



Diploma of Counselling CHC51015 CDC

Seminar Timetable January to June 2024 – Parramatta

Pre-requisites	After Unit 2	After Unit 3	After Unit 4	After Unit 5	After Unit 8	After Unit 9	After Unit 10	After Unit 12	After Unit 14	After Unit 16
	Prac 1A-1 Day	Prac 2A-1 Day	Prac 3A-1 Day	Prac 4A-1 Day	Prac 5A-2 Day	Prac 6A-1 Day	Prac 7A-2 Day	Prac 8A-1 Day	Prac 9A-1 Day	Prac 10A-1 Day
January	Fri 12th	Mon 15th	Fri 12th							
February	Wed 7 th Fri 16th	Fri 9 th Mon 19th	Tues 13 th Fri 23rd	Mon 5 th Mon 26th	Wed & Thu 7 & 8th	Mon 12th	Wed & Thu 14 & 15th	Fri 16th	21 st Wed	22 nd Thur
March	Mon 4 th Mon 18th	Tues 5 th Fri 22nd	Wed 6th	Mon 11th	Wed & Thur 13 th & 14th	Fri 15th	Thur 21 & Fri 22nd	Mon 25th		

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April	Thur 11 th Mon 22nd	Fri 12th	Wed 3 rd Mon 15th	Fri 5 th Fri 19th	Tues 30 th & Wed 1 st May				Fri 5th	Fri 12th
May	Thur 2	Wed 1st	Fri 3rd		See above	Fri 3rd	Thur 30 & Fri 31st			
June	Thur 13 th Mon 24th	Fri 14 th Fri 28th	Thur 20th	Fri 21				Wed 5th	Thur 6th	Fri 7th



Seminar Times:

Seminars start at 9 a.m. sharp and last until approximately 3 p.m.

Address:

Australian Institute of Professional Counsellors, Suite 1, Level 5, 31-39 Macquarie St., Parramatta, NSW 2150.

How to Book in a Practical:

- Make sure you are COMPETENT in ALL relevant units for the practical you want to attend.
- Click on 'Select Practical – In-person' through your student portal under 'Units of Competency'. A team member will then reach out to book you in accordingly.
- Or you can contact Lauren by email sydney@aipc.net.au or phone 02 9687 9688 to book in.
- If you owe for your practical fees you will need to make payment at the time of booking.

CANCELATION POLICY:

We understand that situations arise in which you must cancel your seminar booking. If this should happen, we request that you provide us with more than 72 hours' notice. This courtesy will make it possible to give your place to another student who would like to attend.

We know that your time is valuable, as is the time of your fellow students and the training staff. Please understand that for group seminars to run well they are heavily dependent upon the commitment and attendance of you, the student.

We know that sometimes the unexpected can occur, therefore, first time no-shows and late cancellations will not be charged a fee. **However, repeat offenders will be charged a \$70.00 rebooking fee for cancellations without 72 hour/ or prior notice.**



Things to Note:

- Numbers are limited so as soon as you are eligible for a
- Please do not book accommodation or take off work before not get into the first practical of your choice.
- Please do not try to book in for a practical if you haven't finished the relevant assessments yet.
- Please prepare in advance and thoroughly review the relevant theory for your practical assessment. If you have academic-related questions, please reach out to the tutor line at 1 300 139 239. There are also example videos for you to reference which can be found in your Practical Guide or student portal.
- You can review the Practical Outline but please note this is meant as a guide and your session should not be scripted but rather as free flowing as possible.
- Please bring your own writing utensil and paper to take notes on.
- Morning and afternoon tea will be provided. There is a fridge and microwave available for your use during the seminar.

practical, we suggest you reach out to book in immediately. booking in for your practical. Please wait until AFTER as you may