



Cairnmillar
INSTITUTE

School of Psychology
Counselling & Psychotherapy

Graduate Certificate of Counselling
Course Information Handbook
2022

TABLE OF CONTENTS

The Cairnmillar Institute	3
Graduate Certificate of Counselling	4
Entry Requirements	4
Duration of the Course	4
Graduate Learning Outcomes	4
Career Opportunities	4
Professional Recognition	5
Course Structure & Credit Points	5
Coursework Units	5
Enrolment Conditions	6
Attendance	6
Online Etiquette	6
Submission of Written Work	6
Referencing & Style Guidelines	7
Assessment Grades & Records	7
Extensions	7
Special Consideration	7
Word Limit	7
Late Submissions	7
Samples of Work	7
Recognition of Prior Learning	7
Marking Scales & Grade Definitions	8
Academic Integrity	8
Course Progress	8
Policies & Procedures	8
Copyright	8
Professional Standards	8
Student Support, Counselling, & Wellbeing	8
Tuition Fees and FEE-HELP	8
Termination of Enrolment	9
Graduation	9
Library Services	9
Office 365	9
Student Email and Canvas Announcements	9
Computer & Printer Access	9

Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Graduate Certificate of Counselling 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 Louise Roufeil
Head of School



Michael Di Mattia
Course Coordinator, Graduate Certificate of Counselling

The Cairnmillar Institute

The vision of the Cairnmillar Institute is to be globally recognised as a centre for psychological treatment, higher education, community education and research in the fields of Psychology, Counselling and Psychotherapy. The Institute is an Australian Health Promotion Charity and non-profit body.

Our aim is to offer relevant programs and services tailored to our professional and client community needs. The service growth and regional reach of Cairnmillar is underpinned by our values of respect, integrity and professionalism and a focus on quality and standards. Connection with business partners and community, and a focus on quality is critical to our business development and will directly enhance our client and student experience. We also aim to strengthen our contribution to the body of research that informs community in practice, and education.

Graduate Certificate of Counselling

The Cairnmillar Graduate Certificate of Counselling 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

- 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

12 months part time or 6 months full time

Graduate Learning Outcomes

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.

Career Opportunities

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

Professional Recognition

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).

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 in 12 months part time, or 6 months full time. The full-time course structure is as follows:

Semester	Unit Code	Unit Title	Credit Points
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 Behaviour Therapies	12.5

Semester	Unit Code	Unit Title	Credit Points
2	CAP401	Psychotherapeutic Theories and Models	12.5
2	CAP402	Person-Centred Counselling	12.5
2	CAP404	Facilitating Therapeutic Change	12.5
2	CAP405	Cognitive Behaviour Therapies	12.5

Course Details: 50 credit points

Coursework: 50 credit points or 100% 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.

- **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.

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

Enrolment Conditions

See also: [Enrolment Conditions](#) on myCMI 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: we consider classes* to include any mode of online engagement or scheduled synchronous activity unless otherwise specified in the unit outline.

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 including the TLP008 Student Social Media policy and FSP002 Discrimination Bullying Harassment Policy. 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](#) and the [Assessment Style Guides and Formatting](#) guide on myCMI 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 myCMI.

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 [myCMI](#) for information on [results publication](#).

Extensions

An extension of up to 10 business days 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 myCMI 48 hours before the assignment due date, and is valid only after it has been approved by the Unit Coordinator.

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

Special Consideration

Special consideration may be granted in situations where an extension of more than 10 business days is required, where an extension is not possible (such as an exam or in-class work that has been missed), or where there are ongoing circumstances that require multiple reasonable adjustments (e.g., all assessments requiring an extension). See [myCMI](#) 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 myCMI.

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 study, skills or experience.

See [myCMI](#) for more information on how to apply for RPL or credit transfer.

Marking Scales & Grade Definitions

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

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 [myCMI](#) 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 myCMI](#) for more details.

Course Progress

Please see '[Academic Integrity and Progress Review Hearings](#)' on myCMI 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](#). Detailed supporting information, guides and forms can be found on the student website, [myCMI](#).

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 myCMI

Academic & Writing Support for Students

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

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 myCMI and our public website. Tuition fees and conditions are published on our website, see [Tuition Fees](#). Please see [Fees and FEE-HELP FAQs](#) on myCMI 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 Conditions](#).

See [myCMI](#) 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 of study at least at a PASS level;
- have all placement documentation up to date, signed off, and uploaded to myPlacement;
- submit the relevant intention to graduate form by the due date.

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.

For more information see: [Completion and Conferral on myCMI](#)

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 Library and research skills can be made through the [Library](#).

Please visit the [Library](#) page on myCMI 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.

Student Email and Canvas Announcements

Students are provided with a Cairnmillar student email and are required to check this account regularly while enrolled. See: [Accessing your Cairnmillar Student Email on myCMI for full details](#).

Students should also regularly check or sign up for email [reminders on Canvas Announcements](#) and review the regular [Student Newsletter](#).

Computer & Printer Access

Each student has their own personal [OneDrive](#) account which can be accessed across any computer.

Please see [‘Computer Access at Cairnmillar’](#) for more information.

Please see [‘Printing/Copying at Cairnmillar’](#) on my.CMI for more information.