

Course Guide



Guarantee of Education Excellence



#1 Graduate Outcome Program



#1 Industry Recognition



We are an organisation founded on the principle of enabling people to help others. At the very heart of our logo, designed three decades ago, is the statement ‘Caring for people’. That’s the core of what we do; and that’s why our work matters.



A message from our CEO

Thank you for your interest in becoming a professional counsellor or community services professional.

Working in counselling and community services is acknowledged as being one of the most personally and professionally rewarding careers. And the need for these professionals in Australia has never been greater. Increasing societal pressures and personal difficulties have created a massive need in our communities for qualified professionals in counselling and community services.

This is evidenced by Labour Market Insights (<https://labourmarketinsights.gov.au>, 2023) predicting employment for counsellors will grow strongly over the next 5 years. And the industry employing counsellors and community services professionals, the Health Care and Social Assistance Industry, is predicted to grow by 533,400 jobs over the next 10 years (<https://www.jobsandskills.gov.au>, 2023).

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

As a counsellor or community services professional, 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. 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 30 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 100 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.

Once you have progressed through your course, as a graduate, you are able to link in with AIPC's graduate communities: the Network of Counsellors in Private Practice (NCPP), and AIPC Work Ready.

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 or community services professional.

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

Kind Regards,



Sandra Poletto
Chief Executive Officer

Empowering Help Others.



Guarantee of
Education
Excellence



#1
Graduate Outcome
Program



Over
34 Years
Experience



#1
Industry
Recognition



5 Star
Reviews
from our students

People to



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Our Vision, Purpose & Values

OUR VISION

To make our communities healthier by empowering people to help others.

OUR PURPOSE

We're passionate about assisting people formalise their natural helping abilities so they can support others to lead happier, healthier lives. In this way, our work enriches the wellbeing of our students, their communities and our world.

OUR CORE VALUES

↳ Everyone can succeed

We believe in people's potential. We believe that everyone has the right to pursue their dreams. And provided with the right environment, can attain them. We therefore strive to make our programs accessible and provide our students with outstanding support that empowers them to excel.

↳ Think like our students

We design and deliver education that enhances our students' lives. Walking a mile in our students' shoes enables us to create an environment where students flourish and love to learn.

↳ Always exceed expectations

We aim to make every experience with us a 5-star experience. We recognise that small things have huge impacts. When people connect with us, they can't help but be impressed.

↳ Ignite passions

Our work ignites passions - the passion for helping others; the passion for developing oneself; the passion for meaningful contribution. Our work matters and we approach it with energy and purpose.

↳ Be inspired & be inspiring

Our behaviours are infectious. By being inspired to greatness we inspire others to be great. We cannot expect more from others than we expect from ourselves.

↳ Provide exceptional education

Education is the heart and soul of what we do. We deliver exceptional learning experiences that transcend the industry and our students' expectations.

↳ Our work makes a real-world difference

Our work impacts the world in real and tangible ways. How well we educate our students now determines how well they can improve the lives of others in the future. Together we have positive impacts within our communities.

About the industry

There has never been a better time for you to invest in the Counselling and Community Services Industries. The need for counsellors and community service professionals in Australia has never been greater.

Working in these sectors you'll have the security of knowing there are many opportunities for work and employment with Health Care and Social Assistance predicted to be the fastest growth industry over the next 5 years.

Employment for counsellors and helping professionals has risen strongly in the last five years, and is expected to continue growing

Working as a counsellor or community services professional you will be doing what you love while contributing to an industry that serves a very important purpose to assist those with personal or relationship challenges - there is nothing more fulfilling than helping others overcome seemingly impossible obstacles.



+14.2%

projected employment growth to 2026, for counsellors.

533,400

Over the next ten years, Health Care and Social Assistance is projected to make the largest contribution to employment growth (increasing by 533,400).

15.2%

The Health Care and Social Assistance industry accounts for 15.2% of the total Australian workforce.

*The information and statistics provided have been sourced from <https://labourmarketinsights.gov.au> and <https://www.jobsandskills.gov.au> (2023).



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 working as a counsellor or in community services. They're always so full of energy, enthusiasm and passion. There's no doubt that working within the community services and counselling sector is a personally rewarding and enriching experience.

Just imagine someone comes to you for assistance. They are facing significant challenges and can't even see a future for themselves. The despair is so acute it pervades their entire life. Their relationship is breaking down. They have reached crisis point with their financial situation. They can't focus on work and are struggling with their motivation. 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.

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

Working in community services or 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 and how to help others

Life can be challenging at times and people are forced to confront situations 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 a 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.

The same can be said for working in community services. The opportunity to help others deal with their situations, helping others to access services they need, link in with support groups and connect with others is an enjoyable and rewarding journey. You will learn how to provide the individual support and services needed to help your clients.



The best thing about the Diploma is it has created a life I have been dreaming of but didn't think I could do. My business is heavily focused on empowering youth and young adults in their life and career/school. It is such an amazingly satisfying feeling working with clients and assisting them to achieve their goals and ultimately change their life.

Sadie O'Shea
AIPC Graduate

Improve how you perform at 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.

➤ As a counsellor...

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.

➤ Within the Community Services sector...

If you are already working in community services, developing your skills and knowledge further will contribute to your effectiveness in your role. It can also open up further job opportunities as your knowledge of community services broadens and deepens.

Service planning, developing programs, networking and collaborations, handling complex cases and self-reflection are all key areas and skills that contribute to your current role and provide a useful foundation for future employment opportunities.



Why learn with AIPC

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

Our Promises to You



Guarantee of Education Excellence

We stand by our education and support. Having specialised in counselling education for over 30 years, we've refined our curriculum and support services to be the industry benchmark. Our guarantee to new students is this - if for any reason whatsoever you choose to withdraw from your course within 30-days, we'll provide a no questions asked 100% refund.*



#1 Graduate Outcome Program

We believe a qualification is only as good as the graduate outcome achieved. Our industry-leading Alumni communities assist our graduates achieve their desired outcome, whether that be employment, establishing a successful private practice, or utilising their knowledge in their existing profession.



#1 Industry Recognition

As a counsellor you need industry linkage for professional recognition, insurance, supervision, networking, employment opportunities, ongoing development, practice support and more. We maintain professional affiliations with the largest and best resourced organisations and associations so our graduates get the recognition they need.

*VET programs only.



Why I chose to study with AIPC.

When I undertook the Diploma of Counselling with AIPC I wasn't really sure what I was getting myself into or where it could lead to. I did a lot of research on different counselling providers and found AIPC to be the stand out. I knew the course was very comprehensive and that AIPC had a great industry reputation.

I had a few lightbulb moments throughout the course. Overall the course really made me understand on a fundamental level what a counsellor does and what their role really is. In a nutshell a counsellor 'walks with the person'. It is not about giving advice or labelling a person. It is essentially about empowering others to help them make their own decisions.

The part of the course I enjoyed the most was the practical side. It really was superb. It is where I learnt how to become a counsellor not just learning about what a counsellor is and does.

In terms of support, AIPC were fantastic. They were always there to answer questions and provide support. The Education team are extremely knowledgeable with the content of the course and it really helped me to understand any aspects that I wasn't sure on.

The Diploma of Counselling has really helped open up new opportunities for me. When I first graduated I worked as a family support worker which I really enjoyed.

Kellie Arndt
AIPC Graduate





Why I chose to study with AIPC.

I have always thought counselling would be a field I would like to move into one day. I currently work as a Youth and Welfare Worker and a lot of what is needed in this role is good listening and communication skills. I am passionate about helping people in need and helping others see a different point of view hence why I thought the Diploma of Counselling would assist and compliment what I do.

When I first started the course, I was quite nervous. I felt ill just thinking about what I had signed up for. It took me awhile to commit as self-doubt crept in. Nevertheless, I took the plunge. I was so scared to submit my first assignment and procrastinated on submitting it...I ended up receiving this first grading back as Competent and was so happy. This boosted my confidence and I just kept going from there.

One of the aspects I loved most about the course was how flexible it was. I could do the modules anywhere at any time. The flexibility I had around this really suited my family and other commitments. It made study so much more enjoyable!



Everyone at AIPC were wonderful. The amount of times I would call with questions or queries - nothing was a problem or too much trouble for them. I looked at other institutions and found they weren't as personable, accessible or flexible as AIPC. This really meant a lot to me and my study progress.



Michelle Lowry
AIPC Graduate



Specialist v Generalist

We believe you're better off learning from a specialist than a generalist. Many training providers deliver courses across a variety of industries. At AIPC, we prefer to concentrate on counselling and community services education to ensure you receive expert education in your chosen field.

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



Highly Experienced

We specialise in training counsellors. It's all we've done for over 34 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 that extends across all our courses.

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.



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 programs allow 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 vocational courses, 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.



Practical Experience

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

Some Diploma and Certificate IV courses require students to participate in a work placement to provide them with the application of their theoretical and practical skills and knowledge.

Students undertaking the Bachelor of Counselling, Bachelor of Social Work or Master of Counselling have the opportunity to demonstrate their skills at residential schools held at the end of trimester, along with work placement.

Industry leading support

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

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

Support Centres

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.

Unique Resources

The Institute has developed two websites to complement your studies, www.aipc.net.au/articles and www.counsellingconnection.com and provides a large reference list of books and resources covering Counselling, Psychology, Sociology and Behavioural Science to broaden your reading.

Institute Website

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 ultimate control of how, when and where you learn.

Study Assistance

Unlimited access to the Institute's 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. This includes providing teaching and guidance on specific concepts if you feel you need further explanation, and clarifying questions on assignment topics.

Graduate Communities

After completing your course, you have the opportunity to connect with AIPC mentors and other graduates to develop your job search and practice building skills. Through AIPC Work Ready, you will access resources and support to achieve your career outcomes. The Network of Counsellors in Private Practice (NCP) is a practice development community that will help you build a flourishing private practice.

Flexible Learning

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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.

Training Pathways

AIPC teaches courses at all levels from Certificate IV level through to Master level.

Our training programs are perfect for people who wish to start a career in counselling or community services, gain specialist knowledge in a specific field or increase their career opportunities.

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

If you have no prior qualification or experience, it's recommended you begin training at Certificate IV or Diploma level. These levels are extremely practical and will provide you with excellent foundation knowledge and skills.

Below is a learning pathway demonstrating how the different qualifications can articulate.



Diploma of Counselling

CHC51015

Australia's most popular pathway to a career in counselling for over 34 years.

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.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

18 Units

Our Diploma of Counselling is a journey of self discovery, providing deep insight into 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.

Why study this course

- ✓ Graduate Job Ready
- ✓ Extremely Applicable
- ✓ Industry Accreditation
- ✓ Learning that suits you

On Completion

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 Relationship 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 8 subjects of the Bachelor program.

Course Delivery and Assessment

You access your learning materials through the My.AIPC online portal and complete regular practicals to develop your counselling skills. Our programs are designed to fit around your needs. Study entirely online from anywhere, or come into our Student Support Centres in Brisbane, Sunshine Coast, Gold Coast, Sydney, 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, and then upload your completed assessment book through My.AIPC.

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 recording and uploading a Youtube/Vimeo link. 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.

“

I have always been interested in Counselling and the AIPC Diploma seemed right for me. Being able to study via correspondence was perfect for me whilst raising my two young children.”



Sally Ames
AIPC Graduate

Entry Requirements

The Diploma of Counselling is the perfect 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. The Institute recommends you read these policies prior to applying for enrolment.

Course Structure

Diploma of Counselling | CHC51015

Unit #	Title	Unit Code/s	Unit Of Competency
Unit 1	The Counselling Relationship	CHCCSL001#	Establish and confirm the counselling relationship
Unit 2	Communication and the Counselling Interview	CHCCSL002#	Apply specialist interpersonal and counselling interview skills
Unit 3	Supportive Decision Making	CHCCSL007#	Support counselling clients in decision-making process
Unit 4	Personality and Development Theories	CHCCSL004#	Research and apply personality and development theories
Unit 5	Learning Theories	CHCCSL005#	Research and apply learning theories in counselling
Unit 6	Introduction to Counselling Theories	CHCCSL006	Select and use counselling therapies
Unit 7	Cognitive Behavioural Therapy	CHCCSL006#	Select and use counselling therapies
Unit 8	Solution Focused Therapy	CHCCSL006#	Select and use counselling therapies
Unit 9	Acceptance and Commitment Therapy	CHCCSL006#	Select and use counselling therapies
Unit 10	The Counselling Process	CHCCSL003#	Facilitate the counselling relationship and process
Unit 11	Brief Interventions	CHCCS014#	Provide brief interventions
Unit 12	Loss and Grief Support	CHCCS017#	Provide loss and grief support
Unit 13	Case Management and Counselling for Individualised Support	CHCCSM005# & CHCCS015#	Develop, facilitate and review all aspects of case management; Provide individualised support
Unit 14	Counselling and Mental Health	CHCMHS001#	Work with people with mental health issues
Unit 15	Legal and Ethical Issues	CHCLEG001	Work legally and ethically
Unit 16	Counselling and Crisis	CHCCS019#	Recognise and respond to crisis situations
Unit 17	Diversity and Counselling	CHCDIV001 & CHCDIV002	Work with diverse people; Promote Aboriginal and/or Torres Strait Islander cultural safety
Unit 18	Counselling and Personal reflection	CHCPRP003	Reflect on and improve own professional practice

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. Industry regularly reviews this qualification and the Institute is required to incorporate any changes specified during this review process. 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 10 progressive practicals (by seminar, video or private assessment). Units marked with a # require practical demonstration. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
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. You have up to 5 years from the date of your enrolment to complete your course.
4. After completion of all units, the Diploma of Counselling (CHC51015) qualification is awarded by The Australian Institute of Professional Counsellors Pty Ltd.

Advanced Study Majors

A notable feature of the Institute's VET Diplomas is that they are supported by several optional advanced study majors. Advance study Majors are an excellent way for you to gain advanced knowledge and skills 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 programs.

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
- ✓ Introduction to Expressive Therapies
- ✓ Counselling Clients with Addictions
- ✓ Grief and Loss Counselling
- ✓ Child Development and Effective Parenting
- ✓ Mindfulness-based Therapies
- ✓ Family Therapy
- ✓ Working with Aboriginal and Torres Strait Islander Peoples, Families and Communities
- ✓ Working with Children and Adolescents

Whilst the Advanced Study Majors are highly relevant to specialty areas in counselling practice, by nature they do not form a part of 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 that highlights your completion, and the specialised skills you have gained.

Below is a representative table 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 VET Diploma of course. Advanced study major offering may be different depending on the Diploma chosen.

Enrol into

Diploma of Counselling



one Advanced Study Major

(e.g. Relationship Counselling and Conflict Resolution)



two Advanced Study Majors

(e.g. Abuse Counselling + Grief & Loss Counselling)



Graduate with

Diploma of Counselling

Diploma of Counselling

Relationship Counselling and Conflict Resolution

Diploma of Counselling

Abuse Counselling
Grief & Loss Counselling

Diploma of Financial Counselling CHC51122

As a Financial Counsellor, you will have the ability to assist those who are facing financial hardship

Working as a Financial Counsellor will allow you the opportunity to help and guide those who are in a financially challenging position. Through the Diploma of Financial Counselling, you will gain the fundamental knowledge in both the Counselling and Community Services fields, which underpins the specialised knowledge required to become a Financial Counsellor. You will learn about advocacy, counselling skills, case management, and the tools and techniques required in financial counselling.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

17 Units

The Diploma of Financial Counselling includes an extensive work placement component, where you can apply your learned knowledge and skills to participate in the work environment.

Whether you are seeking a fresh start in a worthwhile profession; or want to acquire financial counselling skills as an adjunct to your core profession – such as teachers, nurses, ministers of religion, corrective services officers and administrators, the Diploma of Financial Counselling is applicable to people from all backgrounds.

Why study this course

- ✓ Graduate Job Ready
- ✓ Extremely Applicable
- ✓ Industry Recognition
- ✓ Learning that suits you

On Completion

You will be skilled to work in financial counselling roles with agencies offering financial counselling services to clients in need of financial guidance and assistance.

Diploma Graduates automatically satisfy the educational entry requirements of the Institute's Bachelor of Counselling.

Further information about this program 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 4 subjects of the Bachelor program.



NATIONALLY RECOGNISED
TRAINING

Course Delivery and Assessment

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 work through each Study Guide and readings and complete your assessment items through the Institute's online student portal, My.AIPC.

Your practical components can be completed through a number of ways. Seminars give you the opportunity to apply the theory you have learned in a dynamic group environment. Alternatively, if you are unable to attend Seminars, you may choose to attend sessions with a private assessor, or by submitting your recorded practical session via video.

Work placement is a required component of the Diploma of Financial Counselling. This work placement is essential in assisting the transition from application in a simulated setting to real practice and enable the development of learned skills in a supportive, professional context. The Institute provides guidelines to students on how to approach agencies, assist 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.

Entry Requirements

You are able to gain entry to the Diploma of Financial 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 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.

“

Why I chose to study with AIPC.

Why AIPC? “When I first heard about financial counselling, I didn't know any financial counsellors, so I compared and contrasted different courses and found that, there was no other provider with the same values or support that AIPC could offer.”



Kingsley Forsyth
AIPC Graduate

Course Structure

Diploma of Financial Counselling | CHC51122

Unit #	Unit Of Competency	Unit Code/s
Unit 1	Provide services to people with co-existing mental health and alcohol and other drugs issues	CHCMHS005
Unit 2	Facilitate the interests and rights of clients	CHCADV001#*
Unit 3	Work with diverse people	CHCDIV001
Unit 4	Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV002
Unit 5	Develop and implement community programs	CHCCDE018*
Unit 6	Establish and confirm the counselling relationship	CHCCSL001#
Unit 7	Apply specialist interpersonal and counselling interview skills	CHCCSL002#
Unit 8	Support counselling clients in decision-making processes	CHCCSL007#
Unit 9	Recognise and respond to crisis situations	CHCCCS019#
Unit 10	Recognise and respond appropriately to domestic and family violence	CHCDFV001#
Unit 11	Establish the financial counselling relationship	CHCFIN006#*
Unit 12	Interpret and use legal information	CHCLEG002#*
Unit 13	Provide advice, counselling and representation to financial counselling clients	CHCFIN007#*
Unit 14	Apply professional standards in financial counselling	CHCFIN008#*
Unit 15	Provide financial counselling and systemic advocacy within a social justice framework	CHCFIN009#*
Unit 16	Apply basic concepts of small business to financial counselling	CHCFIN010*
Unit 17	Reflect on and improve own professional practice	CHCPRP003
Work Placement (minimum 220 hours)		

Units marked with a # require the practical demonstration of skills in a simulated work environment. A variety of options are available to complete practical assessments including through private one-on-one or small group assessment (in person or online) or submitting a video recording.

Units marked with an * require completion of a work placement. The work placement involves an average of 12 hours per week in the workplace with some time spent at home completing activities that contribute to assessment.

Important Note:

1. An Assessment Book is completed for each topic, 10 practicals and a work placement are completed as part of this course.
2. 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. Industry regularly reviews this qualification, and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
3. Progress through your course is achieved by completing each unit's assessment book, 10 progressive practicals (by seminar, video or online) and a work placement. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
4. You have a maximum of five (5) years from the date of enrolment to complete your course. 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.

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.



Course Delivery

Online, Full-time, Part-time



Duration

36-months (full time) (part time study also available)



Structure

22 Subjects

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-trimester residential school which can be attended in Brisbane, Sydney, Melbourne or Perth*.

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.

**For new students commencing from 2017 only.*

Why study this course

- ✓ Graduate Job Ready
- ✓ Very Practical
- ✓ Industry Accreditation
- ✓ Supported Learning

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.

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

Graduates of the course satisfy the entry requirements of the Institute's Master of Counselling and Graduate Diploma of Relationship Counselling courses. Bachelor Graduates also receive automatic credit for four subjects of the Master of Counselling program.

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 can complete your course externally online and attend residential school in Brisbane, Sydney, Melbourne or Perth as required at the end of the Trimester for the residential school subjects only.

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 download your study materials, 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 - External Students

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, Melbourne and Perth*, Australia and are scheduled at the end of each trimester. Depending on the numbers of subjects you have undertaken during the trimester, Residential Schools are up to one or two weeks' duration. If studying full time, you complete between 2.5 and 5 days at a Residential School at the end of some trimesters. 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.

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.

Year One - Trimester Two

COU103	The Counselling Process	2.5 days
COU104	Micro Counselling Skills	2.5 days

Year Two - Trimester One

COU203	Counselling Therapies I	5 days
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Year Two - Trimester Two

COU206	Counselling Therapies II	5 days
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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.

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.

Webinars

Subjects within the Bachelor of Counselling offer progressive participation in webinars. Webinars provide an interactive and stimulating teaching environment based on discussion of concepts and ideas to encourage the transition from teaching to practice.

Recognition of Prior Learning

Graduates of the Institute's Diploma of Counselling (CHC51015) receive credit for

the following subjects in the Bachelor of Counselling:

Code	Subject Title
COU101	Introduction to Counselling
CORE102	Communication Skills
COU102	Theoretical Foundations of Counselling
COU103	The Counselling Process
COU104	Micro Counselling Skills
PSY201	Developmental Psychology 1 Childhood and Adolescence
COU202	Counselling and Diversity
COU203	Counselling Therapies 1

Graduates of the Diploma of Financial Counselling receive credit for the following subjects in the Bachelor of Counselling:

Code	Subject Title
COU101	Introduction to Counselling
COU103	The Counselling Process
COU104	Micro Counselling Skills
COU202	Counselling and Diversity

Graduates from the Diploma of Community Services (Case Management) receive credit for the following subjects into the Bachelor of Counselling:

Code	Subject Title
CORE102	Communication Skills
CORE103	Group Work

Graduates from the Diploma of Youth Work receive credit for the following subjects into the Bachelor of Counselling:

Code	Subject Title
CORE102	Communication Skills
CORE103	Group Work
COU303	Working with Children and Adolescents

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.

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.



I would recommend AIPC to anyone considering undertaking studies, and hope your learning experience is as enjoyable as mine was.



Barry Plotzki
AIPC Graduate

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>

You also have the option of paying your subject fees directly to the Institute each trimester 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).



Apply Online
www.aipc.net.au/enrol

The full version of the Bachelor 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.

Course Structure

Bachelor of Counselling - Full Time

Yr/Sem	Subject Code	Title	Pre requisite	
First Year	Trimester 1	CORE101	Scholarship: Academic Writing & Study Skills	Nil
		CORE102	Communication Skills	Nil
		COU101	Introduction to Counselling	Nil
		COU102	Theoretical Foundations of Counselling	Nil
	Trimester 2	CORE103	Group Work	Nil
		CORE104	Social Frameworks	Nil
		COU103	The Counselling Process	Nil
		COU104	Micro-Counselling Skills	Nil
Second Year	Trimester 3	PSY201	Developmental Psychology I: Childhood and Adolescence	CORE101
		COU202	Counselling and Diversity	Nil
		COU203	Counselling Therapies I	COU102, COU104
		COU204	Ethics, Law And Counselling	Nil
	Trimester 4	PSY204	Developmental Psychology II: Adulthood and Aging	PSY201
		COU205	Reflective Practice	CORE102
		COU206	Counselling Therapies II	COU102, COU104
		COU207	Family and Couple Counselling	COU104
Third Year	Trimester 5	COU302	Grief Counselling	COU104, COU205
		COU303	Working With Children And Adolescents	COU104, PSY201
		COU304	Counselling Practicum I	CORE104, COU104, COU203, COU204, COU205, COU206
	Trimester 6	COU305	Research Methods	CORE101
		COU306	Counselling And Mental Health	PSY201, PSY204, COU204
		COU307	Counselling Practicum II	COU304

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 trimester 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 trimester. Not all subjects are available every trimester.

4. After successful completion of all subjects, the Bachelor of Counselling qualification is awarded by The Australian Institute of Professional Counsellors Pty Ltd.

Course Structure

Bachelor of Counselling - Part Time (50% workload)

Yr/Sem	Subject Code	Title	Pre requisite	
First Year	Tri 1	CORE101	Scholarship: Academic Writing & Study Skills	Nil
		CORE102	Communication Skills	Nil
	Tri 2	CORE103	Group Work	Nil
		CORE104	Social Frameworks	Nil
Second Year	Tri 3	COU101	Introduction to Counselling	Nil
		COU102	Theoretical Foundations of Counselling	Nil
	Tri 4	COU103	The Counselling Process	Nil
		COU104	Micro-Counselling Skills	Nil
Third Year	Tri 5	PSY201	Developmental Psychology I: Childhood and Adolescence	CORE101
		COU202	Counselling and Diversity	Nil
	Tri 6	PSY204	Developmental Psychology II: Adulthood and Aging	PSY201
		COU205	Reflective Practice	CORE102
Fourth Year	Tri 7	COU203	Counselling Therapies I	COU102, COU104
		COU204	Ethics, Law And Counselling	Nil
	Tri 8	COU206	Counselling Therapies II	COU102, COU104
		COU207	Family and Couple Counselling	COU104
Fifth Year	Tri 9	COU302	Grief Counselling	COU104, COU205
		COU303	Working With Children And Adolescents	COU104, PSY201
	Tri 10	COU304	Counselling Practicum I	CORE104, COU104, COU203, COU204, COU205, COU206
Sixth Year	Tri 11	COU305	Research Methods	CORE101
		COU306	Counselling And Mental Health	PSY201, PSY204, COU204
	Tri 12	COU307	Counselling Practicum II	COU304

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 trimester 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 trimester. Not all subjects are available every trimester.

4. After successful completion of all subjects, the Bachelor of Counselling qualification is awarded by The Australian Institute of Professional Counsellors Pty Ltd.

Master of Counselling

The ideal way for professionals to gain a tertiary counselling qualification.

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.



Course Delivery

Online, Full-time, Part-time



Duration

24-months (full time) (part time study also available)



Structure

10 Subjects + 4 electives

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.

Why study this course

- ✓ Graduate Job Ready
- ✓ Practical Skills
- ✓ Industry Accreditation
- ✓ Specialist Learning

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.

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

Course Delivery and Assessment

You can complete your course externally online and attend residential school in Brisbane, Sydney, Melbourne or Perth as required at the end of the Trimester for the residential school subjects only.

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.

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 trimester and conducted from our specialist Higher Education Campus in Brisbane and at our academic rooms in Sydney, Melbourne and Perth. Depending on the numbers of subjects you have undertaken during the trimester, 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 trimester. 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.

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.

Code	Subject Title	Duration
MC02	Counselling Process	2.5 days
MC03	Counselling Skills	2.5 days
MC06	Cognitive-Behavioural Approaches	5 days
MC07	Collaborative and Competency Based Counselling Approaches	5 days

Webinars

Some subjects within the Master of Counselling offer progressive participation in webinars. Webinars 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 trimester 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.

Course Structure

Master of Counselling - Full Time

Yr/Sem	Subject Code	Title	Pre requisite	
First Year	Trimester 1	MC01	Introduction to Counselling	Nil
		MC02	Counselling Process	Nil
		MC03	Counselling Skills	Nil
		MC04	Ethics & Reflective Practice	Nil
	Trimester 2	MC05	Counselling & Human Development	Nil
		MC06	Cognitive Behavioural Approaches	MC02, MC03
		MC07	Collaborative & Competency-Based Approaches to Counselling	MC02, MC03
		MC08	Assessment & Case Conceptualisation	MC04, MC05
Second Year	Trimester 1		Elective*	
			Elective*	
		MC09	Research Methods in Counselling	MC04
	Trimester 2		Elective*	
			Elective*	
		MC10	Counselling Placement & Capstone Project	MC05, MC06, MC07, MC08, MC09
Electives	MC11	Counselling Interventions for Crisis & Trauma	MC06, MC07	
	MC12	Family Therapy	MC06, MC07	
	MC13	Counselling Children & Adolescents	MC06, MC07	
	MC14	Counselling for Alcohol & Other Drugs	MC06, MC07	
	MC15	Counselling for Loss & Grief	MC06, MC07	
	MC16	Counselling for Couples	MC06, MC07	
	MC17	Counselling Skills for the Digital World	MC06, MC07	
	MC18	Mental Health Counselling	MC06, MC07	

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 trimester 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 trimester. Not all subjects are available every trimester.
4. *Electives offered each trimester are at the Institute's discretion.
5. After successful completion of all subjects, the Master of Counselling qualification is awarded by The Australian Institute of Professional Counsellors Pty Ltd.

Course Structure

Master of Counselling - Part Time (50% workload)

Yr/Sem	Subject Code	Title	Pre requisite	
First Year	Tri 1	MC02	Counselling Process	Nil
		MC03	Counselling Skills	Nil
	Tri 2	MC05	Counselling & Human Development	Nil
		MC06	Cognitive Behavioural Approaches	MC02, MC03
Second Year	Tri 1	MC01	Introduction to Counselling	Nil
		MC04	Ethics & Reflective Practice	Nil
	Tri 2	MC07	Collaborative & Competency-Based Approaches to Counselling	MC02, MC03
		MC08	Assessment & Case Conceptualisation	MC04, MC05
Third Year	Tri 1		Elective*	
			Elective*	
	Tri 2		Elective*	
			Elective*	
Fourth Year	Tri 1	MC09	Research Methods in Counselling	MC04
	Tri 2	MC10	Counselling Placement & Capstone Project	MC05, MC06, MC07, MC08, MC09
Electives		MC11	Counselling Interventions for Crisis & Trauma	MC06, MC07
		MC12	Family Therapy	MC06, MC07
		MC13	Counselling Children & Adolescents	MC06, MC07
		MC14	Counselling for Alcohol & Other Drugs	MC06, MC07
		MC15	Counselling for Loss & Grief	MC06, MC07
		MC16	Counselling for Couples	MC06, MC07
		MC17	Counselling Skills for the Digital World	MC06, MC07
		MC18	Mental Health Counselling	MC06, MC07

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 trimester 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 trimester. Not all subjects are available every trimester.

4. *Electives offered each trimester are at the Institute's discretion.

5. After successful completion of all subjects, the Master of Counselling qualification is awarded by The Australian Institute of Professional Counsellors Pty Ltd.

Diploma of Community Services

CHC52021

The Diploma of Community Services is ideal for gaining the necessary skill sets for a profession in the Community Services sector.

You can become an advocate in areas such as family welfare, community health, employment services and disability services.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

20 Units

Upon enrolling in AIPC's diploma, you will choose one of the following options to specialise in:

- **Case Management:** Students choosing this specialisation will focus on goal-directed planning and implementation, before learning about coordinating complex case requirements and gaining the skills to provide case management supervision to other workers. Upon graduating, you will receive a Diploma of Community Services (Case Management).
- **Responding to Family Violence:** Students choosing this specialisation will learn how to work effectively in trauma informed case

before understanding how to assess, make safety plans and counsel clients affected by domestic and family violence. Upon graduating, you will receive a Diploma of Community Services (Responding to Family Violence).

- **Case Management and Responding to Family Violence:** Students have the option to choose both options (for an additional fee) and graduate with a Diploma of Community Services (Case Management and Responding to Family Violence).



NATIONALLY RECOGNISED
TRAINING

Why study this course

- ✓ Graduate Job Ready
- ✓ Very Practical
- ✓ Specialist Learning

On Completion

You will be skilled to work in a variety of community services positions and settings that deliver person-centred services to individuals, groups and communities.

Diploma Graduates automatically satisfy the educational entry requirements of the Institute's Bachelor of Counselling.

Further information about this program 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 1 subject of the Bachelor program.

Entry Requirements

You are able to gain entry to the Diploma of Community Services if you are over 18 years of age and have:

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



Apply Online
www.aipc.net.au/enrol

The full version of the Diploma of Community Services 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.



Through having gained new knowledge and skills from the Diploma, I now have confidence to work within the community services sector. In fact, even before I had completed my work placement, I was offered a role in a community project which I began on the same day I submitted my assessment and logbooks.



Susie Rowe
 AIPC Diploma of Community Services Graduate

Course Structure

Diploma of Community Services | CHC52021

Unit #	Title / Unit Of Competency	Unit Code
Unit 1	Analyse impacts of sociological factors on people in community work and services	CHCDEV005*
Unit 2	Work with people with mental health issues	CHCMHS001#
Unit 3	Work with diverse people	CHCDIV001
Unit 4	Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV002
Unit 5	Manage legal and ethical compliance	CHCLEG003*
Unit 6	Develop workplace communication strategies	CHCCOM003#
Unit 7	Provide advocacy and representation services	CHCADV002#
Unit 8	Develop and maintain networks and collaborative partnerships	CHCPRP001#
Unit 9	Assess co-existing needs	CHCCCS004#*
Unit 10	Facilitate and review case management	CHCCSM013*
Unit 11	Maintain work health and safety	HLTWHS003#
Unit 12	Develop and implement service programs	CHCCCS007#
Unit 13	Recognise and respond appropriately to domestic and family violence	CHCDFV001#
Unit 14	Recognise and respond to crisis situations	CHCCCS019#
Unit 15	Facilitate workplace debriefing and support processes	CHCMGT005#
Unit 16	Reflect on and improve own professional practice	CHCPRP003
Units 17-20	Specialisation units (see next page)	
Unit 21	Work Placement (minimum of 240 hours)	

Course Structure

Diploma of Community Services | CHC52021

CHOICE OF ONE SPECIALISATION
(students must complete all four units from the same specialisation)

Unit #	Title / Unit Of Competency	Unit Code
Case Management	Unit 17 Facilitate goal-directed planning	CHCCSM009*
	Unit 18 Implement case management practice	CHCCSM010*
	Unit 19 Coordinate complex case requirements	CHCCSM012#
	Unit 20 Provide case management supervision	CHCCSM014#
Responding to Family Violence	Unit 17 Work effectively in trauma informed care	CHCMHS007
	Unit 18 Make safety plans with people who have been subjected to domestic and family violence	CHCDFV012#
	Unit 19 Counsel clients affected by domestic and family violence	CHCDFV006#*
	Unit 20 Assess and promote social, emotional and physical wellbeing	CHCMHS011*

Units marked with a # require the practical demonstration of skills in a simulated work environment. A variety of options are available to complete practical assessments including through private one-on-one or small group assessment (in person or online) or submitting a video recording.

Units marked with an * require completion of a work placement. The work placement involves an average of 12 hours per week in the workplace with some time spent at home completing activities that contribute to assessment.

1. An Assessment Book is completed for each topic, 10 practicals and a work placement are completed as part of this course.
2. 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. Industry regularly reviews this qualification, and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
3. Progress through your course is achieved by completing each unit's assessment book, 10 progressive practicals (by workshop, video or online) and a work placement. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
4. You have a maximum of five (5) years from the date of enrolment to complete your course. 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.

Certificate IV in Youth Work CHC40421

An entry-level qualification to help develop and facilitate programs for young people designed to address their social, behavioural, health, wellbeing, developmental and protection needs.

The Institute's Certificate IV of Youth Work qualification provides you with skills and knowledge to work as part of a broader support team.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

16 Units

This qualification reflects the role of entry level workers who provide services and interventions to young people through a range of community-based programs.

Why study this course

- ✓ Graduate Job Ready
- ✓ Very Practical
- ✓ Learning that suits you

On Completion

You will be able to work in community, government and youth sector agencies. You are also eligible to upgrade to AIPC's Diploma of Youth Work (CHC40421), automatically receiving 10 units of credit.

Further information about this program can be obtained by contacting your nearest Student Support Centre or visiting the Institute's website at www.aipc.net.au.

Entry Requirements

You are able to gain entry to the Certificate IV in Youth Work if you are over 21 years of age and have:

- Completed Year 12, or
- Completed a Certificate III qualification, or
- Have at least 2 years of sufficient life experience (work or study) (if over 21 years of age)



Apply Online

www.aipc.net.au/enrol

The full version of the Certificate IV in Mental Health 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.



Course Structure

Certificate IV of Youth Work | CHC40421

Unit #	Title / Unit Of Competency	Unit Code/s
Unit 1	Engage respectfully with young people	CHCYTH013#*
Unit 2	Work with diverse people Promote Aboriginal and /or Torres Strait Islander cultural safety	CHCDIV001 CHCDIV002
Unit 3	Work legally and ethically	CHCLEG001
Unit 4	Use communication to build relationships	CHCCOM002#
Unit 5	Plan and conduct group activities	CHCGRP002#
Unit 6	Develop and maintain networks and collaborative partnerships	CHCPRP001#
Unit 7	Participate in workplace health and safety	HLTWHS001*
Unit 8	Work effectively with young people in the youth work context	CHCYTH014*
Unit 9	Work with people with mental health issues	CHCMHS001#
Unit 10	Work in an alcohol or other drugs context	CHCAOD001#
Unit 11	Support young people to create opportunities in their lives	CHCYTH015*
Unit 12	Provide services for the needs and circumstances of young people	CHCYTH022*
Unit 13	Identify and report children and young people at risk	CHCPRT025#*
Unit 14	Respond to critical situations	CHCYTH016#
Unit 15	Work effectively in trauma informed care	CHCMHS007
Unit 16	Recognise and respond appropriately to domestic and family violence	CHCDFV001#
Work Placement (minimum of 100 hours)		

1. An Assessment Book is completed for each topic and 7 practicals are completed as part of this course.
2. 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. Industry regularly reviews this qualification and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
3. Progress through your course is achieved by completing each unit's assessment book and 7 progressive practicals (by seminar, video or private assessment). Seminars are generally 1 or 2 days in duration. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
4. 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. You have up to 5 years from the date of your enrolment to complete your course.
5. Units marked with a # require the practical demonstration of skills in a real or simulated work environment.
6. Units marked with an * require completion of a work placement. The work placement involves an average of 12 hours per week in the workplace with some time spent at home completing activities that contribute to assessment.

Diploma of Youth Work CHC50421

The Diploma of Youth Work provides you with the knowledge, understanding and real-life learning to work day-to-day with disadvantaged or at-risk youth.

As a Youth Worker, providing assistance with housing, networking or relevant health services and education can make an enormous difference to the future of a young person at risk.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

21 Units

By offering advice and support to those who may be, or already are, at risk means the youth of tomorrow will have a better chance of gaining an education, increasing their social and work skills, or providing their families with suitable accommodation. Now is your chance to contribute and make a difference.

Why study this course

- ✓ Graduate Job Ready
- ✓ Extremely Applicable
- ✓ Learning that suits you

On Completion

You will be skilled to work in programs and services for young people to contribute to their social, behavioural, developmental, health and welfare needs.

Diploma Graduates automatically satisfy the educational entry requirements of the Institute's Bachelor of Counselling.

Further information about this program 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 3 subjects of the Bachelor program.

Entry Requirements

You are able to gain entry into the Diploma of Youth Work if you:

- Are over the age of 21, and
- Have completed year 12, or
- Completed a Certificate III qualification, or
- Have at least 3 years sufficient life experience (work or study).



The full version of the Diploma of Youth Work 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.



Course Structure

Diploma of Youth Work | CHC50421

Unit #	Title / Unit Of Competency	Unit Code/s
Unit 1	Analyse impacts of sociological factors on people in community work and services	CHCDEV005*
Unit 2	Engage respectfully with young people	CHCYTH013#*
Unit 3	Work with diverse people	CHCDIV001
Unit 4	Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV002
Unit 5	Manage legal and ethical compliance	CHCLEG003*
Unit 6	Use communication to build relationships	CHCCOM002#
Unit 7	Plan and conduct group activities	CHCGRP002#
Unit 8	Develop and maintain networks and collaborative partnerships	CHCPRP001#
Unit 9	Assess co-existing needs	CHCCCS004#*
Unit 10	Facilitate and review case management	CHCCSM013*
Unit 11	Maintain work health and safety	HLTWHS003*
Unit 12	Work with young people to establish support networks	CHCYTH018*
Unit 13	Work effectively with young people in the youth work context	CHCYTH014*
Unit 14	Work with people with mental health issues	CHCMHS001#
Unit 15	Support young people to take collective action	CHCYTH020#*
Unit 16	Support youth programs	CHCYTH021*
Unit 17	Develop and implement service programs	CHCCCS007#*
Unit 18	Identify and report children and young people at risk	CHCPRT025#*
Unit 19	Manage service response to young people in crisis	CHCYTH024*
Unit 20	Recognise and respond appropriately to domestic and family violence	CHCDFV001#
Unit 21	Develop and implement procedures to enable young people to address their needs	CHCYTH017*
Work Placement - Completion of 240 hours of Work Placement		

Units marked with a # require the practical demonstration of skills in a simulated work environment. A variety of options are available to complete practical assessments including through private one-on-one or small group assessment (in person or online) or submitting a video recording.

Units marked with an * require completion of a work placement. The work placement involves an average of 12 hours per week in the workplace with some time spent at home completing activities that contribute to assessment.

1. An Assessment Book is completed for each topic, 9 practicals and a work placement are completed as part of this course.
2. 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. Industry regularly reviews this qualification, and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
3. Progress through your course is achieved by completing each unit's assessment book, 9 progressive practicals (by seminar, video or online) and a work placement. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
4. You have a maximum of five (5) years from the date of enrolment to complete your course. 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.

Certificate IV in Alcohol & Other Drugs

CHC43215

An entry-level qualification to help those wanting support with their substance issues.

The Institute's Certificate IV of Alcohol & Other Drugs qualification provides you with skills and knowledge to work as part of a broader support team.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

15 Units

This qualification reflects the role of entry level workers who provide services and interventions to clients with alcohol and other drugs issues and/or implement health promotion and community interventions.

Why study this course

- ✓ Graduate Job Ready
- ✓ Very Practical
- ✓ Learning that suits you

On Completion

You will be able to work in community-based organisations, withdrawal services, residential rehabilitation services and outreach services under the guidance of other practitioners and professionals. You are also eligible to upgrade to AIPC's Diploma of Alcohol and Other Drugs, automatically receiving 10 units of credit.

Further information about this program can be obtained by contacting your nearest Student Support Centre or visiting the Institute's website at www.aipc.net.au.

Entry Requirements

You are able to gain entry to the Certificate IV in Alcohol & Other Drugs if you are over 18 years of age and have:

- Completed Year 12, or
- Completed a Certificate III qualification, or
- Have at least 2 years of sufficient life experience (work or study) (if over 21 years of age)



Apply Online
www.aipc.net.au/enrol

The full version of the Certificate IV in Alcohol & Other Drugs 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.



Course Structure

Certificate IV of Alcohol & Other Drugs | CHC43215

Unit #	Title / Unit Of Competency	Unit Code/s
Unit 1	Work in an alcohol or other drugs context	CHCAOD001#
Unit 2	Work with diverse people Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV001 CHCDIV002
Unit 3	Work legally and ethically	CHCLEG001
Unit 4	Use communication to build relationships	CHCCOM002 #
Unit 5	Provide brief interventions	CHCCCS014 #
Unit 6	Provide loss and grief support	CHCCCS017 #
Unit 7	Assess needs of clients with alcohol and other drugs issues Assess co-existing needs	CHCAOD004 # CHCCCS004 #
Unit 8	Develop and maintain networks and collaborative partnerships	CHCPRP001 #
Unit 9	Develop and review individual alcohol and other drugs treatment plans	CHCAOD009
Unit 10	Provide interventions for people with alcohol and other drugs issues	CHCAOD006 #
Unit 11	Work with people with mental health issues	CHCMHS001 #
Unit 12	Provide services to people with co-existing mental health and alcohol and other drugs issues	CHCMHS005
Unit 13	Recognise and respond to crisis situations	CHCCCS019 #
Unit 14	Reflect on and improve own professional practice	CHCPRP003
Unit 15	Provide first aid	HLTAID011

1. An Assessment Book is completed for each topic and 8 practicals are completed as part of this course.
2. This qualification requires the completion of HLTAID011, Provide First Aid. Students are required to attain this through an appropriate external training organisation and provide appropriate certification to receive a Credit Transfer for this unit.
3. 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. Industry regularly reviews this qualification, and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
4. Progress through your course is achieved by completing each unit's assessment book and 8 progressive practicals (by seminar, video or private assessment). Seminars are generally 1 day in duration. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
5. You have a maximum of five (5) years from the date of enrolment to complete your course. 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.
6. Units marked with a # require the practical demonstration of skills in a real or simulated work environment.

Diploma of Alcohol & Other Drugs CHC53215

The Diploma of Alcohol & Other Drugs is ideal way to specialise in alcohol and other drug services.

The Institute's Diploma of Alcohol & Other Drugs qualification provides you with the skills you need to effectively provide support to those who have concerns with alcohol and other drugs.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

20 Units

The course focusses on the foundational skills to work with clients experiencing issues related to alcohol & other drug use. You will learn about strategies, relapse prevention, intervention and management of these issues, along with the application of relevant counselling skills.

Why study this course

- ✓ Graduate Job Ready
- ✓ Very Practical
- ✓ Learning that suits you

On Completion

You will be skilled to work in community or outreach centres, as well as a variety of health services, offering guidance and assistance to clients with alcohol and other drugs dependency.

Further information about this program can be obtained by contacting your nearest Student Support Centre or visiting the Institute's website at www.aipc.net.au.

Entry Requirements

You are able to gain entry to the Diploma of Community Services if you are over 18 years of age and 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 Alcohol & Other Drugs 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.



Course Structure

Diploma of Alcohol & Other Drugs | CHC53215

Unit #	Title / Unit Of Competency	Unit Code/s
Unit 1	Establish and confirm the counselling relationship	CHCCSL001#
Unit 2	Apply specialist interpersonal and counselling interview skills	CHCCSL002#
Unit 3	Support counselling clients in decision-making process	CHCCSL007#
Unit 4	Facilitate the counselling relationship and process	CHCCSL003#
Unit 5	Work with diverse people Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV001 & CHCDIV002
Unit 6	Work effectively in trauma informed care	CHCMHS007
Unit 7	Establish and manage client relationships	CHCCOM006
Unit 8	Provide systems advocacy services	CHCADV005 #
Unit 9	Work in an alcohol and other drugs context	CHCAOD001 #
Unit 10	Assess needs of clients with alcohol and other drugs issues Assess co-existing needs	CHCAOD004 # CHCCCS004 #
Unit 11	Develop and review individual alcohol and other drugs treatment plans	CHCAOD009
Unit 12	Provide intervention for people with alcohol and other drugs issues	CHCAOD006 #
Unit 13	Provide advanced interventions to meet the needs of clients with alcohol and other drugs issues	CHCAOD008 #
Unit 14	Develop strategies for alcohol and other drugs relapse prevention and management	CHCAOD007 #
Unit 15	Provide services to people with co-existing mental health and other alcohol and other drugs issues	CHCMHS005
Unit 16	Develop and implement service programs	CHCCCS007
Unit 17	Research and apply evidence to practice	CHCPOL003
Unit 18	Collaborate in professional practice	CHCPRP002
Unit 19	Reflect on and improve own professional practice	CHCPRP003
Unit 20	Provide First Aid	HLTAID003

1. An Assessment Book is completed for each topic and 9 practicals are completed as part of this course.
2. This qualification requires the completion of HLTAID003, Provide First Aid. Students are required to attain this through an appropriate external training organisation and provide a Statement of Attainment to receive a Credit Transfer for this unit. In undertaking this unit, students will need to have the physical capacity to undertake CPR for at least two minutes kneeling on the floor.
3. 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. Industry regularly reviews this qualification and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
4. Progress through your course is achieved by completing each unit's assessment book and 9 progressive practicals (by seminar, video or private assessment). Seminars are 1 or 2 days in duration, generally consisting of 7 1-day seminars and 2 2-day seminars. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
5. 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. You have up to 5 years from the date of your enrolment to complete your course.
6. Units marked with a # require the practical demonstration of skills in a real or simulated work environment.

Certificate IV in Mental Health

CHC43315

An entry-level qualification to help implement community-based programs and activities focusing on mental health, mental illness and psychiatric disability.

The Institute's Certificate IV of Mental Health qualification provides you with skills and knowledge to work as part of a broader support team.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

15 Units

This qualification reflects the role of entry level workers who provide services and interventions to clients with mental health issues and/or implement health promotion and community interventions.

Why study this course

- ✓ Graduate Job Ready
- ✓ Very Practical
- ✓ Learning that suits you

On Completion

You will be able to work in community based non-government organisations; home based outreach; centre-based programs; respite care; residential services, rehabilitation programs; clinical settings; or supporting people in employment, under the guidance of other practitioners and professionals. You are also eligible to upgrade to AIPC's Diploma of Mental Health, automatically receiving 9 units of credit.

Further information about this program can be obtained by contacting your nearest Student Support Centre or visiting the Institute's website at www.aipc.net.au.

Entry Requirements

You are able to gain entry to the Certificate IV in Mental Health if you are over 18 years of age and have:

- Completed Year 12, or
- Completed a Certificate III qualification, or
- Have at least 2 years of sufficient life experience (work or study) (if over 21 years of age)



Apply Online
www.aipc.net.au/enrol

The full version of the Certificate IV in Mental Health 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.



Course Structure

Certificate IV in Mental Health | CHC43315

Unit #	Title / Unit Of Competency	Unit Code/s
Unit 1	Participate in workplace health and safety	HLTWHS001
Unit 2	Provide brief interventions	CHCCCS014#
Unit 3	Provide loss and grief support	CHCCCS017#
Unit 4	Work with diverse people Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV001 CHCDIV002
Unit 5	Work legally and ethically	CHCLEG001
Unit 6	Work effectively in trauma informed care	CHCMHS007
Unit 7	Establish self-directed recovery relationships	CHCMHS002 *
Unit 8	Provide recovery oriented mental health services	CHCMHS003 *
Unit 9	Work collaboratively with care network and other services	CHCMHS004 *
Unit 10	Work in an alcohol and other drugs context	CHCAOD001#
Unit 11	Provide services to people with co-existing mental health and alcohol and other drugs issues	CHCMHS005
Unit 12	Assess and promote social, emotional and physical wellbeing	CHCMHS011#
Unit 13	Recognise and respond to crisis situations	CHCCCS019#
Unit 14	Promote and facilitate self-advocacy	CHCMHS008
Unit 15	Reflect on and improve own professional practice	CHCPRP003
Work Placement (minimum of 80 hours)		

1. An Assessment Book is completed for each topic and 4 practicals are completed as part of this course.
2. 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. Industry regularly reviews this qualification and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
3. Progress through your course is achieved by completing each unit's assessment book and 4 progressive practicals (by seminar, video or private assessment). Seminars are 1 day in duration. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
4. 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. You have up to 5 years from the date of your enrolment to complete your course.
5. Units marked with a # require the practical demonstration of skills in a real or simulated work environment.
6. Units marked with an * require completion of a work placement. The work placement involves an average of 12 hours per week in the workplace with some time spent at home completing activities that contribute to assessment.

Diploma of Mental Health CHC53315

The Diploma of Mental Health provides you with the skills and knowledge to provide services to those with mental health concerns.

The Institute's Diploma of Mental Health qualification gives you a high level of competence to make a difference and provide services and intervention programs to those in need.



Course Delivery

Online, Full-time, Part-time,
Self-paced



Duration

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



Structure

19 Units

This course focuses on the high level skills required to work with and advocate for those who have mental health concerns. You will learn counselling skills, advocacy and intervention skills, along with the development of wellness plans and directives.

Why study this course

- ✓ Graduate Job Ready
- ✓ Extremely Applicable
- ✓ Learning that suits you

On Completion

You will be skilled to work in services and programs in the community health and health care industries, offering support and programs to clients with mental health concerns.

Further information about this program can be obtained by contacting your nearest Student Support Centre or visiting the Institute's website at www.aipc.net.au.

Entry Requirements

You are able to gain entry to the Diploma of Community Services if you are over 18 years of age and 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)



Apply Online

www.aipc.net.au/enrol

The full version of the Diploma of Mental Health 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.



NATIONALLY RECOGNISED
TRAINING

Course Structure

Diploma of Mental Health | CHC53315

Unit #	Title / Unit Of Competency	Unit Code/s
Unit 1	Establish and confirm the counselling relationship	CHCCSL001#
Unit 2	Apply specialist interpersonal and counselling interview skills	CHCCSL002#
Unit 3	Support counselling clients in decision-making process	CHCCSL007#
Unit 4	Facilitate the counselling relationship and process	CHCCSL003#
Unit 5	Work with diverse people Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDIV001 CHCDIV002
Unit 6	Manage work health and safety	HLTWHS004*
Unit 7	Provide loss and grief support	CHCCCS017#
Unit 8	Implement trauma informed care	CHCMHS013#
Unit 9	Provide systems advocacy services	CHCADV005#
Unit 10	Establish self-directed recovery relationships	CHCMHS002*
Unit 11	Provide recovery oriented mental health services	CHCMHS003*
Unit 12	Work collaboratively with care network and other services	CHCMHS004*
Unit 13	Provide services to people with co-existing mental health and alcohol and other drugs issues	CHCMHS005
Unit 14	Provide early intervention, health prevention and promotion programs	CHCMHS009
Unit 15	Implement recovery oriented approaches to complexity	CHCMHS010*
Unit 16	Assess and promote social, emotional and physical wellbeing	CHCMHS011#
Unit 17	Provide support to develop wellness plans and advanced directives	CHCMHS012*
Unit 18	Research and apply evidence to practice	CHCPOL003
Unit 19	Reflect on and improve own professional practice	CHCPRP003
Work Placement (minimum of 160 hours)		

1. An Assessment Book is completed for each topic and 6 practicals are completed as part of this course.

2. 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. Industry regularly reviews this qualification and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.

3. Progress through your course is achieved by completing each unit's assessment book, 6 progressive practicals (by seminar, video or private assessment) and a work placement. Seminars are 1 or 2 days in duration, generally consisting of 4 1-day seminars and 2 2-day seminars. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.

4. 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. You have up to 5 years from the date of your enrolment to complete your course.

5. Units marked with a # require the practical demonstration of skills in a real or simulated work environment.

6. Units marked with an * require completion of a work placement. The work placement involves an average of 12 hours per week in the workplace with some time spent at home completing activities that contribute to assessment.

Bachelor of Social Work

Start your career in social work and contribute to supporting individuals, families and groups to resolve their crisis, social, and living situations

Social Workers have the unique opportunity to support and advocate for people in crisis or life transition. You will make a real difference providing support, information and referral for your clients to improve their immediate safety and ongoing well-being.

There has never been a better time for you to qualify as a Social Worker in Australia. As a Social Worker, you'll be doing what you love with the security of knowing there are many opportunities for employment. The need for Social Workers in our communities is expected to grow very strongly until 2026 with 23.2%* increase in jobs.



Course Delivery

Online, Full-time, Part-time



Duration

48-months (full time) (part time study also available)



Structure

28 Subjects

The Bachelor of Social Work provides a flexible and affordable alternative to traditional tertiary education. The course is based on the principles of human rights, social justice, and human dignity and develops your knowledge and skills to enable positive social change.

With so many demands on our time, it can be difficult to fit study in around other commitments. That's why the Bachelor of Social Work has been designed to maximise your learning from home where you can progress through your studies in a full-time or part-time pace.

Why study this course

- ✓ Graduate Job Ready
- ✓ Very Practical
- ✓ Industry Accreditation
- ✓ Supported Learning

On Completion

When you graduate, you will be very well prepared to pursue a career in social work – enjoying our strong industry reputation and linkage.

Graduates of the course satisfy the entry requirements for AIPC's Master of Counselling qualification.

The Bachelor of Social Work has been designed and developed by Acknowledge Education, a leading Institute of Higher Education (PRV12146). AIPC delivers the course on behalf of Acknowledge Education. Acknowledge Education's Bachelor of Social Work is provisionally accredited by the Australian Association of Social Work (AASW). The course is an entry qualification into the social work profession and has been determined to meet Australian Social Work Education and Accreditation Standards. Students enrolling into a provisionally accredited course are eligible for membership of the AASW.

*<https://labourmarketinsights.gov.au/occupation-profile/social-workers?occupationCode=2725#outlook>



Subjects

First year subjects focus on building a strong foundational knowledge and skill base, including an understanding of Australian society and peoples, human development, and psychological theories.

You will also explore introductory theories of social work to help understand the vital role that practitioners play in society.

Second year subjects focus on specific issues in society such as mental health, ageing, disability and child wellbeing. Legal and ethical issues are examined as they relate to social work, and you will also undertake residential schools to start putting your knowledge into practice.

Third year subjects focus on transitioning you from a student to a social work professional, including your first fieldwork placement. You will also analyse the role of the family and of social policy in your work. Your final year sees you choose electives to specialise in, as well as completing your final placement.

Course Delivery and Assessment

You learn externally online and attend residential schools at the end of Trimester 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 download your study materials, 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 Social Work, 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 - External Students

Residential Schools teach you to apply your theoretical knowledge to social work scenarios. Residential Schools provide you with an ideal teaching forum to handle practical social work issues. You also meet and share ideas and experiences with fellow students and have the opportunity to reflect on the development of your professional skills. Residential Schools are held at our academic rooms in Brisbane, Sydney and Melbourne, Australia, and are scheduled at the end of each Trimester. Depending on the numbers of subjects you have undertaken during the Trimester, Residential Schools are up to one- or two-weeks' duration. If studying full time, you complete 5 days at a Residential School at the end of some Trimesters. 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.

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.

Year Two - Trimester One

BSWPRP202	Skills for Social Work Practice 1	5 days
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Year Two - Trimester Two

BSBSPW202	Group Work	5 days
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Year Two - Trimester Three

BSWPRP204	Skills for Social Work Practice 2	5 days
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Year Three - Trimester One

BSWPRP306	Skills for Social Work Practice 3	5 days
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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.

Work Placements

The Bachelor of Social Work includes two Field Education 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 500 hours. The Institute has a network of community organisations 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.

Webinars

Subjects within the Bachelor of Social Work offer progressive participation in webinars. Webinars 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 Social Work is provisionally accredited by the Australian Association of Social Work (AASW). The course is an entry qualification into the social work profession and has been determined to meet Australian Social Work Education and Accreditation Standards. Students enrolling into a provisionally accredited course are eligible for membership of the AASW.

FEE-HELP Approval

AIPC and Acknowledge Education are approved as Higher Education Providers 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 Acknowledge Education 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 Acknowledge Education each Trimester 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 into the Bachelor of Social Work if you have achieved one of the following:

- Completed Year 12 or equivalent, or
- Completion of at least a Diploma in any discipline, or
- Completion of at least a Certificate IV in a related discipline.

You must be at least 18 years of age to apply for enrolment.



The full version of the Bachelor of Social Work 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.

Course Structure

Bachelor of Social Work - Full Time

Yr/Sem	Unit Code	Title	Pre requisite	
Year 1	Trimester 1	BSW INT101	Introduction to Sociology	Nil
		BSW SPS101	Australian Society, Welfare Systems and Services	Nil
		BSW INT102	Introduction to Social Work	Nil
	Trimester 2	BSW INT103	Working with Diversity	Nil
		BSW SPS102	Human Rights and Social Justice	Nil
		BSW INT104	Human Development Across the Lifespan	Nil
	Trimester 3	BSW PRP101	Social Work Theories for Practice 1	Nil
		BSW INT105	Foundations of Psychology	Nil
		BSW INT106	Introduction to Aboriginal and Torres Strait Islander People	Nil
Year 2	Trimester 1	BSW PRP202*	Skills for Social Work Practice 1	INT102, INT105, PRP101
		BSW HLT201	Mental Health and Wellbeing	Nil
		BSW PRP203	Social Work Theories for Practice 2	PRP101
	Trimester 2	BSW SWP201	Child Wellbeing and Protection	INT104
		BSW SWP202*	Group Work	Nil
		BSW SWP203	Community Development	Nil
	Trimester 3	BSW HLT202	Health, Ageing and Disability	Nil
		BSW PRP204*	Skills for Social Work Practice 2	PRP202
		BSW PRP205	Social Workers and the Law	Nil
Year 3	Trimester 1	BSW INT101	Introduction to Sociology	PRP204
		BSW SPS101	Australian Society, Welfare Systems and Services	Nil
		BSW INT102	Introduction to Social Work	PRP205
	Trimester 2	BSW PRP308**	Field Education 1	PRP202, PRP205, PRP307, HLT201
		BSW SWP304	Working with Families	Nil
		BSW SPS303	Developing Social Policy	Nil
	Trimester 3	BSW PRP205	Elective	Nil

Course Structure

Bachelor of Social Work - Full Time

Yr/Sem	Unit Code	Title	Pre requisite
Year 4	Trimester 1	Elective	Nil
		Elective	Nil
	Trimester 2	BSW PRP409**	Field Education 2
Electives	SWP305	Domestic Violence	Nil
	SWP306	Young People and Crime	Nil
	SWP307	Alcohol and Other Drugs	Nil
	SWP308	Grief, Loss and Trauma	Nil
	SWP309	Working with Refugees, Asylum Seekers and Migrants	Nil

*These subjects require attendance in person at a 5-day Residential School. Residential School locations are in Brisbane, Sydney or Melbourne.

**The course requires completion of 2 field education placements, with each requiring 500 hours of working in social work contexts.

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. Acknowledge Education periodically revises the Bachelor curriculum to maintain its position at the forefront of the social work 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. Please note that the Institute offers a wide range of subjects each Trimester. Not all subjects are available every Trimester.
3. After successful completion of all subjects, the Bachelor of Social Work qualification is awarded by Acknowledge Education.

How to Apply

Applying is easy using our simple online application process

If you apply today, you could be learning tomorrow. So once you have decided on a course and would like to enrol, we encourage you to complete your enrolment as soon as practicable to secure your place.

We've made the enrolment process very easy.

<p>1 Find the best course for you.</p>	<p>2 Check you meet course entry requirements.</p>	<p>3 Follow our simple online application process.</p>
<p>↘ Research your options using this guide or by checking information online at www.aipc.net.au/courses</p> <p>You can enrol and commence your Certificate IV and Diploma studies at anytime throughout the year.</p> <p>Our Bachelor and Master programs have specific intakes. To ensure you don't miss out, visit our website for the most up-to-date intake dates for the year.</p>	<p>↘ Check you meet all the entry requirements for your chosen course including English language, academic requirements, age or life experience.</p> <p>Some of our courses offer RPL and Credit Transfer*.</p> <p>When applying you will be required to supply evidence to support the entry requirements.</p> <p>If you have further questions about entry into our courses, please contact us on 1800 657 667 or email headoffice@aicpc.net.au</p>	<p>↘ You can apply to study at the Australian Institute of Professional Counsellors by visiting our website at www.aipc.net.au/apply.</p> <p>Apply directly using our secure and streamlined application process. You can save your application at any time and return later to continue the process - just be sure to record your Application ID as you will need this to log back in.</p>

Applying for Recognition of Prior Learning (RPL) & Credit Transfer

Students are able to apply for Recognition of Prior Learning (RPL) or Credit Transfer.

RPL recognises that students, due to relevant study and work experiences, may already possess the requisite skills and knowledge for units or subjects in their course. Students who have been working within a counselling environment for a number of years are able to apply for recognition of this prior learning or experience.

Students who have completed similar units to those included in their course are welcome to apply for Credit Transfer. Students who have completed or partially completed another counselling course are particularly encouraged to apply for Credit Transfer.

*For full information on RPL and Credit Transfer visit our website at www.aipc.net.au or contact your nearest Student Support Centre.

**Ready to start?
Apply online.**

 <https://www.aipc.net.au/apply>

Student Information

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 Numeracy 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: The Institute has a Bank Guarantee in place to cover students who pay their own course fees in advance. For higher education students utilising FEE-HELP to pay their tuition fees,

the Institute has met the tuition assurance requirements of the HESA through the Australian Government's Tuition Protection Service (TPS).

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.

Support Centres

Support is always close at hand. No matter where you live there's a Student Support Centre in close proximity to assist with your needs.

PERTH & SINGAPORE

Toll Free: 1800 246 381

PO Box 6218 East Perth WA 6892
170 Wellington St, East Perth, WA 6004
P | (08) 9277 3972 or P | (08) 9277 4087

REGIONAL QLD

PO Box 1403, Buderim QLD 4556
2/100 King Street, Buderim QLD 4556
P | (07) 5476 5200 F | (07) 5476 5233

BRISBANE

Toll Free: 1800 353 643

Locked Bag 15,
Fortitude Valley QLD 4006
Level 2, 252 St Pauls Terrace,
Fortitude Valley, QLD, 4006
P | (07) 3843 2772 F | (07) 3843 3599

GOLD COAST

Toll Free: 1800 842 118

PO Box 4228, Ashmore, QLD 4214
Level 2, 121 Scarborough Street, (entrance off
Welch Street), Southport, QLD 4215
P | (07) 5636 8271

SYDNEY

Toll Free: 1800 677 697

PO Box 238, Parramatta NSW 2124
Suite 1, Level 5, 31-39 Macquarie St
Parramatta NSW 2150
P | (02) 9687 9688 F | (02) 9687 9698

ADELAIDE

Toll Free: 1800 246 324

PO Box 188, Rundle Mall SA 5000
Suite 3, Level 10, GHD Building
68 Grenfell Street, Adelaide SA 5000
P | (08) 8297 5111 F | (08) 8297 5177

MELBOURNE

Toll Free: 1800 622 489

GPO Box 417, Melbourne VIC 3001
Level 2, 368 Elizabeth Street,
Melbourne, VIC 3000
P | (03) 9614 7472 F | (03) 9620 0365

HEAD OFFICE

Toll Free: 1800 657 667

Locked Bag 15, Fortitude Valley QLD 4006
Level G, 1 & 2 Transport House,
230 Brunswick St, Fortitude Valley, QLD 4006.
P | (07) 3112 2000 F | (07) 3257 7195



Australian Institute of Professional Counsellors

📍 Level G, 1 & 2 Transport House, 230 Brunswick St,
Fortitude Valley, QLD 4006.

Student Enquiries

- 🖥️ www.aipc.net.au
- ✉️ headoffice@aipc.net.au
- ☎️ 1800 657 667 (Toll Free)
- ✈️ +61 7 3112 2000

Connect with us

- 📘 facebook.com/counsellors
- 📷 instagram.com/aipc.counsellors
- 🌐 linkedin.com/school/counsellors
- 📺 youtube.com/aipcaustralia

The information contained in this Course Guide is correct at time of printing. Changes in circumstances may impact the accuracy or currency of the information. The Australian Institute of Professional Counsellors reserves the right to vary any matter described in this guide at any time without notice.

Please visit www.aipc.net.au for latest information.

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Institute of Higher Education: Provider ID PRV12083