



Cairnmillar
INSTITUTE

School of Psychology
Counselling & Psychotherapy

Graduate Diploma of Psychological Science
Course Information Handbook
2021

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Graduate Diploma of Psychological Science 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. Chris Kilby,
Course Coordinator, Graduate Diploma of Psychological Science

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.

Graduate Diploma of Psychological Science

The Graduate Diploma of Psychological Science is a one-year bridging program that meets the core requirements of foundational training in psychology required for entry into an APAC accredited fourth year psychology program. As opposed to the equivalent undergraduate major sequence in psychology, the Graduate Diploma of Psychological Science offers a 'fast track' one-year full time sequence for individuals wishing to study psychology and who already have a recognised undergraduate degree.

The course content encapsulates psychological theory from within each of the major domains of the discipline including cognitive, developmental, biological and social psychology. In addition, students will learn about the research methods and empirical evidence that underpins psychological theory, as well as key domains of application including psychological assessment and psychopathology.

The course is designed to meet not only the foundational training competencies necessary for professional accreditation, but also to develop and instil important 'soft skills' such as communication, teamwork, lifelong learning, and problem solving.

Entry Requirements

Students are eligible for admission into the program if they have achieved a minimum average of 65 across all years of a recognized AQF Level 7 undergraduate degree.

Duration of the Course

This course may be completed either full time (one year) or part time (typically 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 high-level knowledge of core psychological theory, research skills, and the associated empirical evidence base
- Synthesise research and theory from major fields in psychology and apply this knowledge to different contexts to resolve complex problems and apply in professional practice
- Communicate clearly, effectively, and professionally across a range of contexts including oration, writing, the online environment, and in teams
- Act ethically and professionally while respecting cultural, ethnic, and linguistic diversity
- Demonstrate self-motivated and self-directed learning principles that facilitate lifelong learning and ongoing professional development

Career Opportunities

Graduates are able to obtain work in a variety of industries including health and community services, human resources, and product design/marketing. Those wishing to undertake further study (required to register as a psychologist) are able to enrol in a psychology fourth year program.

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 an equivalent three-year undergraduate degree in Psychology.

Graduates will be eligible to apply for entry into the Bachelor of Psychology (Honours) program or an equivalent APAC accredited fourth year program.

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 full time over one year or part time over two years.

The full-time course structure is as follows:

Semester	Unit Code	Unit Title	Credit Points
1	PSY401	Theories of Personality	12.5
1	PSY402	Data Science and Statistical Inference	12.5
1	PSY403	Social Psychology	12.5
1	PSY404	Developmental Psychology	12.5
2	PSY405	Cognitive and Behavioural Neuroscience	12.5
2	PSY406	Psychopathology	12.5
2	PSY407	The Application of Psychological Theory	12.5
2	PSY408	Psychology Research Capstone	12.5

The recommended part-time course structure is as follows:

Year	Semester	Unit Code	Unit Title	Credit Points
1	1	PSY401	Theories of Personality	12.5
1	1	PSY402	Data Science and Statistical Inference	12.5
1	2	PSY405	Cognitive and Behavioural Neuroscience	12.5
1	2	PSY406	Psychopathology	12.5
2	1	PSY403	Social Psychology	12.5
2	1	PSY404	Developmental Psychology	12.5
2	2	PSY407	The Application of Psychological Theory	12.5
2	2	PSY408	Psychology Research Capstone	12.5

Course Details: 100 credit points

Coursework: 100 credit points or 100% of the course

Research: 0 credit points or 0% of the course

Practical Placement: 0 credit points or 0% of the course

Prerequisite Unit/s: 0 credit points or 0% of the course

Coursework Units

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

- **PSY401 (Theories of Personality)**

The first of two foundational units, PSY401 Theories of Personality provides a conceptual overview of psychology. At its core, psychology can be defined as the science of behaviour. This unit focuses on providing an overview of the field of psychology through the lens of the major conceptual paradigms that exist within the discipline to explain the interaction of human thoughts, feelings, and behaviour. Students will learn about, apply, compare, and contrast the major paradigmatic approaches (i.e., psychoanalytic, humanistic, evolutionary, biological, behaviourist, and cognitive) to understand and characterise human development, individual differences, and normal and abnormal behaviour. PSY404 Developmental Psychology will explore the major paradigmatic approaches relating to the characteristics of human development in more detail.

- **PSY402 (Data Science and Statistical Inference)**

This unit is the second and final foundational unit of the course. While PSY401 Theories of Personality provides a conceptual overview of psychology, this unit provides an applied introduction to the scientific approach that characterises the discipline. Students are introduced to modern approaches to critical thinking and scientific enquiry in psychology. Unit topics include the logic and practice of statistical inference, research design and analysis, and contemporary issues in the science of psychology. After this unit, students will be able to design a study, collect and analyse data and provide sound practical interpretations of results.

- **PSY403 (Social Psychology)**

This unit provides an overview of the major theoretical approaches to understanding individual behaviour in the context of interpersonal interactions and group dynamics. Students will evaluate a series of applied case studies to consolidate their knowledge of several social psychology topics covered in this unit. In addition, there are specific topics dedicated to exploring how diversity affects the practice of psychology (e.g., cultural competency including working with indigenous Australians).

- **PSY404 (Developmental Psychology)**

This unit will provide an in-depth account of the major paradigmatic approaches relating to human development. The unit will cover physical, cognitive, and socioemotional development across the human lifespan. As well, it will further discuss methodologies used to address these questions, and the translational aspects of such findings. Students will demonstrate their knowledge of the theories through case studies critically examining how existing theories apply within domains such as educational design, positive behavioural prevention and interventions for school children, parenting, and healthy aging.

- **PSY405 (Cognitive and Behavioural Neuroscience)**

This unit provides an overview of the physiological and neural processes that underlie human cognition and behaviour. Following an outline of the functional anatomy of the nervous system, students will learn about the physiological and genetic bases for a wide range of phenomena including perception, movement, learning and memory, intelligence, emotion and reward, and cognitive disorders such as Alzheimer's disease. In addition, the types and nature of psychoactive drugs and their mechanisms of influence are covered.

- **PSY406 (Psychopathology)**

This unit adopts an integrative approach to the study of psychopathology. Students will learn how psychologists define abnormal behaviour and how they undertake clinical assessment and diagnosis. Students will be introduced to the major classes of psychological disorders as

defined within the DSM-V including the typical symptomatology, prevalence, aetiology, and typical course. The unit will teach students how the major theoretical paradigms in psychology inform conceptualisation, assessment, and treatment of psychological disorders.

- **PSY407 (The Application of Psychological Theory)**

This unit introduces students to the professional discipline of psychology and demonstrates the application of psychological theory to problem solving across a range of authentic contexts. Areas of critical application that will be covered by this unit include Organisational Psychology, Health Psychology, Clinical Psychology, and Forensic Psychology. In the context of each domain, students will learn about and apply ethical frameworks and principles underlying valid psychological assessment.

- **PSY408 (Psychology Research Capstone)**

In this unit, students synthesise their learning of the scientific approach to prepare for an honours thesis. Students will undertake their own literature review in an area of interest to them, formulate a research question and hypothesis, and design a study that could address this hypothesis. Students will also be given the opportunity to consider common pitfalls in the honours year and plan how they might address these. In this unit, advanced research methodology considerations will also be explored.

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 synchronous online classes (e.g., tutorials held over Zoom) and complete weekly tasks for all units (e.g., lectures, quizzes, or topic-specific discussion forums). 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 synchronous online 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](#).

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](#).

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 myCMI. 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.