

School of Psychology
Counselling & Psychotherapy

Bachelor of Psychology (Honours)
Course Information Handbook

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Bachelor of Psychology (Honours) degree. This course information handbook addresses many aspects and requirements of the course. It should be read in conjunction with the following:

- Student Policies

You can access these from the Learning Management System [Canvas](#), the school website, www.cairnmillar.edu.au or via [my.CMI](#), the student portal.

These handbooks provide all the information you need to successfully navigate your way through the different components of the course. If you find anything missing from these handbooks, please let us know.

The Cairnmillar Institute and staff wish to assure you of an enjoyable and rewarding professional experience.



Professor Tess Knight
Head of School



Dr Mandy Kienhuis
Course Coordinator, Bachelor of Psychology (Honours)

The Cairnmillar Institute

The Institute was founded by Dr Francis Macnab in 1961. It was first based in South Yarra, then in Collins Street, and from 1982 its home was 993 Burke Road, Camberwell. To accommodate its subsequent expansion, it has been in Hawthorn East since 2017. The Institute is an Australian Health Promotion Charity and non-profit body. It developed the first suburban family counselling and education centres in Melbourne at Blackburn, Syndal, Beaumaris and Doveton, pastoral care training programs and training programs of the first Citizens Advice Bureau in Melbourne.

The Institute was an early pioneer in training people in counselling and in psychotherapy. It broke through the strong walls of opposition to bring all the helping professions into specialised training in psychotherapy. It has conducted prevention programs in community organisations and for countless schools and churches across the nation and was the site for the development of Contextual Modular Therapy and analysis; an integrated form of brief and cost-effective psychotherapy.

The Institute's higher education programs are based on its critical and clinical experience and its constant interaction with clinical and research centres around the world. The courses are delivered by experienced practitioners and the Institute's approach to teaching is based firmly on practice with an emphasis on skills development.

Bachelor of Psychology (Honours)

The Bachelor of Psychology (Honours) is an APAC accredited fourth year psychology program. The course aims to provide for the completion of a four-year sequence, which is a requirement for advanced study in psychology.

The course includes content focused on the theoretical and empirical bases for psychological measurement and assessment, an introduction to evidence-based approaches to psychological intervention, developmental psychopathology, and professional practice issues and ethics. The course also includes comprehensive coverage of psychological research, and students complete an individual research thesis. All teaching staff are experienced clinicians or researchers who are committed to advancing the field of psychology through their own work and their interaction with students.

Applicants are required to have completed a three-year sequence in an APAC accredited program of study.

Entry Requirements

Applicants must have completed a three-year sequence in psychology in an accredited APAC program of study, within the last ten years. Minimum entry standard is a credit average (60%) in the undergraduate degree. To be successful, applicants should have a credit grade or above in most psychology units.

Duration of the Course

This course is designed to be completed in one year full-time. The course can also be completed part time. For further information about the part-time course structure, please contact the Course Coordinator.

Selection

For entry into the course, students are required to submit an application through the [Apply Now](#) page, with certified or original scanned copies of the following supporting documentation:

- Most recent academic transcripts
- A current curriculum vitae
- A 500-word personal statement outlining what factors have contributed to the application
- Proof of residency/citizenship (e.g. passport, birth certificate, or citizenship certificate)

Graduate Learning Outcomes

Students who satisfactorily complete the Bachelor of Psychology (Honours) will have achieved advanced knowledge and skills in the following areas of study:

- Demonstrate the ability to apply ethical codes, legislation, and professional standards to issues relevant to psychological research and professional practice.
- Demonstrate knowledge of the theoretical and empirical bases underpinning the development and application of psychological assessment and intervention.
- Demonstrate advanced knowledge and understanding of developmental psychopathology.
- Have the capacity to critically consider the impact of sociocultural and developmental factors in psychology research and professional practice.

- Apply the scientific method to answer psychology-related research questions (i.e., study design, data analysis and interpretation).
- Demonstrate sophisticated oral and written communication skills.

Career Opportunities

Graduates may apply the knowledge and skills acquired in the Bachelor of Psychology (Honours) in their current workplace. Graduates will be able to consider further study or employment in a range of fields where the knowledge and skills acquired in the Bachelor of Psychology (Honours) can be applied (e.g., Community Services, Business, Counselling). Graduates will also be eligible to apply for entry into Master of Psychology training programs.

Professional Recognition

The course is accredited by the Australian Psychology Accreditation Council (APAC) and meets the Australian Health Practitioner Regulation Agency (AHPRA) requirements for a generalist fourth year in psychology.

On completion of the course, graduates will be eligible to:

- Apply for provisional registration as a psychologist.
- Apply for entry to an APAC accredited Masters training program that leads to registration as a psychologist.

Course Structure & Credit Points

The Bachelor of Psychology (Honours) course has been designed to be completed on a full time basis over one year. However, a part time option is available and it is expected that this will be completed in no more than 2 years. The full-time course structure is as follows:

Semester	Unit Code	Unit Title	Credit Points
1	GDP1	Professional Practice and Professional Ethics	12.5
1	GDP3	Psychological Assessment	12.5
1	GDP2	Research Methods	12.5
1	GDP5	Research Thesis	12.5
2	GDP7	Developmental Psychopathology Across the Lifespan	12.5
2	GDP4	Evidence-Based Practice and Practice-Based Evidence	12.5
2	GDP6	Research Thesis	25

Course Details: 100 credit points

Coursework: 62.5 credit points or 62.5% of the course

Research: 37.5 credit points or 37.5% of the course

Prerequisite Unit/s: NA

Coursework Units

Each of the units of study are detailed below. Please note students must pass all units before being eligible to graduate.

- **Professional Practise and Professional Ethics (GDP1)**

This unit focuses on developing the knowledge required to confront the professional and ethical issues that arise in the practice of psychology, as well as in psychological research. The objective of GDP1 is to develop students' knowledge of the competencies and skills required to practice in a safe and professional manner. The unit requires students to examine common ethical issues and dilemmas faced in psychological practice and to become familiar with the APS Code of Ethics and other relevant rules and guidelines. The unit also develops students' self-awareness, insight and understanding of the responsibilities of contemporary psychological practice.

- **Research Methods (GDP2)**

The primary aim of this unit is to enable students to analyze, interpret, and report research findings at a professional and publishable level. Skills developed in interpreting data analysis can also assist in understanding research papers. While emphasis will be placed on quantitative methods, the use of qualitative approaches will also be discussed and practiced. At the end of this unit students will be expected to have a practical skill set that they can use for their own Honours research (GDP5 and GDP6) and future projects. Each topic will be discussed and practiced in weekly tutorials alongside a required reading list and video materials.

- **Psychological Assessment (GDP3)**

The aim of this unit is to assist students to develop an understanding of issues relating to best practice in psychological assessment and testing. This unit focuses on a selection of psychological assessment methods commonly administered by psychologists in professional settings. The unit includes an emphasis on psychometric issues (e.g., norms, reliability, validity), and the theoretical and empirical bases underpinning test construction, implementation, and interpretation. The unit also includes a focus on beginning skills in basic assessment strategies, including observation, interpersonal communication, and interviewing. Relevant ethical, contextual, and cultural issues are also addressed in this unit.

- **Evidence Based Practice and Practice Based Evidence (GDP4)**

This unit focuses on the knowledge, techniques and interventions associated with evidence-based psychological practice. The aim of the unit is to introduce students to scientist-practitioner model and the concept of what constitutes evidence-based practice in psychology, as well as the scientific evidence to support particular psychological treatment interventions for specific psychological disorders. Students in the unit will examine a number of evidence based treatments common in clinical practice, the empirical research will be reviewed along with the clinical practice guidelines associated with the scientist-practitioner model. Students in the unit will examine what works in psychotherapy and specific issues such as the therapeutic relationship and the role of assessing outcomes. The aim of the unit is the development of the knowledge and skills required for best practice and quality assurance in applied psychological practice.

- **Developmental Psychopathology Across the Lifespan (GDP7)**

This aim of this unit is to provide students with an overview of frameworks, theories, concepts, and processes central to the study of developmental psychopathology. The unit will review and extend on student understanding of normal development and assist students to integrate understanding of normative development and understanding of psychopathology. This unit will also consider the role of diagnostic and classification systems in the

assessment of child psychological disorders and presenting problems. This understanding will then be applied to a selection of the most prevalent and high-impact psychological disorders in children and adolescents. Multiple theoretical perspectives will be considered, and treatment and prevention approaches will be discussed in relation to theoretical perspectives and empirical evidence. The important role of culture and context in normative development, and in the development and treatment of psychological disorders will also be discussed. Students will be encouraged to apply the knowledge acquired in this unit to developing ideas about prevention and social policy. Students will also be required to consider how to effectively communicate information to teachers and families.

- **Research Thesis (GDP5 & GDP6)**

The aim of the Research Thesis units is to assist students to develop research skills. In GDP5, students plan their research project, prepare and submit an ethics application, and complete a Literature Review and Research Proposal. GDP6 builds on the research undertaken by the student in GDP5. The unit requires the student to continue with research project, including data collection, data analysis, and interpretation of the findings. The student is required to prepare and submit an Empirical Report, written in the form of an article prepared for submission to a journal, written in APA style.

Students should also refer to the relevant **Unit Outlines** located on [Canvas](#)

Enrolment Conditions

Attendance

Students are expected to attend all face-to-face classes and seminars. Students may apply to have a leave of absence for medical conditions, which will require a sick leave certificate from a GP or specialist. Other non-medical circumstances must be approved by the Course Coordinator.

Regular non-attendance will not only jeopardise academic results but will also negatively affect any reference that may be required later. We recognise that juggling work and study can be challenging and encourage you to treat your study with a similar commitment as your paid work. It is important that you raise any concerns about meeting study commitments with the Course Coordinator.

Online Etiquette

Students are expected to comply with the Cairnmillar Institute's policies and regulations concerning etiquette during online classes, webinars, and in their electronic communications. All Policies and Procedures are published on the Cairnmillar website, www.cairnmillar.edu.au

Submission of Written Work

1. All written assessment tasks must be prepared in Word;
2. To be submitted via Canvas;
3. Assessment tasks are then checked for plagiarism using the Turnitin software.

Students must keep a copy of all submitted work. In circumstances where assessment tasks are mislaid, students must be able to provide another copy of the work. Students must keep copies of all their work until the formal publication of semester results.

Style Guidelines

Assignments should be clear and informative with spelling, grammar, and punctuation being in accordance with Australian Psychological Society usage. The format followed by

psychologists is the American Psychological Association (APA) style. See [this guide on my.CMI](#) for details.

Assessment Grades and Records

Students are expected to complete assessment requirements for all relevant units no later than the date scheduled in the unit outline. This is distributed at the beginning of each semester, or at the commencement of the unit, and published on [Canvas](#).

The [Canvas](#) LMS will normally list all progressive assessment requirements for each unit that you are enrolled in.

Final results for each unit will be calculated and finalised, then published on the [Paradigm Enrolment Portal](#) by the relevant results publication date. Your unit level result is not final until it is published in Paradigm and will not be listed on your transcript until after publication.

Students are required to read and familiarise themselves with the Assessment Policy, which is published on the [Cairnmillar website](#).

Extensions

An extension may be granted for assignments where there is objective evidence of unexpected disruptions in the student's available work time. Applications must be made via the appropriate form before the due date and submitted to the Unit Coordinator. An extension is valid only after it has been approved by the Unit Coordinator. The extension application form can be found on [my.CMI](#).

Special Consideration

Special consideration may be granted in situations where an extension is not possible, such as an exam or in-class work that has been missed. You should first discuss your situation with your Course Coordinator or the Head of School before applying. Please see the Special Consideration and Assessment Extensions policy on the [Cairnmillar website](#) for more information regarding special consideration.

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Penalties will apply for exceeding the word limit by more than 10%.

Late Submissions

The penalty for late submissions is 5% per day (including weekends and non-business days), for a maximum of seven (7) days (i.e., maximum late penalty deduction possible is 35%).

Work handed in more than one week late, or after the end of the marking and results deadline for a period of enrolment, will not normally be marked and a fail result will be recorded.

Tasks that are required to be completed and/or submitted in-class, such as class presentations must be submitted on the date of the class presentation unless a student has been awarded an extension. The penalty for late submission or non-submission of in-class tasks is usually 100% of the mark.

Return of Assignments

Assignments submitted through Canvas will be marked electronically and returned through Canvas.

Samples of Work

Samples of student work may be taken for purposes of course accreditation. In all cases anonymity will be preserved. If you object to your work being copied for this purpose you must advise the Unit Coordinator when submitting assignments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of previous experience. Credit or partial credit towards a qualification cannot be granted in recognition of skills and knowledge gained through work experience unless students can demonstrate that they have been assessed on the competencies. There is no RPL for life experience. Conditions for RPL are specified in the [Cairnmillar Institute RPL Policy](#).

Please see the [RPL procedure](#) for the Bachelor of Psychology (Honours).

Marking Scales and Grade Definitions

Percentage Range

0-49

Fail, not satisfactory

Where a student fails a subject, all failed components of the assessment must be double marked

50-59

Pass, satisfactory

Completion of key tasks at an adequate level of performance in argumentation, documentation and expression.

60-69

H2B Second-class honours level B, good

Good understanding of key ideas; sound analytical skills possessed, well-presented, researched and documented assignments.

70-79

H2A Second-class honours level A, very good

Average or better than average work, with solid research, perceptive analysis, effective preparation and presentation. Scholarly presentation, thoroughly researched and well argued. Complex understanding of subject matter, subtle argument and analysis is evident

80-100

H1 First-class honours, excellent.

Superior analysis, comprehensive research, sophisticated theoretical knowledge of methodological approach, impeccable presentation – work that is (in at least some respects) erudite, original, exciting or challenging.

Marks of 90 per cent or above are rarely given and are for exceptional work. They are validated by double marking.

Academic Integrity

Breaches of academic integrity are serious academic offences. It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Academic Integrity and Student Conduct Policy and Procedures. This can be found on the [Cairnmillar website](#). Any allegation of a breach of academic integrity will be investigated and resolved according to the Institute policies and procedures.

We are committed to ensuring that our students approach their work with integrity, and so we have produced an academic integrity online module to help students gain a better understanding of what academic integrity means. Students will be required to successfully complete this module in one of the first units of the course in which they are enrolled. Further information about the requirements will be available in that unit guide.

Definitions

Plagiarism is the use of another person's words, ideas, concepts, or research findings without appropriate acknowledgement.

Self-plagiarism is when one's own work that has previously been submitted for credit in the same or different unit, is submitted again without prior written consent from the unit coordinator for the student to reuse the work.

Collusion is when more than one person work together to submit any work as if it were authored by an individual.

Cheating is dishonest behaviour undertaken to gain an unfair advantage over others.

Any allegation of plagiarism, collusion, or cheating will be investigated and resolved according to the Institute policies and procedures.

Policies and Procedures

It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Policies and Procedures. These are published on our website:

<https://www.cairnmillar.edu.au/postgraduate-courses/policies-and-procedures/>

Copyright

There are copyright laws that we need to be aware of and adhere to. Please see Australian Copyright Council's website for full information on this topic: <http://www.copyright.org.au/>

Professional Standards

You must have a thorough knowledge of the Australian Psychological Society's Code of Ethics document. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended. Psychologists will be informed when a review is occurring and are always given the option to comment on any amendments that are being recommended. In addition to discussing ethical and legal dilemmas with your lecturers, the APS also has a *Professional Affairs* director who is available to members for consultation on such matters.

A full copy of the current edition of the Code of Ethics can be obtained online at:

<https://www.psychology.org.au/about/ethics/>

The major principles for ethical conduct include:

- A. Respect for the rights and dignity of people and peoples**
- B. Propriety**
- C. Integrity.**

Respect incorporates respect for the rights (including the right to autonomy and justice) and respect for the dignity of all people and peoples.

Propriety incorporates the principles of beneficence, non-maleficence (including competence), and responsibility to clients, the profession, and society.

Integrity reflects the need for psychologists to have good character and acknowledges the high level of trust intrinsic to their professional relationships, and impact of their conduct on the reputation of the profession.

Student Support, Counselling, and Wellbeing

Counselling for Students

Ms Marilyn Cobain is an external psychologist and counsellor, who provides impartial support and counselling to students. She is normally able to provide up to three sessions per year at no cost. Further sessions would require private payment or a mental health care plan. She is based in South Yarra.

You can contact her directly at: studentcounsellor@cairnmillar.edu.au or 0419 648 687.

Academic Support

Students who are experiencing difficulties that may impact their studies are encouraged to speak to their lecturer and/or course coordinator. The Cairnmillar Institute can offer onsite support to assist with assignment/essay writing, referencing, time management, and study strategies.

Appointments with Dr Ray Jeanes for assignment writing or Ms Mary Turnbull for APA referencing can be made through Reception or by telephoning 9813 3400.

thedesk (online student support)

[thedesk](https://www.thedesk.org.au) aims to support Australian tertiary students to achieve mental and physical health and wellbeing. Being a student can be a challenging time and many students do not access support services for a range of reasons including time pressures, not knowing where to go for help, and feeling embarrassed. Providing resources online means that more people will be able to get help to improve their wellbeing and be able to study more effectively. thedesk offers free access to online modules, tools, quizzes, and advice.

<https://www.thedesk.org.au/login>

Fee Help

Information regarding the payment of fees can be obtained from the Academic Registrar. Domestic students who are eligible for FEE-HELP need to submit the provider copy to Cairnmillar. Students paying up front need to pay by the dates outlined on the fee schedule on the education website.

Termination of Enrolment

Cairnmillar reserves the right to terminate a person's enrolment in a course if the student:

- fails to meet the complete assessment task requirements or breaches the Institute's privacy and ethical conditions
- exceeds the maximum or negotiated time for completion of the course, or
- other conditions as specified in the enrolment application.

Graduation

To be eligible to have the relevant qualification awarded, a student must:

- comply with all the Institute Policies and Procedures;
- pay all relevant fees and charges;
- complete all requirements prescribed for the course at least at a PASS level.

The appropriate awards are given on satisfactory completion of the course. These are presented at a special annual ceremony or given (posted) directly to students for a fee.

Library Services

The Library at the Cairnmillar Institute is a specialist library resource, aimed at supporting the work of the Institute, focusing on the curriculum, teaching, research, and clinical requirements of the students, academic staff, clinical staff, and researchers. The Library contains a mix of resources, representing modern psychological thought, research and learning, as well as a substantial collection of classic writings in the field of psychology, including original words of Freud, Rogers, and many other pioneers of psychology.

The Library is accessed via [my.CMI](#) > Library. Using this path, students can access the Library, and search for relevant books, eBooks, theses, psychological tests, and journal articles. Using this direct access provides students and staff with the ability to undertake a more systematic and structured review of the literature.

The Library access on [my.CMI](#) also contains detailed information on a range of topics including APA6 referencing, format and style; searching databases; preparing search terms; copyright and study skills.

All materials in the Library (except the Reference area) are available for a 2-week loan period, and students may borrow up to 8 books at a time. The Library is open Monday – Friday during office hours.

Mary Turnbull, the Librarian, is available Tuesday – Friday. Staff and students are able to meet with Mary to gain research and informational assistance in all facets of their learning, research, and clinical requirements. This includes individual sessions in developing literature searches relevant to their research proposal, using databases, and locating full text materials. Mary can also assist with a range of other issues including booklists, recommended reading, and APA6 referencing and style.

Computer/Canvas/Printer Access

Computer access is available in the library and the computer lab on the ground floor of the Hawthorn campus. Each student will have their own personal 'Home Drive' (H:\) which can be accessed across all the student computers. There are two main printers; the library and the computer lab printers. They will both be mapped to student profiles. By default, each student starts off with a balance of \$10. If students run out of print credits, staff will not print items. Please see reception to recharge your account to continue printing. In the event of print failure or printing issues please see our IT department.

All students will be assigned a username on enrolment. This provides access to the Network, Email, Canvas, and Wi-Fi logins. Student email can be accessed either by using Outlook when logged into the Network or from the [Cairnmillar website](#), which can be accessed at any time. Students will use their assigned email login and password.

Canvas provides enrolled students with unit outlines, forms, and other resources as well as up to date news and alerts. It is accessed via the [Cairnmillar website](#) by going to the [my.CMI](#) link located at the top of the webpage, hovering over Systems & Access, and clicking Canvas.

Course Progress

Students who fail a unit and/or a placement and/or a research unit will be subject to the [Academic Integrity and Student Conduct Policy](#).

An extension or Special Consideration may be granted for assignments where there is objective evidence of unexpected disruptions in the student's available work time. Applications must be made on the appropriate form before the due date and given to the Unit Coordinator. An extension is valid only after it has been approved by the Unit Coordinator. Supporting evidence may be required.