



Cairnmillar
INSTITUTE

School of Psychology
Counselling & Psychotherapy

Bachelor of Psychology (Honours)

Course Information Handbook 2021

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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:

- [Unit Outlines](#)
- [Policies and Procedures](#)

These resources 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 you 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 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. 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. Applicants who completed their psychology sequence more than ten years ago may be asked to complete a refresher sequence prior to a formal offer being made.

Duration of the Course

This course is designed to be completed in one year full-time. The course can also be completed part time over two years.

Graduate Learning Outcomes

Students who satisfactorily complete this course 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.

More information about Specialist Careers Advice for current students and alumni can be found on myCMI. See: [Career Guidance](#) on my.CMI.

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.

More information about professional registration can be found on my.CMI: [Professional Registration FAQs](#) on my.CMI.

Course Structure & Credit Points

The Bachelor of Psychology (Honours) course has been designed to be completed on a full time basis over one year.

The full-time course structure is as follows:

Semester	Unit Code	Unit Title	Credit Points
1	HON401	Professional Practice and Professional Ethics	12.5
1	HON403	Psychological Assessment	12.5
1	HON402	Research Methods	12.5
1	HON455	Research Thesis 1	12.5
2	HON404	Evidence-Based Practice and Practice-Based Evidence	12.5
2	HON407	Developmental Psychopathology Across the Lifespan	12.5
2	HON456	Research Thesis 2	25

A part time option is available and it is expected that this will be completed in no more than 2 years.

The standard part-time course structure is as follows:

Semester	Unit Code	Unit Title	Credit Points
1	HON401	Professional Practice and Professional Ethics	12.5
1	HON403	Psychological Assessment	12.5
2	HON404	Evidence-Based Practice and Practice-Based Evidence	12.5
2	HON407	Developmental Psychopathology Across the Lifespan	12.5
3	HON402	Research Methods	12.5
3	HON455	Research Thesis 1	12.5
4	HON456	Research Thesis 2	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.

- **HON401 (Professional Practise and Professional Ethics)**

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 this unit 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.

- **HON402 (Research Methods)**

The primary aim of this unit is to enable students to analyse, 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 (HON455 and HON456) and future projects. Each topic will be discussed and practiced in weekly tutorials alongside a required reading list and video materials.

- **HON403 (Psychological Assessment)**

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.

- **HON404 (Evidence Based Practice and Practice Based Evidence)**

This unit focuses on developing necessary skills associated with evidence-based psychological practice and practice-based evidence. The aim of the unit is to introduce students to scientist-practitioner model and the concept of what constitutes evidence-based practice in psychology. Students will develop knowledge and skills in critiquing scientific evidence that supports particular psychological interventions for specific psychological disorders. The unit will introduce students to a number of evidence-based treatments common in clinical practice. Students will also examine what works in psychotherapy and consider specific issues such as the therapeutic relationship, therapist skills, client context, outcome assessment, as well as the role of scientific evidence.

- **HON407 (Developmental Psychopathology Across the Lifespan)**

The 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. The unit focuses on developing an understanding of risk and protective factors in the development of psychological disorders. Multiple theoretical perspectives will be considered, and treatment and prevention approaches will be discussed in relation to theoretical perspectives and empirical evidence. This understanding will then be applied to a selection of the most prevalent and high-impact psychological disorders in children and adolescents. The important role of culture and context in normative development, and in the development and treatment of psychological disorders will also be discussed.

- **HON455 & HON456 (Research Thesis 1 & Research Thesis 2)**

The aim of the Research Thesis units is to assist students to develop research skills. In HON455, students search and review the literature, plan their research project, develop a research proposal, and prepare and submit an ethics application. HON456 builds on the research undertaken by the student in HON455. The unit requires the student to continue with the 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

See also: [Enrolment Conditions](#) on my.CMI for a copy of the current enrolment conditions. You must agree to the conditions of enrolment every time you enrol in a unit of study.

Attendance

It is an expectation that students will attend all classes*. If you anticipate being absent, please advise your Unit Coordinator via email. Planned absences of several weeks should also be discussed with your Unit Coordinator. Students who miss more than three classes, should make an appointment to discuss their attendance with the Unit Coordinator. It is important that you raise any concerns about meeting study commitments with the [Course Coordinator](#).

Note: In accordance with national and state recommendations for social distancing due to COVID-19, we consider classes* to include any mode of online engagement.

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](#).

Submission of Written Work

All written assessment tasks must be prepared in [Microsoft Word](#) and submitted via [Canvas](#). Please refer to the Unit Outlines on [Canvas](#) for more information on written assignment requirements.

Referencing & Style Guidelines

The referencing and format for all assignments must be in APA 7 style. Please see [APA Style Referencing](#).

See also [Assessment Style Guides and Formatting](#) on my.CMI.

Assessment Grades & Records

Final results for each unit will be calculated, then published on the [Paradigm Enrolment Portal](#) by the relevant results [publication date](#).

See [my.CMI](#) for information on [results publication](#).

Extensions

An extension may be granted for assignments where there is evidence of unexpected disruptions in the student's available work time. Applications must be made via the [Assignment Extension Form](#) on my.CMI before the assignment due date, and is valid only after it has been approved by the Unit Coordinator.

See [my.CMI](#) for more information on how to apply for an [assignment extension](#).

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. See [my.CMI](#) for more information on how to apply for [special consideration](#).

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Please refer to your Unit Outlines on [Canvas](#) for information regarding word limits for each assessment task.

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 will not normally be marked and a fail result will be recorded. No assignment will be accepted once the results for that assignment have been published.

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.

See also: [Late Assessment Submissions](#) on my.CMI.

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.

See [my.CMI](#) for more information on how to apply for [RPL](#).

Marking Scales & Grade Definitions

You can view Cairnmillar's [grade-mark schema](#) on my.CMI.

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](#). See [my.CMI](#) for more information about [Academic Integrity](#) at Cairnmillar.

All students must complete an Academic Integrity Module and Quiz on Canvas prior to beginning classes at Cairnmillar. Please see [here on my.CMI](#) for more details.

Course Progress

Please see '[Academic Integrity and Progress Review Hearings](#)' on my.CMI for detailed information on Cairnmillar's academic integrity and progress procedure.

Policies & 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 [school website](#).

Copyright

There are copyright laws that we need to be aware of and adhere to. Please see the [Australian Copyright Council's](#) website for full information on this topic.

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.

A full copy of the current edition of the [Code of Ethics](#) can be obtained on the [APS website](#).

Student Support, Counselling, & Wellbeing

Counselling & Support for Students

Please see '[Counselling for Students](#)' on my.CMI

Academic & Writing Support for Students

Please see '[English and Academic Writing Support](#)' and '[APA Support and Study Skills](#)' on my.CMI

Other Support Services

A searchable list of other support services can be found on my.CMI. See: [Support for Students](#)

Tuition Fees and FEE-HELP

Information regarding the payment of fees can be obtained from my.CMI and our public website. Tuition fees and conditions are published on our website, see [Tuition Fees](#). Please see [Fees and FEE-HELP FAQs](#) on my.CMI for more information.

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.

See [my.CMI](#) for details on Cairnmillar's [Academic Progress](#) procedure.

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.

Appointments about APA referencing, study planning and Library and research skills can be made through the [Library](#).

Please visit the [Library](#) page on my.CMI for more information.

Office 365

All students have access to [Office 365](#) while studying at Cairnmillar. Your Office365 account includes free access to Microsoft Word, Excel, PowerPoint, Outlook (student email), and much more.

Students also have access to 1TB of OneDrive storage. Find more information on [Office 365](#) on my.CMI.

Computer & Printer Access

Computer and printer access is available on the Hawthorn campus during business hours. Each student has their own personal [OneDrive](#) account which can be accessed across any computer.

Please see '[Computer Access @ Cairnmillar](#)' for more information.

Please see '[Printing/Copying @ Cairnmillar](#)' on my.CMI for more information.