



Cairnmillar
INSTITUTE

School of Psychology
Counselling & Psychotherapy

Master of Professional Psychology
Course Information Handbook
2021

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Welcome to The Cairnmillar Institute

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

- [Placement 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



Kelly Watt-McMahon
Course Coordinator, Master of Professional Psychology

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.

Master of Professional Psychology

The Master of Professional Psychology prepares selected psychology graduates who have successfully completed an Australian Psychology Accreditation Council (APAC) accredited fourth year course in psychology, to gain the knowledge and skills to meet the core capabilities and attributes required to practice as a psychologist. The eight competencies include the knowledge and skills to research, analyse, articulate and synthesise psychology as a systematic body of knowledge. Students learn a range of evidence based psychological therapies and interventions, and gain professional experience through supervised practice.

The aim of the course is to provide a general education in the professional practice of psychology as the 5th year of the 5+1 pathway to registration as a psychologist, such that the graduate provisional psychologist is eligible to register with the Australian Health Practitioners Regulation Agency (AHPRA) as a 6th year Intern.

Entry Requirements

Applicants must have successfully completed an APAC accredited fourth year course in psychology, and be eligible to hold provisional registration as a psychologist with the Psychology Board of Australia (PsyBA). Upon commencing the course, students must be eligible for provisional registration as a psychologist with the PsyBA, provide a copy of a current Police Check and a Working with Children Check. International students must have an IELTS score of 7.00 with a minimum in each band of 7.

Duration of the Course

This course is designed to be completed in one year full-time. In exceptional circumstances, it is possible to complete the course part-time. For further information about the part-time course structure and your eligibility, please contact the Course Coordinator.

Graduate Learning Outcomes

Students who satisfactorily complete this course will have achieved advanced knowledge and skills in the following areas of study and be able to:

1. Knowledge of the discipline

- (a) Demonstrate core professional psychology principles across a range of settings
- (b) Assess and diagnose a variety of client presentations with reference to DSM-5
- (c) Interpret current literature and research regarding psychological issues and disorders, to formulate appropriate assessments and interventions.

2. Ethical, legal & professional matters

- (a) Demonstrate knowledge of the Australian Psychological Society's Code of Ethics as well as relevant legislation that informs current professional practice
- (b) Apply ethical principles in simulation and in professional practice.

3. Psychological Assessment and Measurement

- (a) Develop knowledge of a broad range of assessment measures and understand the theoretical frameworks and psychometric properties that support their empirical validation, and knowledge of appropriateness to assessing particular presentations and disorders
- (b) Demonstrate an ability to administer, score, interpret and write up specific assessment batteries.

4. Intervention strategies

- (a) Demonstrate an understanding of a select range of empirically validated interventions suitable for use with adults and children
- (b) Demonstrate application of this understanding through ethical application of treatments in simulation and placement practicum, including their evaluation.

5. Research and evaluation

- (a) Demonstrate an understanding of the application of qualitative, quantitative and mixed methods in professional psychological practice
- (b) Conduct a high quality needs analysis in a psychological treatment or psychosocial support setting, and recommend an implementable solution.

6. Communication and Interpersonal Relationships

- (a) Demonstrate effective and efficient written and oral communication skills
- (b) Relate appropriately to clients and professionals across academic and clinical settings.

7. Working within a Cross Cultural Context

Develop an understanding of culturally sensitive psychological practice, and demonstrate competence in working with clients from diverse backgrounds where placement settings allow.

8. Practice across the Lifespan

Develop knowledge of age appropriate psychological assessments and interventions, and where possible apply this in placement settings.

9. Reflective practice

Demonstrate an appreciation of the importance of reflective self-practice and the ability to implement constructive feedback in order to improve clinical practice.

Career Opportunities

Graduates of the Master of Professional Psychology course are eligible to be employed as a provisional psychologist, or in a range of other fields such as community services or counselling. After completing a 6th year Internship as a provisional psychologist, the graduate qualifies to register as a Psychologist with AHRPA.

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 Master of Professional Psychology is an APAC accredited fifth year degree that has been designed specifically to meet APAC and Psychology Board of Australia (PsyBA) guidelines for such courses. Graduates are eligible to register as a provisional psychologist 6th year Intern with AHPRA, to complete the requirements of the 5+1 pathway to general 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

This course has been designed to be completed one year full time. The full-time course structure is as follows:

Semester	Unit Code	Unit Title	Credit Points
1	MPP500	Intervention Competencies & Workplace Practices	12.5
1	MPP501	Professional Practice Issues	12.5
1	MPP502	Foundations in Psychological Assessment & Psychopathology	12.5
1	MPP561	Practicum & Supervised Placement 1	12.5
2	MPP503	Advanced Skills in Psychological Assessment & Psychopathology	12.5
2	MPP504	Psychological Treatment Models	12.5
2	MPP550	Research Project	12.5
2	MPP562	Practicum & Supervised Placement 2	12.5

Course Details: 100 credit points

Coursework: 62.5 credit points or 62.5% of the course

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

Research: 12.5 credit points or 12.5% of the course

Prerequisite Unit/s:

MPP502 is prerequisite to MPP503

MPP500 is prerequisite to MPP504

MPP561 and MPP562 are progressive units

(see '[Progressive Units](#)' on my.CMI for an explanation of progressive units)

MPP500 and MPP501 are prerequisite to MPP561 / MPP562

Coursework Units

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

• MPP500 (Intervention Competencies & Workplace Practices)

This Unit is an intensive, comprising a series of workshops prior to commencement of Semester 1, with the aim of providing the foundation skills required for practice as a provisional psychologist. It is a pre-requisite to MPP504, and MPP561/MPP562. The Unit material addresses counselling skills, conducting the first interview, writing file notes, and undertaking risk assessments, and provides introductory learning in foundational psychological interventions, including Cognitive Behavioural Therapy, Child Play Therapy, Interpersonal Process Model, and Group Therapy.

The Unit will require in-class assignments, a video assignment, a simulated logbook, and a quiz on some of the workshop content. The successful completion of MPP500 will also necessitate 80 % attendance at the workshops.

Moreover, the objectives of the workshops and the associated assessments are to provide the necessary foundation in the fundamental competencies / capabilities, as outlined by the PsyBA, that are needed for students to commence their supervised placements.

• MPP501 (Professional Practice Issues)

This Unit addresses the knowledge, competencies and skills required to practice as a provisional and psychologist (i.e., as a 'generalist' psychologist) within the designated professional, ethical and legal standards involved with the profession. It critically reviews

current debates and controversies associated with privacy and confidentiality, duty of care, protection of the public and other complex and sensitive professional practice issues. In that context, the unit requires the student to undertake a critical examination of case studies of professional situations and ethical dilemmas in contemporary psychological practice.

The Unit develops the knowledge of the main provisions and awareness of when to consult relevant legislation contained within the State and Commonwealth Acts and Regulations of Parliament as they pertain to psychologists' work. It also covers National Practice Standards for the Mental Health Workforce.

- **MPP502 (Foundations in Psychological Assessment & Psychopathology)**

As a foundational Unit, MPP502 will familiarise students with standardised and non-standardised assessments, the selection of assessments, and high prevalence mental health disorders. The Unit will open with a focus on data collection for the initial assessment, including the mental health exam and risk assessment and, case formulation. Students will be introduced to the Wechsler ability, achievement, and memory assessments, developing competency in the administration of the WISC-V, and scoring and interpretation of other Wechsler assessments. Learning and experience across these assessments will culminate in report writing. Knowledge of mental health disorders will include reviews of diagnosis, psychopharmacology, and intervention in Neurodevelopmental Disorders, Disruptive, Impulse-Control, and Conduct Disorders, Anxiety Disorders, and Depressive Disorders. Throughout the unit, there will be a focus on cultural considerations and changes and differences that occur across the lifespan.

- **MPP503 (Advanced Psychological Assessment & Psychopathology)**

MPP503 builds on the knowledge gained in MPP502, with a focus on more complex areas of psychological assessment related to psychopathology through the lifespan. The unit provides students with a knowledge of assessment tools and approaches important both in diagnosis and measuring the impact of illness on functionality and quality of life. Students will be introduced to a range of disorders with a primary focus on assessment tools and diagnostic considerations related to the specific disorders. Reference to psychopharmacology and specific interventions for disorders are made with links back to those empirically based therapies covered in GPT1. The unit also provides students with skills and experience to communicate their findings to their clients and to other health professionals. The unit explores mental disorders within a biopsychosocial framework throughout, with consideration to the individual beyond the illness and as an active partner in the therapeutic process.

- **MPP504 (Psychological Treatment Models)**

This Unit builds on learning obtained in the MPP500 intensive, to deepen students' knowledge and understanding of different psychological treatment models. More advanced applications of Cognitive Behavioural Therapy will be covered, and students will be introduced to Acceptance & Commitment Therapy, Schema Therapy, trauma-informed practice, and Motivational Interviewing. Learning in these models will be extended through experiential workshops provided in MPP561 and MPP562.

- **MPP550 (Research Project)**

This Unit equips students with an appreciation and understanding for the role of quantitative, qualitative, and mixed methods research in practice. Psychology is an ever-evolving field and psychologists must be able to adequately maintain a current understanding of evidence-based practice. MPP550 provides a research-focused hands-on experience in the full intervention development pathway, starting at the identification of a need for a new intervention, through to the construction, evaluation, and implementation of the intervention. To highlight just how important this skillset is, students will use their placement as a case study to identify a need in their placement and propose an implementable solution. The unit

also provides students with a refresher in interpreting statistical analyses common in intervention research structured around the dissection of relevant research articles.

- **MPP561 (Semester 1 Practicum & Supervised Placement) & MPP562 (Semester 2 Practicum & Supervised Placement)**

These units are progressive or linked units. They comprise of the 300 hour practicum component, which runs across Semesters 1 and 2. The practicum includes an agency placement of two days a week over approximately five to six months, with 40 hours of individual and group supervision. In addition, an experiential and simulated learning component expands on learning from earlier units to further develop students' competencies in foundational skills such as risk assessment, use of supervision, clinical note writing, and various psychology treatment models. Students are required to submit a video recording and a case report as hurdle requirements.

Early in the year, students provide preferences in terms of placement agencies available to MPP students, and the Placement Coordinator allocates students to placements as closely as possible to these preferences. Supervised placements commence mid-Semester 1, and complete around mid-Semester 2. They commence with a Structured Observation Placement (SOP), which is a two-week orientation to the placement agency, to assist students to gain knowledge of placement protocols and the agency expectations. This is largely in reference to administrative, educational, organisational and supervision matters. Once the SOP is completed, the student can begin working with clients.

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

Placements

For information regarding placements, please refer to the [Placement 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 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](#). Case reports/studies require client anonymity and confidentiality.

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;
- 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.