

# Your Practical Assessment

## Diploma of Financial Counselling AIPC DFCA – CHC51115

Practical Assessment Timetable Brisbane 2022

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

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

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

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

Attendance at practical assessment (with small student group) is the most popular method of completing the course practical components. At each assessment you will work with fellow students whilst you practice and refine your financial counselling skills in a supportive environment under the guidance of a qualified assessor and Industry professional. These assessments are regularly scheduled throughout each year; a timetable for the upcoming assessments is included on page 3. You can book by either phoning or email your student support centre (see page 3) or posting on our local FB group (Aipc Carina) Please remember the normal practical assessment fee of \$140 for each practical applies as outlined in the course enrolment form.

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

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

If you are unable to attend the practical assessment this alternative requires you to record yourself conducting a series of activities where you demonstrate practical financial counselling skills. You’ll require the assistance of someone to play the ‘client’ during your role plays. Please remember the normal assessment fee of \$140 for each video practical assessment applies.

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

This alternative to working with other students allows you to complete your practical assessment on an individual basis with an Institute private assessor. The assessor will watch you while you work with a friend/s conducting a series of activities demonstrating your practical skills. The Private Assessor Assessments can be completed either in person or by distance via zoom. Please remember the normal assessment fee of \$140 for each zoom practical assessment applies.

### **Please Note Important Information regarding COVID-19 Vaccination**

*In line with government and medical recommendations that vaccination is the best strategy to prevent and reduce the risk of COVID-19, from 4<sup>th</sup> January 2022, all students and staff undertaking in-person seminars and assessments with Institute staff are required to be fully vaccinated, and will need to provide proof of vaccination beforehand. This decision has been made to effectively manage COVID-19 health and safety risk within our workplace, and is in accord with requirements of other educational institutions. Online and recorded alternative assessment options continue to be available for students whom are not vaccinated.*

**AUSTRALIAN  
INSTITUTE OF  
PROFESSIONAL  
COUNSELLORS**



Brisbane Support Centre  
PO Box 425  
Carina QLD 4152

Phone: 07 3843 2772  
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## Practical Component Pre-requisites

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

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

<b>Practical Component Title (DFCA – CHC51115)</b>	<b>Pre-requisite</b>
Financial Counselling Practical 1A#	Assessment Books 1, 2 & 3
Financial Counselling Practical 2A#	Assessment Book 4 & 5
Financial Counselling Practical 3A	Assessment Book 7 & 8 + Financial Counselling Practical 1A & 2A
Financial Counselling Practical 4A	Assessment Book 9 + Financial Counselling Practical 3A
Financial Counselling Practical 5A	Assessment Books 10 + Financial Counselling Practical 4A
Financial Counselling Practical 6A	Assessment Book 11 + Counselling Practical 5A
Financial Counselling Practical 7A	Assessment Book 12 + Counselling Practical 6A
Financial Counselling Practical 8A	Assessment Books 13 & 14 + Counselling Practical 6A
Financial Counselling Practical 9A	Assessment Books 15 + Counselling Practical 7A&8A
Financial Counselling Practical 10A	Assessment Book 16 + Counselling Practical 7A&8A

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

The Practical Assessments are designed to provide students with an opportunity to practise and demonstrate the knowledge and skills required to conduct a range of key financial counselling tasks. In order to help students develop the skills required for effective financial counselling practice, students will engage in many different role-plays throughout each practical assessments.

**Financial Counselling Practical 1A#** – This practical allows students to conducted two role plays. The first is to facilitate a case management meeting applying the skills taught in workbook 2 (Develop, facilitate & review all aspects of case management) while the second role play is to conduct an intake interview and collaboratively analysis a client’s needs. In this role play you’ll be applying the skills covered in workbook 3 (Assess co-exciting needs). **# This practical requires 3 participants**

**Financial Counselling Practical 2A#** - In your second practical you’ll conduct three different role-plays. The first will see you hold an Advocacy Meeting with a juvenile in detention. Your second role-play will have you participate in a decision-making board meeting which will see you provide a progress report on a local ‘employment program’ your organisation has been advocating for. In the final role play you’ll participate in a systems advocacy meeting which will see you work in collaboration with other attendees to discuss and agree on strategies to improve service provision to clients and stakeholders. **# This practical requires 3 participants**

**Financial Counselling Practical 3A** – You’ll focus on applying core counselling skills across 3 separate roles plays with clients Michelle, Simon and Claire. You’ll be assessed on your ability to build rapport and conduct initial client/counsellor interviews focusing on applying effective questioning skills, and other communication tools like ‘challenging, reframing and focusing’.

**Financial Counselling Practical 4A** - In this practical you’ll move forward with your counselling skills and conduct your second sessions with case study clients Michelle, Simon and Claire. The focus will be on reapplying the important core counselling skills, including effective questioning, applying appropriate responding behaviour including encouragers, paraphrases, and summaries as well as challenging, providing feedback and reframing. In the final interview you’ll be introducing a decisional balance tool to support potential courses of action.

**Financial Counselling Practical 5A** - In the fifth practical students will practise and demonstrate the knowledge and skills required to bring the counselling process to an end, or to re-contract as appropriate, with their three clients Michelle, Simon and Claire. You’ll be helping each client reflect on the progress they have made.

**Financial Counselling Practical 6A** – In this practical you’ll use your counselling skills to demonstrate how to effectively support a client experiencing a state of crisis. You’ll explore your client’s story and their understanding of their situation. You’ll then spend time to encourage the client to brainstorm options for support, ensuring they feel safe with the choices made.

**Financial Counselling Practical 7A** – You’ll be applying your skills in the seventh practical as a Financial Counsellor meeting two clients (Natalie and Mark) for the first time. The focus will be on understanding the client’s immediate needs and concerns and engage in exploring & developing options for supporting their financial situation.

**Financial Counselling Practical 8A** - Working as a Financial Counsellor in this practical assessment you’ll be required to support two clients to understand their immediate income, expenses and debts so together you can assess their rights & responsibilities under the law. You’ll investigate options to increase income, manage expenses & accrued debt, while preparing to respond to any potential debt recovery situation.

**Financial Counselling Practical 9A** - You’ll be asked to conduct an initial financial counselling session with a new client as well as facilitate an interview with one of the client’s creditors. As part of the session you will develop a Statement of Financial Position & Action Plan to address underpinning client concerns.

**Financial Counselling Practical 10A** – In your final practical assessment you’ve be assisting a client to make a formal complaint to a financial services company, advocating for a reduction in loan repayments. You’ll discuss the needs, rights and interests of your client while helping them to negotiate a hardship agreement.

# Practical Assessment Timetable

## Brisbane 2022

Diploma of Financial Counselling DFCA – CHC51115

	Financial Counselling Practical 1A	Financial Counselling Practical 2A	Financial Counselling Practical 3A	Financial Counselling Practical 4A	Financial Counselling Practical 5A	Financial Counselling Practical 6A	Financial Counselling Practical 7A	Financial Counselling Practical 8A	Financial Counselling Practical 9A	Financial Counselling Practical 10A
	Unit 1,2&3	Unit 4&5	Unit 7&8	Unit 9	Unit 10	Unit 11	Unit 12	Unit 13&14	Unit 15	Unit 16
Jan							22 <sup>nd</sup>	22 <sup>nd</sup>	22 <sup>nd</sup>	22 <sup>nd</sup>
Feb	12 <sup>th</sup>	12 <sup>th</sup>	12 <sup>th</sup>	12 <sup>th</sup>	12 <sup>th</sup>	12 <sup>th</sup>				
Mar							8 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>
Apr	9 <sup>th</sup>	9 <sup>th</sup>	9 <sup>th</sup>	9 <sup>th</sup>	9 <sup>th</sup>	9 <sup>th</sup>				
May							7 <sup>th</sup>	7 <sup>th</sup>	7 <sup>th</sup>	7 <sup>th</sup>
Jun	7 <sup>th</sup>	7 <sup>th</sup>	7 <sup>th</sup>	7 <sup>th</sup>	7 <sup>th</sup>	7 <sup>th</sup>				
Jul										
Aug	27 <sup>th</sup>	27 <sup>th</sup>	27 <sup>th</sup>	27 <sup>th</sup>	27 <sup>th</sup>	27 <sup>th</sup>	9 <sup>th</sup>	9 <sup>th</sup>	9 <sup>th</sup>	9 <sup>th</sup>
Sep							20 <sup>th</sup>	20 <sup>th</sup>	20 <sup>th</sup>	20 <sup>th</sup>
Oct	8 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>				
Nov							15 <sup>th</sup>	15 <sup>th</sup>	15 <sup>th</sup>	15 <sup>th</sup>
Dec	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>				

### Practical Assessment Venue

#### Brisbane Support Centre:

336 Stanley Road, Carina, 4152 (Cnr Stanley Rd and Malthus St) Free Parking is available 100m from the Centre.

### Practical Assessment Times:

Registration is from 8.45 a.m. for a 9.00 a.m. start and will finish at approx 4.00 p.m. (finish time can vary depending on class size).

### Lunch:

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

### How to Register for the Practical Assessment:

Simply select the practical assessment you wish to attend and either call our Student Support Centre on 07 38432772 or email [brisstudentsupport@aipc.net.au](mailto:brisstudentsupport@aipc.net.au) or post a message on our local Facebook group 'Aipc Carina'. Please note that practical assessment fees apply to attendance of all practical assessments as confirmed in your course enrolment.

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

Students are required to pay for the practical assessment upon booking their place.

**Cancellation of attendance will be accepted up to 72 hours before practical. Cancellation after this will incur the full assessment fee. For example, if attending a practical on a Sunday, cancellation is required by 5pm the prior Wednesday. Provision of medical certificate accepted.**