tr>
<td><strong>THIRD YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU101</td>
<td>Introduction to Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td>COU102</td>
<td>Theoretical Foundations of Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>FOURTH YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU103</td>
<td>The Counselling Process</td>
<td>Nil</td>
</tr>
<tr>
<td>COU104</td>
<td>Micro Counselling Skills</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>FIFTH YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY201</td>
<td>Developmental Psychology I: Childhood &amp; Adolescence</td>
<td>CORE101</td>
</tr>
<tr>
<td>COU202</td>
<td>Counselling and Diversity</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>SIXTH YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU203</td>
<td>Counselling Therapies I</td>
<td>COU102, COU104</td>
</tr>
<tr>
<td>COU204</td>
<td>Ethics, Law and Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td>COU206</td>
<td>Counselling Therapies II</td>
<td>COU102, COU104</td>
</tr>
<tr>
<td>COU207</td>
<td>Couples and Family Counselling</td>
<td>COU104</td>
</tr>
<tr>
<td><strong>EXIT POINT — BACHELOR DEGREE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU302</td>
<td>Grief Counselling</td>
<td>COU104</td>
</tr>
<tr>
<td>COU303</td>
<td>Working with Children and Adolescents</td>
<td>COU103, COU104, PSY201</td>
</tr>
<tr>
<td>COU304</td>
<td>Counselling Practicum I</td>
<td>COU104, COU203, COU204, COU205, COU206</td>
</tr>
<tr>
<td>COU305</td>
<td>Research Methods</td>
<td>CORE101</td>
</tr>
<tr>
<td>COU306</td>
<td>Counselling and Mental Health</td>
<td>PSY201, PSY204, COU204</td>
</tr>
<tr>
<td>COU307</td>
<td>Counselling Practicum II</td>
<td>COU304</td>
</tr>
</tbody>
</table>
Subjects

First year subjects focus on building a strong foundational knowledge and skill base including an overview of the counselling industry, philosophical tenets, counselling micro skills and general counselling perspectives. You are encouraged to explore an integrative approach to practice and to start developing your own counselling framework and helping philosophy.

Second year subjects focus on broader, contextual issues such as culture, human development and theoretical frameworks that impact the client, the counsellor and the helping relationship. Ethical and legal issues are examined as they relate to the counselling relationship, and you start exploring the concept of your ‘self’ and reflective practice.

Third year integrates specialist knowledge and skill with focused application in areas such as Grief Counselling, Working With Children and Adolescents, and Mental Health Issues. You will consolidate and extend your emerging practice framework via two supervised industry placements.

Course Delivery and Assessment

You learn externally online and attend residential school at the end of semester in Brisbane, Sydney or Melbourne for the more practical subjects.

Students studying through online and distance education have unique needs and study requirements. You benefit from the following study support options:

Online Study and Support

You are provided specifically written and easy to understand study material, including study guides and readings, all purposefully designed to make your external studies as conducive to learning as possible.

Through the Higher Education Learning Portal (HELP), you can contact your lecturer, participate in discussion forums, complete and/or submit assessment, and access the Institute’s Online Library.

The Online Library has been specially developed to provide you with easy access to counselling texts and resources to support your external counselling studies. You can search the catalogue of the Institute’s counselling texts and resources, and submit your borrowing requests online. Once availability has been confirmed, our library staff will post the text or resource to you within one working day of receiving your borrowing request. The Online Library also provides complimentary access to a range of electronic ejournal and ebook databases giving you access to thousands of current academic resources in Counselling, Psychology and related areas.

Study Assistance Line

You have unlimited use of the toll free 1300 Study Assistance Line which puts you in contact with your Lecturer who will answer all your study and assessment queries.
Residential Schools
Residential Schools teach you to apply your theoretical knowledge to counselling scenarios. Residential Schools provide you with an ideal teaching forum to handle practical counselling issues. You also meet and share ideas and experiences with fellow students, and have the opportunity to reflect on the development of your counselling skills.

Residential Schools are held at our academic rooms in Brisbane, Sydney and Melbourne, Australia and are scheduled at the end of each semester. Depending on the numbers of subjects you have undertaken during the semester, Residential Schools are up to one or two weeks’ duration. If studying full time, you complete between 5 and 10 days at a Residential School at the end of each semester. Not all subjects include a Residential School component. If you are studying part time, you only need to attend the days of the Residential School allocated to the specific subject.

<table>
<thead>
<tr>
<th>YEAR ONE – SEMESTER ONE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE101</td>
<td>Scholarship: Academic Writing &amp; Presenting</td>
</tr>
<tr>
<td>CORE102</td>
<td>Communication Skills: Professional Negotiation &amp; Conflict Resolution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR ONE – SEMESTER TWO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE103</td>
<td>Group Work, Team Dynamics and Leadership</td>
</tr>
<tr>
<td>COU103</td>
<td>The Counselling Process</td>
</tr>
<tr>
<td>COU104</td>
<td>Micro Counselling Skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR TWO – SEMESTER ONE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COU203</td>
<td>Counselling Therapies I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR TWO – SEMESTER TWO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COU206</td>
<td>Counselling Therapies II</td>
</tr>
<tr>
<td>COU207</td>
<td>Family and Couple Counselling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR THREE – SEMESTER ONE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COU302</td>
<td>Grief Counselling</td>
</tr>
</tbody>
</table>

The cost of attending and participating in the Residential School is included in the fee for the subject. Costs of travel to and from the Residential School, accommodation and other ancillary costs are borne by the student.

Residential Schools are a great opportunity to get together with fellow students and participate in casework sessions under the guidance of your Lecturer. To help facilitate your learning, our Residential Schools use case scenarios relating to everyday, contemporary issues and provide a wonderful supportive forum for group discussion, interaction and reflection.

Work Placements
The Bachelor of Counselling includes two counselling practicum subjects where you undertake clinical practice in a work setting. Work placements are essential in assisting the transition from application in a simulated setting to real practice and enable the development of clinical skills in a supportive, professional context.

Each Practicum involves the completion of 12 hours work each week for 12 weeks along with 24 hours to attend individual counselling supervision with the workplace supervisor and group supervision by teleconference with the Lecturer.

The Institute has a network of community organisations and counselling practices to approach. The Institute provides guidelines to students on how to approach agencies, assists with initial contact between you and the placement organisation, and follows up with you and the workplace supervisor regularly during the placement to ensure everything is progressing smoothly.

Recognition of Prior Learning
Graduates of the Institute’s Diploma of Professional Counselling (Course Codes: 30073QLD or 30506QLD) or Diploma of Counselling (CHC51708 or CHC51712) receive credit for the following subjects in the Bachelor of Counselling:

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COU101</td>
<td>Introduction to Counselling</td>
</tr>
<tr>
<td>COU102</td>
<td>Theoretical Foundations of Counselling</td>
</tr>
<tr>
<td>COU103</td>
<td>The Counselling Process</td>
</tr>
<tr>
<td>COU104</td>
<td>Micro Counselling Skills</td>
</tr>
<tr>
<td>COU202</td>
<td>Counselling and Diversity</td>
</tr>
<tr>
<td>COU203</td>
<td>Counselling Therapies I</td>
</tr>
</tbody>
</table>
Graduates and students of other accredited vocational counselling programs or counselling-related tertiary courses are encouraged to apply for credit of subjects. You can apply for recognition of up to a maximum of 8 subjects in the Bachelor of Counselling.

If credit is provided, students are not required to pay the fee for the subject/s in which credit is obtained.

**Teleclasses**
Some subjects within the Bachelor of Counselling include progressive participation in Teleclasses. Teleclasses provide an interactive and stimulating teaching environment based on discussion of concepts and ideas to encourage the transition from teaching to practice.

**Industry Accreditation**
The Bachelor of Counselling has attained industry accreditation through the Australian Counselling Association (ACA). ACA is a peak industry association and the largest single registration body for counsellors in Australia. As a graduate you will automatically meet the entry requirements to become a member of the Australian Counselling Association.

**AUSTUDY/ABSTUDY Approval**
The Bachelor of Counselling is Austudy and Abstudy approved.

**FEE-HELP Approval**
The Institute is approved as a Higher Education Provider by the Australian Government so you can choose to finance your subject fees via the FEE-HELP system. FEE-HELP is a loan scheme that assists eligible fee-paying students to pay their tuition fees.

If you choose to pay your subject fees using FEE-HELP, the Australian Government pays the amount of the tuition (subject) fee to the Institute and you then repay the loan through the Australian taxation system once your annual income is at a minimum amount.

You can find out more about FEE-HELP from the Government “Study Assist” website at [http://www.studyassist.gov.au](http://www.studyassist.gov.au)

You also have the option of paying your subject fees directly to the Institute each semester for the subjects in which you are enrolled. Or alternatively, you may choose a combination of funding part of your subject fees through FEE-HELP and paying the remainder yourself. As you can see, the choice is yours.

**Entry Requirements**
You can apply for entry to the Bachelor of Counselling course if you have achieved one of the following:

- A nationally recognised Diploma from any field of study; or
- Completed Year 12 or Higher School Certificate with at least a Sound Achievement in English; or
- Completed a year-long tertiary studies preparation program (eg Certificate IV in Adult Tertiary Preparation); or
- Completed at least 12 months of tertiary studies with a University or non-university Higher Education Provider with a GPA of at least 4.0; or
- Achieved an overall score of at least 160, or a verbal subscore of at least 155, in the Special Tertiary Admissions Test (STAT).

The full version of the Bachelor of Counselling Student Handbook is available at the Institute’s website at [www.aipc.net.au](http://www.aipc.net.au). The Institute recommends you read these policies prior to applying for enrolment.
Counselling has developed substantially over the past decade. It is increasingly being recognised for its efficacy in practice, and its more practical education and therapeutic approach. This has positioned counselling as a more attractive career option to its more science and statistically based mental health peers.

The Institute’s Master of Counselling teaches contemporary counselling topics and skills to an advanced level and is ideally suited to counsellors wanting to develop their counselling knowledge and skills to a higher level, or professionals aspiring to pursue a career in this high demand industry.

Combined with our industry leading support services and external teaching methods, you are fully supported in your study of advanced counselling topics to develop your skills as a counselling professional.

The Master of Counselling is available to anyone with an undergraduate degree in any field. The course has been designed this way to provide a learning pathway at a higher educational level commensurate with the students’ prior demonstrated academic capabilities.

**Duration**

24 months (Full time study) (Part time study is available)

**On Completion**

Master of Counselling graduates are skilled to work in a diverse variety of mental health and community health settings, or set up your own counselling practice. You’ll be able to join as a member of the Australian Counselling Association, ensuring professional recognition of your qualification, as well as access to practice insurance.

After successful completion of all subjects, the Master of Counselling qualification is awarded by Australian Institute of Professional Counsellors Pty Ltd ATF AIPC Trust T/As Australian Institute of Professional Counsellors.

The Institute is registered as a Higher Education Provider (Provider Number: PRV12083) by the Tertiary Education Quality and Standards Agency (TEQSA) with its higher education courses also being accredited by TEQSA, Confirmation of the Institute’s registration and accreditation status of its courses can be obtained from the National Register on the TEQSA website at: [www.teqsa.gov.au](http://www.teqsa.gov.au)
# Master of Counselling

## Course Structure (Full Time)

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC01</td>
<td>Introduction to Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td>MC02</td>
<td>Counselling Process</td>
<td>Nil</td>
</tr>
<tr>
<td>MC03</td>
<td>Counselling Skills</td>
<td>Nil</td>
</tr>
<tr>
<td>MC04</td>
<td>Ethics &amp; Reflective Practice</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC05</td>
<td>Counselling &amp; Human Development</td>
<td>Nil</td>
</tr>
<tr>
<td>MC06</td>
<td>Cognitive Behavioural Approaches</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC07</td>
<td>Collaborative &amp; Competency Based Approaches</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC08</td>
<td>Assessment &amp; Case Conceptualisation</td>
<td>MC04, MC05</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC11</td>
<td>Counselling Interventions for Crisis &amp; Trauma</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC12</td>
<td>Counselling for Families &amp; Couples</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC13</td>
<td>Counselling Children &amp; Adolescents</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC14</td>
<td>Counselling for Alcohol &amp; Other Drugs</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC15</td>
<td>Counselling for Loss &amp; Grief</td>
<td>MC02, MC03</td>
</tr>
</tbody>
</table>

1. The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. The Institute periodically revises the curriculum to maintain its position at the forefront of the counselling industry. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.

2. The Institute also offers an optional third semester between November and February for students who like to study all year round.

3. Please note that the Institute offers a wide range of subjects each semester. Not all subjects are available every semester.

*Electives offered each semester are at the Institute’s discretion.*
# Master of Counselling

## Course Structure (Part Time - 50% Workload)

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEMESTER 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC02</td>
<td>Counselling Process</td>
<td>Nil</td>
</tr>
<tr>
<td>MC03</td>
<td>Counselling Skills</td>
<td>Nil</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC05</td>
<td>Counselling &amp; Human Development</td>
<td>Nil</td>
</tr>
<tr>
<td>MC06</td>
<td>Cognitive Behavioural Approaches</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEMESTER 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC01</td>
<td>Introduction to Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td>MC04</td>
<td>Ethics &amp; Reflective Practice</td>
<td>Nil</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC07</td>
<td>Collaborative &amp; Competency Based Approaches</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC08</td>
<td>Assessment &amp; Case Conceptualisation</td>
<td>MC04, MC05</td>
</tr>
<tr>
<td><strong>THIRD YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEMESTER 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective*</td>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>Elective*</td>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective*</td>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>Elective*</td>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>FOURTH YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEMESTER 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC09</td>
<td>Research Methods in Counselling</td>
<td>Nil</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC10</td>
<td>Counselling Placement &amp; Capstone Project</td>
<td>MC07, MC08</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC11</td>
<td>Counselling Interventions for Crisis &amp; Trauma</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC12</td>
<td>Counselling for Families &amp; Couples</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC13</td>
<td>Counselling Children &amp; Adolescents</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC14</td>
<td>Counselling for Alcohol &amp; Other Drugs</td>
<td>MC02, MC03</td>
</tr>
<tr>
<td>MC15</td>
<td>Counselling for Loss &amp; Grief</td>
<td>MC02, MC03</td>
</tr>
</tbody>
</table>

*Electives offered each semester are at the Institute's discretion.
Subjects

First year subjects focus on foundational counselling topics such as the profession of counselling, therapeutic relationships, the process of counselling, counselling micro skills, ethical considerations and reflective practice for the counselling professional. A range of contemporary therapeutic approaches to counselling are covered to establish a strong therapeutic base, along with assessment tools and methods appropriate to the counselling setting.

Second year subjects integrate specialist knowledge and skills with focussed application in areas such as Crisis and Trauma, Loss and Grief, Alcohol & Other Drugs, Families & Couples, and Children & Adolescents. You will also complete a work placement and practical project in a counselling environment.

Course Delivery and Assessment

You complete your course externally online and attend residential school in Brisbane at the end of semester for the more practical subjects.

Students studying through online and distance education have unique needs and study requirements. You benefit from the following study support options:

Online Study and Support

You are provided specifically written and easy to understand study material, including study guides and readings, all purposefully designed to make your external studies as conducive to learning as possible.

Through the Higher Education Learning Portal (HELP), you can contact your lecturer, participate in discussion forums, complete and/or submit assessment, and access the Institute's Online Library.

The Online Library has been specially developed to provide you with easy access to counselling texts and resources to support your external counselling studies. You can search the catalogue of the Institute's counselling texts and resources, and submit your borrowing requests online. Once availability has been confirmed, our library staff will post the text or resource to you within one working day of receiving your borrowing request. The Online Library also provides complimentary access to a range of electronic ejournal and ebook databases giving you access to thousands of current academic resources in Counselling, Psychology and related areas.

Study Assistance Line

You have unlimited use of the toll free 1300 Study Assistance Line which puts you in contact with your Lecturer who will answer all your study and assessment queries.

Residential Schools

Residential Schools teach you to apply your theoretical knowledge to counselling scenarios. Residential Schools provide you with an ideal teaching forum to handle practical counselling issues. You also meet and share ideas and experiences with fellow students, and have the opportunity to reflect on the development of your counselling skills.

The Residential Schools are scheduled at the end of each semester and conducted from our specialist Higher Education Campus in Brisbane, Australia. Depending on the numbers of subjects you have undertaken during the semester, Residential Schools are up to one or two weeks’ duration. If studying full time, you complete between 5 and 10 days at a...
Residential School at the end of each semester. Not all subjects include a Residential School component. If you are studying part time, you only need to attend the days of the Residential School allocated to the specific subject.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC02</td>
<td>Counselling Process</td>
<td>2.5 days</td>
</tr>
<tr>
<td>MC03</td>
<td>Counselling Skills</td>
<td>2.5 days</td>
</tr>
<tr>
<td>MC06</td>
<td>Cognitive-Behavioural Approaches to Counselling</td>
<td>5 days</td>
</tr>
<tr>
<td>MC07</td>
<td>Collaborative and Competency Based Counselling Approaches</td>
<td>5 days</td>
</tr>
</tbody>
</table>

Residential Schools are a great opportunity to get together with fellow students and participate in casework sessions under the guidance of your Lecturer. To help facilitate your learning, our Residential Schools use case scenarios relating to everyday, contemporary issues and provide a wonderful supportive forum for group discussion, interaction and reflection.

**Teleclasses**

Some subjects within the Master of Counselling include progressive participation in Teleclasses. Teleclasses provide an interactive and stimulating teaching environment based on discussion of concepts and ideas to encourage the transition from teaching to practice.

**Work Placement and Capstone Project**

The Master of Counselling includes a Work Placement and Capstone Project where you undertake clinical practice in a work setting and complete a real-world counselling project. A counselling placement is essential in assisting the transition from application in a simulated setting to real practice. During your work placement, you will also complete a practical capstone project in a counselling environment.

The practicum involves the completion of 12 hours work each week for 12 weeks along with 24 hours to attend individual counselling supervision with the workplace supervisor and group supervision by teleconference with the Lecturer.

The Institute has a network of community organisations and counselling practices for you to approach or you are able to choose your own relevant agency. The Institute provides guidelines to students on how to approach agencies, assists with initial contact between you and the placement organisation, and follows up with you and the workplace supervisor regularly during the placement to ensure everything is progressing smoothly.

**Industry Accreditation**

The Master of Counselling has attained industry accreditation through the Australian Counselling Association (ACA). ACA is a peak industry association and the largest single registration body for counsellors in Australia. As a graduate of AIPC’s Master of Counselling you will automatically meet the entry requirements to become a member of the Australian Counselling Association.

**FEE-HELP Approval**

The Institute is also approved as a Higher Education Provider by the Australian Government so you can choose to finance your subject fees via the FEE-HELP system. FEE-HELP is a loan scheme that assists eligible fee-paying students to pay their tuition fees.
If you choose to pay your subject fees using FEE-HELP, the Australian Government pays the amount of the tuition (subject) fee to the Institute and you then repay the loan through the Australian taxation system once your annual income is at a minimum amount.

You can find out more about FEE-HELP from the Government “Study Assist” website at http://www.studyassist.gov.au

You also have the option of paying your subject fees directly to the Institute each semester for the subjects in which you are enrolled. Or alternatively, you may choose a combination of funding part of your subject fees through FEE-HELP and paying the remainder yourself. As you can see, the choice is yours.

Entry Requirements

You can apply for entry to the Master of Counselling course if you have successfully completed an undergraduate (Bachelor) degree in any field.

The full version of the Master of Counselling Student Handbook is available at the Institute's website at www.aipc.net.au. The Institute recommends you read these policies prior to applying for enrolment.

Apply online at www.aipc.edu.au/enrol
The Institute is committed to supporting students and has documented this commitment in a number of student policies contained in each course Student Handbook.

All policies can be obtained in full from the respective course Student Handbook in the Students section of the Institute’s Web Page at www.aipc.net.au or request a copy of the respective handbook from the Institute’s Head Office by phoning 1800 657 667.

The Institute recommends that you read these policies prior to applying for enrolment.

The student policies cover the following areas:

Rights and Obligations – Vocational Programs: Under the training arrangement, both the Institute and its students have various rights and obligations. Details of each party’s rights and obligations are included in the Rights and Obligations statement contained in the Student Handbook available at the ‘Student’s’ section of the Institute’s website at www.aipc.net.au or request a copy of the Handbook from the Institute’s Head Office by calling 1800 657 667.

Recognition of Prior Learning: If you have existing counselling skills, knowledge, or experience, or have completed other counselling studies, then you can apply to receive recognition for these through AIPC’s Recognition of Prior Learning process.

Mutual Recognition (Credit Transfer) of Qualifications: The Australian Institute of Professional Counsellors recognises the qualifications and Statements of Attainment issued by other Training Organisations.

Complaints: The Australian Institute of Professional Counsellors has a fair and equitable process for dealing with complaints. In the event that a complaint cannot be resolved internally to the student’s satisfaction, the student will be advised of the appropriate external body where they can seek further assistance.

Appeals: The Australian Institute of Professional Counsellors provides an avenue for students to appeal decisions made or the awarding of course and unit results by an independent panel. Students are able to appeal against their results within 28 days from issue of the result.

Student Conduct: The Australian Institute of Professional Counsellors is a professional educational institute. AIPC staff are required to provide a high level of educational and administrative service to all enquirers and students. To maintain the integrity of this service, students also have obligations and are required to abide by the Institute’s Student Conduct Policy.

Language, Literacy and Numeracy: The Australian Institute of Professional Counsellors has a process in place to identify students with language, literacy or numeracy difficulties. Details of the Institute’s Language, Literacy and Number Policy can be obtained from the Student Handbook at the ‘Students’ section of the Institute’s website at www.aipc.net.au or request a copy of the Handbook from the Institute’s Head Office by calling 1800 657 667.

Access and Equity: The Australian Institute of Professional Counsellors acknowledges the diverse nature of its student population and aims to meet the educational needs of all students, irrespective of their background. The Institute will endeavour to meet the individual needs of students through the integration of access and equity principles.

Qualification to be Granted: To obtain the qualification, you must be assessed as competent in all areas of the course. If you withdraw from the course, a Statement of Attainment or Academic Record will be granted for the units or subjects you have fully and successfully completed.

Course Cancellation Policy: The Course Cancellation Policy is shown on the Application Form and in the respective course Student Handbook, and 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 practicing Graduate Member Counsellor. It is likely the Counsellor will negotiate a professional service fee with you.

Protection of Student Fees Paid in Advance: AIPC is a member of the ACPET ASTAS and also has a Bank Guarantee in place to protect students fees paid in advance.

Financial Obligations: The financial obligations of your enrolment into your course are shown on the respective course Application Form. Please ensure you understand your course fees and payment obligations prior to enrolling.

Fees for Additional Items: While all fees to complete your course are disclosed on the Application Form and in the course’s Student Handbook, and all learning materials are provided to successfully complete the program are included in the course fees, there are some optional items and services that students may need to pay additional charges for from time-to-time during their course of study.

Re-issuing Certificates and Statements of Attainment: In the event of loss, damage, destruction or a change of name, students are able to request a reprint of their Certificate, Academic Record and/or Statement of Attainment by completing the ‘Request to Re-issue Certificate/Statement of Academic Record/Statement of Attainment’ Form.

Teachout of Courses: The Institute is obligated to keep its courses up to date with industry and educational requirements. If updating of a course leads to a new version of the course being released, students enrolled in the current course will be advised of a timeframe in which the current course will be taught out. In the event of not completing their course before the teach out date, students will be able to transition to the new course, and receive RPL towards units in the new course for components already completed in their current course.

Please contact your nearest Institute Student Support centre if you require further information about studying with the Institute.
Institute Student Support Centres

Head Office
Locked Bag 15, Fortitude Valley QLD 4006
47 Baxter Street, Fortitude Valley QLD 4006
P | (07) 3112 2000 or Toll Free: 1800 657 667
F | (07) 3257 7195

Brisbane
PO Box 425, Carina QLD 4152
336 Stanley Road, Carina QLD 4152
P | (07) 3843 2772 or Toll Free: 1800 353 643
F | (07) 3843 3599

Regional QLD
PO Box 1403, Buderim QLD 4556
4 Pacific View Pde, Buderim QLD 4556
P | (07) 5476 5200
F | (07) 5476 5233

Gold Coast
PO Box 5106, Port Macquarie NSW 2444
Unit 7, 153 Cotlew St, Ashmore QLD 4214
P | (07) 5571 1811 or Toll Free: 1800 625 329
F | (02) 6581 5117

Adelaide
PO Box 21, Edwardstown SA 5039
616 South Road, Glandore SA 5037
P | (08) 8297 5111 or Toll Free: 1800 246 324
F | (08) 8297 5177

Perth
PO Box 1147, Cloverdale WA 6985
3/216 Belmont Avenue, Cloverdale WA 6105
P | (08) 9277 3972 or P | (08) 9277 4087
Toll Free: 1800 246 381 F | (08) 9277 4063

Regional NSW
PO Box 5106, Port Macquarie NSW 2444
2/34 Jindalee Road, Port Macquarie NSW 2444
P | (02) 6581 5112 or Toll Free: 1800 625 329
F | (02) 6581 5117

Sydney
PO Box 238, Parramatta NSW 2124
Level 2, Suite 21, 152 Marsden St,
Parramatta NSW 2150
P | (02) 9687 9688 or Toll Free: 1800 677 697
F | (02) 9687 9698

Melbourne
GPO Box 417, Melbourne VIC 3001
Suite 3, Level 9, 474 Flinders Street,
Melbourne VIC 3000
P | (03) 9614 7472 or Toll Free: 1800 622 489
F | (03) 9620 0365

Singapore
PO Box 631, Mt Lawley WA 6929
Suite 1, 110-116 East Parade, East Perth WA 6004
P | +618 9228 3026 or Toll Free: 800 1303 333
F | +618 9227 6648

New Zealand
C/- New Zealand Institute of Professional Counsellors
7A William Pickering Dr, Albany, Auckland NZ
P | +64 9 919 4512
F | +64 9 919 4502
www.facebook.com/counsellors
www.twitter.com/counsellingnews
www.aipc.net.au