

School of Psychology
Counselling & Psychotherapy

Counselling and Psychotherapy Program

Course Information Handbook 2021

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Graduate Program in Counselling and Psychotherapy. This course information handbook addresses many aspects and requirements of the course. It should be read in conjunction with the following:

- [Placement Information Handbook](#)
- [Research Information Handbook](#).
- [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



Ms Biliana Dearly
Course Coordinator, Counselling and Psychotherapy Program

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.

Counselling and Psychotherapy Program

Master of Counselling and Psychotherapy

The Master of Counselling and Psychotherapy integrates the [Graduate Certificate](#) and the [Graduate Diploma](#), offering students an opportunity to study the art and science of therapy in an integrated, highly personal and experiential way. Students in the program are provided with a philosophically aligned and cohesive program which supports their ability to relate to themselves, their clients and their work with genuine caring presence and respectful engagement.

The aim of the Master of Counselling and Psychotherapy is to provide high-level training in the attitudes and skills required to work effectively with a wide variety of clients. The program provides a deep immersion into the theory and practice of an integrative, humanistic, process-oriented, relational psychotherapy that incorporates contributions from the psychodynamic, cognitive and existential approaches. There is a strong experiential focus in order to provide a hands-on, practice-oriented training and learning experience. The course adheres to solid evidence-informed principles of the common factors that characterise effective counselling and psychotherapeutic work, also providing a firm grounding in the professional, ethical, and legal aspects associated with counselling and psychotherapy practice. Students in the program are trained in research methods and participate in a process-oriented research case study, in order to give them a unique opportunity to contribute to learning in the field.

It is the only course of its kind to provide students with a fully supported placement experience, including sourcing placement opportunities through established industry partnerships and providing intensive in-house individual and group supervision in order to fully prepare students for the workplace.

Fully accredited by both the [Psychotherapy and Counselling Federation of Australia \(PACFA\)](#) and the [Australian Counselling Association \(ACA\)](#), the Master of Counselling and Psychotherapy is taught exclusively by respected therapist academics practicing in the field, who work as a team to support each student's learning.

Graduate Diploma of Counselling and Psychotherapy

The Graduate Diploma of Counselling and Psychotherapy provides students with training in key therapeutic modalities and interventions. With its strong vocational emphasis, it helps students learn how to integrate theoretical constructs, gain increased personal knowledge, increase their insight and understanding, apply advanced therapeutic techniques, observational, and practice skills. The course provides students with theoretical knowledge of contemporary psychotherapies, including humanistic approaches and the cognitive behavioural therapies, taught by practitioners who are specialists in the field. The course includes knowledge and practice of thorough assessment process and brief interventions, case conceptualisation and treatment planning, and a development of professional ethical stance with understanding of the current ethical and legal regulations in the field of counselling and psychotherapy.

Graduate Certificate of Counselling and Psychotherapy

The Cairnmillar Graduate Certificate of Counselling and Psychotherapy introduces students to the foundational concepts, attitudes and skills required to practice counselling and psychotherapy. The course provides training in specific counselling and psychotherapeutic modalities, enabling students to begin to develop a fundamental understanding and skills required when working with people in a range of different professions. When completing this course, students will be able to add specific counselling knowledge and skills to their present work-related skills and to enhance self-understanding.

Students are trained in the application of counselling and psychotherapy through a discussion of case material, participating in intensive and regular small group practice, reflections and clinical observations.

Entry Requirements

Master of Counselling and Psychotherapy:

- An Australian Bachelor degree (AQF 7) in a related discipline (teaching, social work, social sciences, psychology, counselling or similar) with at least a 70% average marks.
- Prospective students wishing to enrol into the Master course who have an Australian Bachelor degree in a non-relevant discipline are encouraged to enrol in the Graduate Diploma level to assess their suitability. They may be required to undertake The Cairnmillar Institute's Introduction to Counselling Skills and Advanced Counselling Skills short courses prior to the enrolment.

Graduate Diploma of Counselling and Psychotherapy:

- An Australian Bachelor degree (AQF 7) in a related discipline (teaching, social work, social sciences, psychology, counselling or similar) with at least a 60% average marks.
- An Australian Bachelor degree in any discipline with at least a 60% average marks AND relevant work experience or completion of The Cairnmillar Institute's Introduction to Counselling Skills and Advanced Counselling Skills short courses.
- A Diploma (AQF 5) or Advanced Diploma (AQF 6) AND at least one year of work experience in a relevant field.

Graduate Certificate of Counselling and Psychotherapy:

- An Australian Bachelor degree (AQF 7) in any discipline with at least a 60% average marks.
- A Diploma (AQF 5) or Advanced Diploma (AQF 6) AND at least one year of work experience in a relevant field.

Duration of the Course

Masters: 2 years full-time or 4 years part-time

Graduate Diploma: 1 year full-time or 2 years part-time

Graduate Certificate: 1 year part-time

Personal Qualities of Successful Applicants

The reputation of the Cairnmillar Institute rests ultimately with the quality of the students that graduate from our courses.

The Training Standards of the Psychotherapy and Counselling Federation of Australia (PACFA), the accrediting body for counselling and psychotherapy courses in Australia, highlight the requirement for prospective students and graduates to demonstrate qualities of self-awareness, reflective and relational capacities, and a certain level of emotional maturity as a result of integrated life experience.

Potential students would need to demonstrate the following qualities: authenticity, care, courage, curiosity, diligence, empathy, honesty, humility, resilience, respect and an ethical regard for the other, ability to hold ambiguity, willingness to learn, and a demonstrated interest in personal growth.

Graduate Learning Outcomes

Graduate Certificate of Counselling and Psychotherapy

Students who satisfactorily complete the Graduate Certificate of Counselling and Psychotherapy will have achieved knowledge and skills in the following areas of study:

- Knowledge of the range of counselling theories and practice.
- Understanding the importance of establishing the therapeutic relationship.
- The capacity to relate in a way to facilitate change.
- An awareness of the impact of the self on others and the development of relational intelligence, sensitivity, resilience and respect.
- The capacity to be self-reflective and learn from experience.
- Understand the impact of gender, sexual identity, sexual orientation, age, ability, class, religion, race and ethnicity on therapy.

Graduate Diploma of Counselling and Psychotherapy

Students who satisfactorily complete the Graduate Diploma of Counselling and Psychotherapy will have achieved advanced knowledge and skills in the following areas of study:

- The ability to facilitate the therapeutic process according to established the client's focused goals.
- The skills to conduct risks assessment and apply crisis intervention skills and management.
- Understanding of relational dynamics and capacity for effective human relatedness that facilitates change.
- An awareness of the impact of the self on others and the development of relational intelligence, sensitivity, resilience and respect.
- The ability to understand and practice within the PACFA Code of Ethics and Professional Guidelines.
- Developed capacity to be self-reflective and learn from experience.

- Acquired knowledge of applying alternative modes of working with clients, including the use of real-time internet platforms within ethical guidelines.
- Awareness and understanding of the range of human diversity and social, cultural, economic and psychological contextual influences.
- Respect and acknowledgment of indigenous history and culture.

Master of Counselling and Psychotherapy

In addition to the Graduate Learning Outcomes cited above for the Graduate Diploma of Counselling and Psychotherapy, students who satisfactorily complete the Masters of Counselling and Psychotherapy will have achieved advanced knowledge and skills in the following areas of study:

- Developing an understanding of, and the ability to work with, the impacts of gender, sexual identity, sexual orientation, age, ability, class, religion, race and ethnicity.
- Acquisition of a high level of verbal and professional communication skills

Career Opportunities

Master of Counselling and Psychotherapy and

Graduate Diploma of Counselling and Psychotherapy – Graduates of these courses may find employment in a variety of settings including community health and community services organisations, agencies, rehabilitation providers, human resource management, child protection, family support counselling services, allied clinics and services, and private practice.

Graduate Certificate of Counselling and Psychotherapy

Although graduates from this course will not be able to work independently in the field of counselling, they will learn additional communication and relational skills that may enhance their current work-skills. With that, they may find employment in some community health and community services organisations.

Graduates of this program may be eligible to apply for entry into the [Graduate Diploma of Counselling and Psychotherapy](#).

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

Professional Recognition

Master of Counselling and Psychotherapy is accredited by both the Psychotherapy and Counselling Federation of Australia (PACFA) and by the Australian Counselling Association (ACA).

The Graduate Diploma of Counselling and Psychotherapy is accredited by the Australian Counselling Association (ACA).

The Graduate Certificate of Counselling and Psychotherapy course units form part of the nested suite of study within the Master of Counselling and Psychotherapy. Further study (at least to the Graduate Diploma level) is required to meet the professional training standards of the Australian Counselling Association (ACA).

Course Structure & Credit Points

The Graduate Certificate and the Graduate Diploma constitute the first year of the Master of Counselling and Psychotherapy course. These degrees are also exit points for those who do not qualify for, or wish to continue with, the Masters course.

Counselling and Psychotherapy Program Sequence			
Semester	Unit Code	Unit Title	Credit Points
Graduate Certificate of Counselling and Psychotherapy			
1	CAP401	Psychotherapeutic Theories and Models	12.5
1	CAP402	Person-Centred Counselling	12.5
2	CAP404	Facilitating Therapeutic Change	12.5
2	CAP405	Cognitive Behavioural Therapies	12.5
Total Credit Points: 50			
Graduate Diploma of Counselling and Psychotherapy			
1	CAP412	Ethics and Professional Development	12.5
1	CAP417	Assessment Process in Counselling and Psychotherapy	12.5
2	CAP461	Counselling Placement 1	12.5
2	CAP414	Treatment Planning	12.5
Total Credit Points: 100			
Master of Counselling and Psychotherapy			
1	CAP561	Counselling Placement 2	12.5
1	CAP509	Child and Family Therapy	12.5
1	CAP551	Research Methods and Project	12.5
1	CAP511	Interpersonal Processes in Psychotherapy	12.5
2	CAP507	Key Competencies in Brief Dynamic Psychotherapy	12.5
2	CAP505	Exploring Process Experiential Emotion Focused Therapy	12.5
2	CAP506	Existential Psychotherapy and the Group Process	12.5
2	CAP510	Trauma, Loss and Grief Therapy	12.5
Total Credit Points: 200			

Study Load

A full-time study load is four units per Semester. A part-time study load is two units per Semester.

Graduate Certificate of Counselling and Psychotherapy:

Course Details: 50 credit points (available part-time only)

Coursework: 50 credit points or 100% of the course

Prerequisite Unit/s: CAP402 is a prerequisite for CAP404

The Graduate Certificate of Counselling and Psychotherapy can only be taken part-time, as outlined above.

Graduate Diploma of Counselling and Psychotherapy

Course Details: 100 credit points

Coursework: 100 credit points or 87.5% of the course

Practical Placement: 12.5 credit points or 12.5% of the course

Prerequisite Unit/s: CAP402 is a prerequisite for CAP404

CAP412 and CAP417 are prerequisites for CAP461 (placement)

The Graduate Diploma of Counselling and Psychotherapy can be taken full-time or part-time. Students undertaking the degree full-time would enroll in two Graduate Certificate and two Graduate Diploma units per Semester, as outlined in the table on page 9.

Students undertaking the degree part-time would enroll in two Graduate Certificate units per Semester in their first year of part-time study, and two Graduate Diploma units per Semester in their second year of part-time study.

Master of Counselling and Psychotherapy

Course Details: 200 credit points

Coursework: 50 credit points or 50% of the course

Research: 25 credit points or 25% of the course

Practical Placement: 25 credit points or 25% of the course

Prerequisite Unit/s: CAP402 is a prerequisite for CAP404

CAP412 and CAP417 are prerequisites for CAP461 (placement)

CAP461 is a prerequisite for CAP561 (placement)

The Master of Counselling and Psychotherapy can be taken full-time or part-time. Students undertaking the degree full-time would enroll in two Graduate Certificate and two Graduate Diploma units per Semester, as outlined in the table on page 9, in their first year of study. Students would then take four Masters units per Semester in their second year of study.

Students undertaking the degree part-time would enroll in two Graduate Certificate units per Semester in their first year of part-time study, and two Graduate Diploma units per Semester in their second year of part-time study. They would then undertake two Masters units per Semester in their third and fourth years of study.

Coursework Units

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

Graduate Certificate of Counselling and Psychotherapy

- **CAP401 (Psychotherapeutic Theories and Models)**

The aim of this unit is to develop theoretical and professional competence in understanding human condition by introducing the major schools of therapy. Students will explore a range of psychotherapeutic theories, therapeutic procedures, models of human development, and will be exposed to a broad therapeutic literature base. Coursework will be supported by reflective small group practice.

- **CAP402 (Person Centred Counselling)**

This unit provides a foundational understanding of the theories, concepts, attitudes and practices of humanistic psychotherapy, with a particular focus on Person-Centred Therapy and the work of its founder, Carl Rogers. This unit supports students in the development of therapeutic presence and foundational counselling skills. The skills and attitudes introduced in this unit are contextualised via exploration of recent research into the common factors of successful therapy, including the neuroscience of relationships. The material presented in class and via selected readings will be practically applied through in-class 'real plays' practice.

- **CAP404 (Facilitating Therapeutic Change)**

This unit builds on the humanistic principles and practices introduced in CPc2. It will look critically at the advanced theory, research and application of humanistic therapies, with main focus on common factors in therapeutic change, process orientation and experiential emphasis. The students will be introduced to Focusing-Oriented Experiential Psychotherapy. With its aim to deepen students' existing knowledge of humanistic theory, this subject's main objective will be to expand and further develop students' therapeutic presence and advanced counselling skills with their application in a practical, clinical setting.

- **CAP405 (Cognitive Behaviour Therapies)**

This unit explores mindfulness-based and mindfulness-informed cognitive behaviour therapies, with an emphasis on Acceptance and Commitment Therapy (ACT). Cognitive Behaviour Therapy is a widely practiced form of psychotherapy. It is based on the notion that problems are related to thoughts, feelings and actions learnt over the course of a person's development and can be unlearned by applying the principles of learning theory and cognitive science using specific therapeutic interventions. CBT focuses on a person's pattern of thinking and emotional responding, as well as their behavioural and interpersonal patterns and coping strategies in the context of their current life circumstances and biography.

Graduate Diploma of Counselling and Psychotherapy

The Graduate Diploma consists of the four Graduate Certificate units outlined on page 10, as well as the following four units:

- **CAP412 (Ethics and Professional Development)**

This unit emphasises the personal and professional competencies and attributes required to practice ethically and legally as a counsellor and psychotherapist. Students will be introduced to different ethical frameworks and ethical decision-making models. The development of ethical mindfulness and an integrated ethical stance is central to this unit. Students will work through case studies and examine a variety of professional situations in class to increase their ethical decision-making skills. Skill development includes understanding of duty of care, knowing how to work with confidentiality, informed consent and practice boundaries as demonstrated by record keeping, placement activities and ongoing coursework.

- **CAP461 (Counselling Placement 1)**

Refer to the [Placement Information Handbook](#) for more information

- **CAP414 (Treatment Planning)**

This unit develops skills in treatment planning and facilitating the therapeutic process while working with common mental health problems such as anxiety and depression, substance use and trauma and stress related problems and working with grief and bereavement. Previously introduced major psychotherapeutic theories will be applied to a variety of clinical case studies and clients' presentations. Consideration is given to the unique aspects of working with indigenous populations, minority groups, and counselling clients across the lifespan.

- **CAP417 (Assessment Process in Counselling and Psychotherapy)**

This unit focuses on counselling and psychotherapy assessment and brief interventions, from recovery-oriented and trauma-informed principles of practice. It includes an understanding of the main mental health disorders, the critical overview of the DSM 5, suicide risk and family violence assessments and interventions, as well as other assessment related processes and short-term management interventions.

Master of Counselling and Psychotherapy

The Master of Counselling and Psychotherapy consists of the Graduate Certificate and Graduate Diploma units above, as well as the following eight units (16 units in total):

- **CAP561 (Counselling Placement 2)**

Refer to the [Placement Information Handbook](#) for more information

- **CAP507 (Key Competencies in Brief Dynamic Psychotherapy)**

Brief dynamic psychotherapy is widely accepted as an effective treatment method for a broad spectrum of problems. By exploring repetitive patterns of interpersonal conflict and revealing the deeper meaning beneath current problems, this method serves as a short-term effective distillation of key psychodynamic concepts and allows clients to make significant changes in both their intrapersonal and interpersonal styles of relating. This unit offers in-depth training in the core competencies and theoretical components of the approach.

- **CAP551 (Research Methods and Project)**

This unit will introduce students to contemporary research methods relevant to the counselling and psychotherapy field. Students' 'research literacy' will be developed through exposure to a variety of case studies and critical evaluation of the quality and trustworthiness of different research studies examples. Students will gain skills in understanding different types of research literature and will further develop the ability to critically evaluate research designs, methods, findings, strengths and limitations. The skills developed in this unit will enable students to undertake a literature review on a relevant topic of their choosing and prepare a research proposal.

- **CAP511 (Interpersonal Processes in Psychotherapy)**

The aim of this unit is to assist students in developing an in-depth understanding of the theoretical and empirical basis for a relational, interpersonal process focus in counselling and psychotherapy. This advanced clinical training provides an integrative treatment approach that draws from humanistic-existential, cognitive-behavioural and psychodynamic

approaches and highlights the use of the process dimension to facilitate change. Students will learn to utilise an understanding of attachment styles, clients' internal working models and external relational patterns, to provide immediacy interventions and facilitate an effective therapeutic process.

- **CAP509 (Child and Family Therapy)**

The aim of this subject is to advance the student's knowledge and skills in clinical work with children and families. This unit will develop the student's knowledge and skills for working with children from the Humanistic psychotherapies perspective, including Child-Centred Play Therapy and Expressive Therapy activities. The unit also focuses on understanding Attachment and Emotion Focused models as they apply to Families.

The theories covered will be applied to case conceptualisation and treatment planning for common presenting issues in clinical practice with families and children.

- **CAP505 (Exploring Process Experiential Emotion Focused Therapy)**

This unit builds on the humanistic foundations of CPc2 and the development of a process-experiential focus in CPc4, with further theoretical and practical expansion and consolidation. The main area of study will be the theory and application of Process-Experiential psychotherapy, also known as Emotion Focused Therapy. This methodology has a very strong and expanding international evidence base in all areas of psychotherapeutic practice. The main aim of the subject is to support students to develop practical competence in applying a manualised model of advanced humanistic counselling that can be used across all clinical settings. The assessment in this unit will be a single case study research project.

- **CAP506 (Existential Psychotherapy and the Group Process)**

All therapy is about human existence. This unit will examine the experiences of life and death, anxiety and despair, hope and courage, loneliness and relationship, from an existential therapy point of view. Taught in an educational encounter group mode, in this unit students will explore the group process and development of a various expressions of existentialism.

- **CAP510 (Trauma, Loss and Grief Therapy)**

This unit provides students with an experientially challenging guided exploration of current trauma theory and practice. The purpose of this subject is to provide a comprehensive examination of contemporary trauma theory and practice including theories of loss and grief and the relevant treatment issues for clients experiencing situational and complex trauma.

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

Placements

For information regarding placements, please refer to the [Placement Information Handbook](#).

Research

For information regarding research, please refer to the [Research Information Handbook](#).

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 two 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](#). Case reports/studies require client anonymity and confidentiality.

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

Assessment Grades & Records

Students enrolled into the Graduate Certificate, Graduate Diploma or the Masters of Counselling and Psychotherapy need to pass all assignment tasks in order to pass the unit. 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 Psychotherapy and Counselling Federation of Australia's (PACFA) Code of Ethics document. This code is reviewed and updated regularly, and a good knowledge of the contents of this document is central to ethical practice.

A full copy of the current edition of the [PACFA's Code of Ethics](#) can be obtained on the [PACFA 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;
- have all placement documentation up to date, signed off and uploaded to my.Placement.

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.