

**CURIOUS** | ACAP  
**UNCOVER** | ACAP  
**AWAKEN** | ACAP  
**DECIDE** | ACAP  
**KNOW** | ACAP  
**BEGIN** | ACAP

Course **Guide**  
2019//2020

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**ACAP** Australian  
College of  
Applied  
Psychology

**EVERY JOURNEY  
BEGINS WITH A  
FIRST STEP**



# WELCOME TO THE AUSTRALIAN COLLEGE OF APPLIED PSYCHOLOGY

Since 1983, we have been teaching applied psychology and helping to prepare our students to change lives and to make a difference.

**O**ur team of experienced academics and industry professionals are committed to delivering a practical learning environment and the latest in work practices and industry developments. We provide a distinctive educational experience based on hands-on learning. Our philosophy is simple: the best way for you to learn about human interaction is to interact.

Whether you want to build more effective communication and team management skills, or get the qualifications you need to practise as a counsellor, psychologist, case worker or social worker, our aim is to produce graduates who can take the skills they learn at ACAP and apply them immediately in the workforce.

You can choose to study on-campus at one of our central city locations, by online delivery, or a combination of both. Whichever you choose, our support team will provide you with the necessary academic and personal support throughout your studies to achieve your goals.

We look forward to welcoming you to ACAP.

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# GO FOR THE BEST S ACAP

# WHY STUDY AT ACAP?

**At ACAP you will be supported and enriched by our hands-on approach to learning, as you master the skills required for a career that will make a real difference to people's lives.**

Our specialist courses in counselling, psychology, coaching, social work and case management unlock opportunities for those starting out in the workforce, changing careers, enhancing existing qualifications, or pursuing a personal passion for helping others.

## Study on-campus, online – or both

Many ACAP courses are offered through a range of study modes, which means you can attend classes on-campus, online, or by a blend of both, to suit your circumstances (subject to availability). Note: some courses require compulsory on campus attendance for certain subjects.

Our campuses in Sydney, Melbourne, Brisbane, Adelaide and Perth are centrally located in CBD areas and have modern facilities and resources. The ACAP study calendar is divided into trimesters, with the convenience of three intakes per year.

Find out the locations and study modes for each course, on pages 6 to 8 of this guide.

## Expert teachers

ACAP students are taught by highly-skilled academics and teachers who are also practising professionals with significant industry experience.

As well as sharing a thorough knowledge of their disciplines, our teaching staff understand the current work practices in their area of expertise.

## Smaller class sizes and interactive learning

Our smaller class sizes allow for a greater level of discussion, giving you a better opportunity to ask questions.

At ACAP, classmates and teachers form strong bonds as they easily and comfortably exchange ideas and explore opinions in a smaller classroom setting. This close interaction plays a key role in helping our students achieve their personal and professional goals.

At ACAP, whether studying on-campus or online, each class member has the chance to be an active participant in the subject matter, and is encouraged to express their opinion as part of the learning process.

Having smaller class sizes enables teachers to provide detailed feedback when evaluating assessments, which can help accelerate your progress through the course. We enjoy and encourage personal interaction, and our teachers are accessible to students for enquiries and assistance.

## Dynamic assessment strategies

ACAP's priority is for students to graduate work-ready. Where possible, assessments for our courses are designed to help you develop the knowledge and skills for your future career.

Depending on the course and unit, assessments may take the form of group work, role-playing, laboratory experience and supervised work placement, as well as examinations in some cases.

Our approach to assessment means that ACAP's students can demonstrate their understanding of each topic – and be evaluated – from a practical perspective.

## Student placement

Student placement helps to prepare you for professional practice after graduation.

In courses with placement included, students have the opportunity to apply theory in a professional workplace for a set period of time, gaining essential real-life experience in their chosen field. Further information regarding placement requirements can be found on our website.

Placement can be one of the most exciting and memorable chapters of your studies because it allows you to actively participate in a work environment and network with industry professionals and members of the community. Before graduating, you will build valuable skills in preparation for your career, as well as establishing contacts and mentors who can act as future referees.

## Diversity

For more information on ACAP's diversity policies, visit our website.

**“ACAP STAFF HAVE MOTIVATED ME THROUGHOUT MY ACADEMIC CAREER, THEY ARE WORLD CLASS.”**



**Monique, Bachelor of Psychological Science (Honours)**

# WHERE CAN STUDY AT ACAP TAKE ME?

Are you intrigued by human behaviour? Are you planning a career supporting and motivating people as they seek to change their lives? Our courses prepare students from diverse backgrounds for rewarding professions working with people in the community. There are also pathway options to further study available, to suit your priorities and career aspirations.

## Counselling

Counsellors support individuals, couples, families or groups in managing life challenges, taking into account clients' cultural and socio-political context. Our higher education Diploma of Counselling Skills provides an introduction to the field and the foundation for counselling support roles within the community services and health industries.

Our Diploma is also a pathway to higher education qualifications within ACAP, such as the Bachelor of Counselling, Bachelor of Counselling (Coaching), Graduate Diploma of Counselling and Master of Counselling and Psychotherapy courses, which are accredited by the Psychotherapy and Counselling Federation of Australia (PACFA). Graduates of the degrees have the skills required to work as a qualified counsellor, or in a related field, as well as enjoying certified recognition and credibility within the counselling profession.

## Psychology

Psychology is the scientific study of the human mind and behaviour. Its knowledge base is developed through creating and testing theories on what determines the way people think, feel and behave at an individual, group, organisational or community level.

Psychology graduates are in demand in the sectors of health and social welfare; social policy and research; market research; human and community services; disability and ageing; mental health services; immigration; juvenile and criminal justice; and refugee support services.

Bachelor of Psychological Science graduates may go on to complete an Honours program in psychology, continue their studies with the aim of becoming registered psychologists, or undertake further specialist study for careers in allied health, teaching or business.

The criminology major directs graduates' to public administration, and professions linked by the study of human behaviour to the courts, corrections, youth justice, Indigenous justice, criminal law and reform, and state or federal policing.

Our psychology degrees are accredited by the Australian Psychology Accreditation Council (APAC), providing graduates with the certainty their qualifications meet the industry's training standards.

## Social Work

Social work is a professional, practical and academic discipline underpinned by principles of human rights, collective responsibility and social justice.

Social workers assess the needs of individuals, families and groups, assisting and empowering them to develop and use the skills needed to resolve communal, personal and other problems, and to foster human wellbeing. Social work is a complex and nuanced discipline which is thoroughly grounded in the client's context and their place in the wider community.

ACAP's Bachelor of Social Work and Bachelor of Social Work (Honours) courses have been provisionally accredited, and the Master of Social Work (Qualifying) is fully accredited by the Australian Association of Social Workers (AASW), the body that sets the benchmarks for professional education and practice in social work. The Bachelor of Social Work, Bachelor of Social Work (Honours) and Master of Social Work (Qualifying) have been determined to meet the Australian Social Work Education and Accreditation Standards.

## Case Management

Case management is an approach to service delivery focusing on identifying client needs, then designing and implementing strategies aimed to resolve specific issues. Case managers are employed in organisations such as community health centres, family support services, government agencies, drug rehabilitation and refugee support services, youth centres and women's health centres. ACAP's CHC52015 Diploma of Community Services (Case Management) is a nationally recognised qualification equipping its graduates with the skills required for roles in the wide-ranging community services sector.

## Coaching

Modern challenges such as effectively striking a work-life balance, or the desire to achieve personal or career goals have led to growth in the demand for life coaching, executive coaching, personal coaching and performance coaching.

This field draws on positive psychology theories. As a graduate of our Bachelor of Counselling (Coaching), you can support others in achieving their short and long-term goals. Our coaching degree is accredited by the International Coaching Association.

## Criminology and Justice

The criminology and justice studies provides deep insight into why we behave the way we do, and the effect our justice system has on our future actions, and the intrinsic relationship it has to the community.

The Criminal Justice degree may be used to transition into other university courses such as law, forensics, counter terrorism, criminology and psychology, in both undergraduate and postgraduate programs.

# WHICH COURSE IS RIGHT FOR ME?

## Counselling pathways

Professional counselling helps people overcome everyday challenges, from relationship problems, stress and health issues, to career planning.

Bachelor of Counselling graduates may work as:

- Alcohol and Other Drugs Counsellors
- Mental Health Support Counsellors
- Grief & Loss Counsellors
- Online & Telephone Counsellors

Diploma of Counselling Skills graduates may take roles as:

- Client Support Workers
- Family Support Workers
- Intake Workers
- Family Advisors

## Psychology pathways

Psychology is the scientific study of the human mind and human behaviour. Psychology graduates work in fields dealing with the many ways people feel, think and behave.

The criminology major prepares graduates for careers in the justice and corrections sectors, working with children, youth or adults in the community.

Graduates who complete one of the pathways to psychology registration may work as registered psychologists.

## Social Work pathways

Social workers support and advocate for individuals, families and groups to bring about positive change at every level of society.

Graduates may apply for social work positions in:

- Mental Health
- Hospitals
- Community or Social Services
- Schools
- Government and Non-government Human Services

# STUDENT SUPPORT

ACAP is committed to supporting students by providing advice, resources and services to help you, academically and personally, as your course progresses.

## Community atmosphere

Our interactive teaching approach and small class sizes build a nurturing atmosphere for students. From your first enquiry to graduation day, we are dedicated to helping you to meet your personal and career goals. During early contact, a course adviser will help put your study program together, matching your availability with our timetable and study mode options.

After your studies commence, we provide additional academic, personal and student placement support to ensure a positive result from your efforts.

## Orientation

Orientation for all courses is held at the start of each trimester. Personal induction is an excellent opportunity to become familiar with ACAP, meet staff, teachers and fellow students and take a tour of the campus. An online version of orientation is available on the student portal for those unable to attend.

## Academic and Learning support

ACAP understands that if you haven't studied recently, you may need to refresh your skills in academic writing, referencing, researching and study discipline. We offer assistance in these areas from our learning support team through workshops, webinars, online resources, individual learning support, peer mentoring programs and specific activities for students transitioning into the College or advancing between courses.

Access to the student portal provides essential academic and administrative information, including unit and subject outlines, timetables, student support and campus contacts. Our web facilities also cover access to online class spaces, personal enrolment details, webmail, the IT Help Desk and your academic history and grades.

## Personal support

Starting a new course is exciting, but it can also create personal pressure when combined with other commitments. ACAP understands the challenges students may face while adjusting during this busy time. Our Student Support Counsellors provide confidential support as part of our services and, if necessary, provide referrals for ongoing assistance. They can also help you liaise with College staff as needed.

## Library services

Comprehensive library services are available to support and enhance your learning experience at ACAP. Students have access to extensive book collections, as well as electronic books and professional journals. Our librarians can help with your research needs in person at our Sydney, Melbourne and Brisbane campuses, and by email or phone.

# STUDY YOUR WAY

ACAP offers full-time, part-time, on-campus, online and blended course delivery in a trimester structure.

## On-campus study

On-campus study typically involves three to four hours per week of face-to-face teaching for each subject or unit. This may take the form of single classes, or be combined as lectures and tutorials. For example, if you are taking three units or subjects, you will spend 9 to 12 hours in classes each week. Classes are held in the mornings, afternoons and evenings and in some cases, on weekends.

Each campus may run classes on different days and times and not all units or subjects are available at all times on all campuses.

In addition to attending classes, on-campus students have access to their online class space with services including resources, student forums, teacher feedback, for submitting assessments and receiving marks.

## Studying online

Online study offers maximum flexibility around busy lifestyles and is best suited to highly motivated students who are unable to attend on-campus classes on a regular basis. A dedicated teacher is assigned to each online class.

Online students need to devote the same number of hours per week, per unit as on-campus students, to reading course material, participating in group discussions and completing assessments.

Teachers of online classes provide continual guidance by introducing content, asking students for their insights and by sequencing and pacing activities throughout the trimesters.

Where mandatory workshops apply to a course, students are required to attend sessions in person at an ACAP campus in Sydney, Melbourne, Brisbane or Adelaide.

## Blended delivery

A selection of ACAP courses are delivered by a combination of online and on-campus learning.

For blended delivery units, students are required to undertake activities, assessment and self-directed study online, as well as attend some occasional classes and/or full day workshops that are held on campus during the trimester. For example, some blended delivery units require attendance of monthly workshops, or a few classes during the trimester. Dates for on-campus components are provided in advance.

## Student web portal

Students use the online portal to connect with teachers and each other in discussion forums, live-chat sessions and virtual conferencing. Unit materials, instructions, assessment feedback, grades, video lectures and other presentations are viewed and downloaded from the student portal. Assessments are also submitted using this central system.

## Technology required

ACAP students need to have ready access to high-speed internet and an understanding of how to use the web and email. Familiarity with word processing programs, such as Microsoft Word is also required for preparing and submitting assignments.

## Personalised study options

For convenience around your other commitments, you can choose your campus and class times or mix and match study modes — subject to availability by course. Once enrolled, you must complete each unit in the mode in which you commenced it for that trimester.

**“I CHOSE TO STUDY AT ACAP TO FULFIL MY DESIRE TO REALLY UNDERSTAND THE PROCESS OF MENTAL WELLNESS.”**



Ayshe, Bachelor of Counselling

# STUDENT PLACEMENT

Student placement provides the essential experience to prepare you for work in your chosen profession. For some ACAP courses, successful completion of placement units is required for graduation.

## What is involved in student placement?

Student placement is a period of unpaid work experience in a workplace suitable to your studies and career goals.

ACAP's social work, case management, coaching, counselling and psychology students have the opportunity to apply the theory and skills learned in class in the field, under supervision.

Placement also gives you a hands-on understanding of the different types of work available after graduation.

## Why is student placement important?

Being immersed within a professional environment develops your understanding of the industries relevant to your studies.

While working in the field, you will apply what you have learned in class to real-life situations, putting theories into action and seeing results.

Some ACAP students have been offered employment by their placement organisations.

## Choosing your student placement

ACAP has links with respected organisations in the counselling, social work, youth work, case management, coaching and psychology fields across Australia.

When the time comes to plan your placement, we can help you connect with the right workplace to match your personal and professional interests, or to help broaden your experiences, if you want to explore different options.

Prior to placements, students must undertake a National Police Check and Working With Children Check.

# ACAP PSYCHOLOGY CLINIC, SYDNEY

A not-for-profit psychology training clinic is located at ACAP's Sydney campus, staffed by registered and provisionally registered psychologists, and supervised by experienced clinical psychologists.

The clinic is an additional learning environment where psychology students develop their skills in a professional setting, while on their path to accreditation. Services are available to adults, adolescents and children who are experiencing issues such as anxiety, depression and fluctuating moods; adjusting to life changes e.g. divorce, relocation; relationship problems; work or study issues; alcohol and drug use; grief, loss and bereavement and attention deficit disorder. ACAP is proud to provide mental health support free of charge to full-time students and Centrelink recipients. Nominal fees are charged to other clients.

Visit [acap.edu.au/psychology-clinic](http://acap.edu.au/psychology-clinic) for more details.



Psychology training clinic, ACAP's Sydney campus

# ACAP CAMPUSES

Our campuses are centrally located in Sydney, Melbourne, Brisbane, Adelaide and Perth. Each is easily accessible by public transport.

## Adelaide

ACAP's Adelaide campus is minutes from the city's premier shopping, dining and entertainment venues.

## Brisbane

Our Brisbane campus is in the CBD, just five minutes' walk from Central Station and the Brisbane River.

## Melbourne

The Melbourne campus is located in the city centre, near Chinatown and close to Parliament Train Station.

## Sydney

Our largest campus is located at the heart of the city of Sydney, near Town Hall Station and Hyde Park.

## Perth

The newest ACAP campus, situated in the heart of the lively entertainment district in Perth.



## Melbourne

Level 10, 123 Lonsdale Street, Melbourne VIC 3000



## Sydney

Level 11, 255 Elizabeth Street, Sydney NSW 2000



## Adelaide

Level 5, 16-20 Coglein Street, Adelaide SA 5000



## Brisbane

Ground Floor, East Tower, 410 Ann Street, Brisbane QLD 4000



## Perth

116-120 Roe St, Northbridge WA 6003

# DISCOVER ACAP

**Curious?**  
**Discover**  
**our courses.**

## VOCATIONAL EDUCATION AND TRAINING (VET)

# CHC52015 DIPLOMA OF COMMUNITY SERVICES (CASE MANAGEMENT)

This course provides the skills and knowledge essential to undertake case management in the Community Services industry. You will use your skills and knowledge to develop relationships with clients, co-ordinate services for your clients, network with other agencies and services, support your team in work health and safety and ethical conduct.

### Overview

#### Availability

Online in Sydney, Melbourne and Brisbane, or via blended delivery which combined online study with compulsory on-campus workshops

#### Subjects 9

#### Duration\*

One year full-time or part-time equivalent

#### Entry Criteria/Prerequisites

Meet one of the following requirements:

- Completion of a Certificate IV or above (or equivalent); or
- Completion of a Senior Secondary Certificate of Education (or equivalent); or
- Completion of the Core Skills Profile for Adults (CSPA) at exit level 3 of the Australian Core Skills Framework (ACSF) in both literacy and numeracy

#### Study requirements

This course requires regular access to a computer and the internet. Some assessment tasks require students to video record an interview, demonstrate skills or conduct a client session.

### Career options

The Diploma of Community Services (Case Management) provides graduates with skills relevant across key areas of the Community Services industry. Typical employment outcomes include case manager, support worker, care co-ordinator, support facilitator, residential housing support worker, mental health support worker, aged care/disability support worker and out of home care worker.

### Workshops

It is compulsory for both on-campus and online students to attend three one-day workshops, which are held at ACAP's Sydney, Melbourne and Brisbane campuses.

The workshops are included in the subjects:

- Specialist Interpersonal Skills
- Case Management Practice 1
- Case Management Practice 2

### Workload

ACAP recommends a minimum of 10-12 hours of study per week, per subject, consisting of:

- Three to four hours of coursework, whether as on-campus class attendance or via online study
- Three to four hours of interactive online activities, such as online forums and Flexible Learning Toolbox tasks
- Three to four hours of self-directed study and assessment preparation

### Assessment

Depending on the subject, assessments may consist of: direct observation of your skills, usually in work placement or in a simulated work environment on-campus; portfolio of evidence gathered from your work placement; reports from supervisors or other professional workers; work based reports; critical reflections; role-playing; video projects; written reports and knowledge based quizzes.

### Subjects

A typical course of study may include the following subjects:

- Communication with clients
- Skills for working in industry
- Specialist interpersonal skills
- Society in the Australian context
- Case management practice 1
- Workplace communication
- Mental health
- Case management practice 2
- Program development

This course contains nine subjects with 16 units of competency, all needing successful completion, in order to gain the qualification. The 16 units of competency have been clustered into nine subjects.

### Student Placements

All students will be required to undertake work placement for 210 hours across the duration of the course, commencing after completion of the first three subjects of the course.

Prior to the commencement of placement students are required to complete a Working with Children Check and a National Criminal Record Check.

### Fees

VET Student Loans (VSL) may be available for this course if eligibility criteria are met. For more information on fees and VSL eligibility see page 31. Visit the ACAP website to view the VET student entry procedure.

### Further study

Graduates of the CHC52015 Diploma of Community Services (Case Management) can apply for admission into a number of ACAP's undergraduate degree courses and receive specified subject credits.

## UNDERGRADUATE COURSES

# DIPLOMA OF COUNSELLING SKILLS

This higher education diploma course provides an introduction to the field of counselling with an emphasis on counselling skills, an understanding of the mental health system, and skills required to provide social and health support within the community. The course covers foundational theories of counselling, counselling techniques, organisation's policies and procedures, and professional ethics. Graduates can take their first step towards a career in counselling, applying skills that suit a range of occupations and settings.

### Overview

#### Availability

- On-campus in Sydney, Brisbane or Melbourne
- Online/blended delivery (a combination of online and on-campus learning) in Sydney, Brisbane, Melbourne or Adelaide

#### Units 8

#### Duration\*

One year full-time or part-time equivalent

#### Admission Criteria

Meet one of the following requirements:

- Completion of a Certificate IV or above (or equivalent); or
- Completion of a Senior Secondary Certificate of Education (or equivalent); or
- Completion of the Core Skills Profile for Adults (CSPA) at exit level 3 of the Australian Core Skills Framework (ACSF) in both literacy and numeracy; or
- Be 21 years or above at the date of entry

#### FEE-HELP available

See page 31 for details

#### AQF Level 5

### Workload

ACAP recommends an average of 9-11 hours of study per unit, per week, made up of:

For on-campus students:

- One three-hour class
- Six hours per week of self-directed study, assessment preparation, general research and reading

For online and blended delivery:

- Two hours of online activities and interaction with the teacher and fellow students
- Seven hours of self-directed study, assessment preparation, general research and reading

### Units

This course contains the following units:

- Preparation for Academic Study
- Psychology of Health and Wellness
- Counselling Skills 1
- Personal and Professional Development
- Developmental Psychology
- Counselling Theories 1
- Advanced Counselling Skills
- Social, Legal and Ethical Frameworks

See [acap.edu.au](http://acap.edu.au) for the full list of units.

### Assessment

Assessment types vary for each unit and may consist of reports, formal essays, critical reflections, group work, practice sessions. Most units involve the submission of two or three assessments.

### Further study

Graduates of the Diploma of Counselling Skills can apply for admission into the Bachelor of Psychological Science, Bachelor of Counselling or Bachelor of Counselling (Coaching).

# BACHELOR OF COUNSELLING

The Bachelor of Counselling provides a comprehensive grounding in counselling frameworks and skills, ethical practice and cultural diversity. The course provides entry-level counselling training with a strong focus on contemporary techniques, counselling and psychology theory, research and practice.

## Overview

### Availability

On-campus in Sydney, Brisbane or Melbourne; blended delivery in Adelaide

### Units 24

### Duration\*

Three years full-time minimum or part-time equivalent

### Admission Criteria

Meet one of the following criteria:

- Be aged 21 years or over; or
- Minimum ATAR 70 or equivalent; or
- Completion of a Certificate IV, Diploma, Advanced Diploma or Associate Degree; or
- Partial completion of a Bachelor's degree

It is a condition of progression in this course that students complete a police record check in their first trimester of enrolment.

### FEE-HELP available

See page 31 for details

### AQF Level 7

## Career options

Graduates of the Bachelor of Counselling will be well-equipped to provide professional counselling services relating to bereavement and loss, alcohol and other drugs abuse, mental health, family and relationships, and general counselling. Counsellors are employed across the sectors of Health Care and Social Assistance, Education and Training, Public Administration and Safety, and Administrative and Support Services.

## Workload

ACAP recommends an average of 9-11 hours of study per unit, per week, made up of:

For on-campus delivery:

- One three-hour class
- Two hours of online activities and interaction with your teacher and fellow students
- Six hours per week of self-directed study, assessment preparation, general research and reading

For online and blended delivery:

- Two hours of online activities and interaction with your teacher and fellow students
- Seven hours of self-directed study, assessment preparation, general research and reading

## Units

A typical course of study may include the following first year units:

- Preparation for Academic Study
- Counselling Skills
- Conflict Resolution
- Positive Psychology
- Counselling Theories 1
- Developmental Psychology
- Psychology of Health and Wellness
- Elective

See [acap.edu.au](http://acap.edu.au) for the full list of units.

## Assessment

Assessment types vary for each unit and may include reports, formal essays, critical reflections, group work, practice sessions and supervised work placements.

## Student Placements

Field placement consists of 200 hours, incorporating 40 hours of face-to-face client counselling, linked with two clinical supervision units completed over two consecutive trimesters. Both units include 24 timetabled hours of fortnightly supervised counselling practice sessions, provided by ACAP. Onsite placement attendance is usually scheduled for one or two days per week, as negotiated between the student and agency. Typical placement hosts are community agencies, charity organisations, health and counselling centres, hospitals and clinics.

ACAP provides students with a number of resources to assist them in securing placement, such as resume writing, interview skills, access to our placement database, opportunities to apply for placements with our partner agencies, and support in contacting external agencies.

## Further study

Graduates of the Bachelor of Counselling are eligible for direct entry into the Master of Counselling and Psychotherapy or Master of Social Work (Qualifying).

## Professional recognition

This course is fully accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) and is designed to meet their training standards.



## UNDERGRADUATE COURSES

# BACHELOR OF COUNSELLING (COACHING)

The Bachelor of Counselling (Coaching) provides a comprehensive grounding in counselling and in coaching frameworks and skills. Graduates can apply their expertise in organisational settings, working with individuals, groups and work-teams.

### Overview

#### Availability

On-campus in Sydney, Brisbane and Melbourne, or by a combination of online and blended delivery

#### Units 24

#### Duration\*

Three years full-time minimum or part-time equivalent

#### Admission Criteria

Meet one of the following criteria:

- Be aged 21 years or over; or
- Minimum ATAR 70 or equivalent; or
- Completion of a Certificate IV, Diploma, Advanced Diploma or Associate Degree; or
- Partial completion of a Bachelor's degree

It is a condition of progression in this course that students complete a police record check in their first trimester of enrolment.

#### FEE-HELP available

See page 31 for details

#### AQF Level 7

### Career options

Graduates of the Bachelor of Counselling (Coaching) will be well-equipped to provide counselling services. As qualified coaches, they can provide health coaching, life coaching, as well as training and development facilitation for work-teams, organisations and supervisors. Counsellors and coaches are employed across the sectors of Health Care and Social Assistance, Education and Training, Public Administration and Safety, and Administrative and Support Services.

### Further study

Graduates of the Bachelor of Counselling (Coaching) are eligible for direct entry into the Master of Counselling and Psychotherapy or the Master of Social Work (Qualifying).

### Workload

ACAP recommends an average of 9 to 11 hours of study per unit, per week, made up of:

For on-campus delivery:

- One three-hour class
- Two hours of online activities and interaction with your teacher and fellow students.
- Six hours per week of self-directed study, assessment preparation, general research and reading

For online and blended delivery:

- Two hours of online activities and interaction with your teacher and fellow students
- Seven hours of self-directed study, assessment preparation, general research and reading.

### Units

Typical first-year units include:

- Preparation for Academic Study
- Counselling Skills
- Conflict Resolution
- Positive Psychology
- Developmental Psychology
- Coaching Theory and Practice
- Psychology of Health and Wellness
- Counselling Theories 1

See [acap.edu.au](http://acap.edu.au) for the full list of units.

### Assessment

Assessment types vary with each unit and may include reports, formal essays, critical reflections, group work, practice sessions and supervised work placements.

### Student Placements

Field placement consists of 200 hours, incorporating 40 hours of face-to-face client counselling, linked with two counselling supervision units completed over two consecutive trimesters. Both units provide a total of 36 timetabled hours of supervised clinical counselling practice and 18 hours of coaching supervision, provided by ACAP. Onsite placement attendance is usually scheduled for one or two days per week, as negotiated between the student and agency. Typical counselling placement hosts include community agencies, charity organisations, health and counselling centres, hospitals and clinics.

ACAP provides students with a number of resources to assist them in securing placement, such as resume writing, interview skills, access to our placement database, opportunities to apply for placements with our partner agencies, and support in contacting external agencies.

### Professional recognition

This course is fully accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) and is designed to meet their training standards. This degree is also accredited by the International Coach Federation (ICF).



# BACHELOR OF SOCIAL WORK

ACAP's Bachelor of Social Work is designed for those who want to make a real difference in the lives of others. The course equips graduates with the practical skills and academic knowledge needed for entry-level professional practice.

## Overview

### Availability

On-campus in Sydney

### Units 28

### Duration\*

Four years full-time or part-time equivalent

### Admission Criteria

If you are aged 21 years or older:

- Provide a written statement (up to 500 words) outlining your interest in studying social work/human service work

If you are under 21, you must meet one of the following criteria:

- Minimum ATAR of 60 (or equivalent); or
- Successful completion of a Diploma, Advanced Diploma, or Associate Degree from a registered Australian vocational education and training provider or higher education provider (or equivalent); or
- Partial completion of a Bachelor Degree from a registered Australian higher education provider (or equivalent); and
- Students must complete a police record check in their first trimester of enrolment.

### FEE-HELP available

See page 31 for details

### AQF Level 7

## Career options

Opportunities for Bachelor of Social Work graduates range across the health and welfare fields of human services, small community-based programs and services, selected Government departments, non-Governmental organisations, health and mental health, community practice, women and migrant services, child and family services, and corrections and justice.

## Assessment

Assessment types vary for each unit and include essays, literature reviews, student-based projects, group presentations, practice videos, role playing and case studies.

## Workload

### i) General Study (Non-placement units)

ACAP recommends an average of nine hours of study per unit, per week, made up of:

- One three-hour class
- Six hours per week of self-directed study, assessment preparation, general research and reading

### ii) Placement Units:

Students have two field education placements totalling 1000 hours. For Field Education 1 and Field Education 2 an average of 49–60 hours is recommended per fortnight. This is made up of:

- On average between three to four days per week for 16–22 weeks in a placement agency
- Two hours of practice-theory integration seminars (fortnightly)
- In addition, one hour is recommended for portfolio and assessment preparation per week

## Units

A typical course of study may include the following first year units:

- Introduction to Human Services
- Introduction to Contemporary Society
- Psychology of Health and Wellness
- Developmental Psychology
- Social Work Theories
- Professional Practice 1
- Social Work Theory and Practice (Case Management and Program Development)
- Government, Public Policy and Civil Society

See [acap.edu.au](http://acap.edu.au) for the full list of units.

## Student placements

This course includes two placements totalling 1,000 hours, split into Field Education 1 and Field Education 2. Each 500-hour placement includes 12 hours of practice-theory integration seminars.

## Further study

A Bachelor of Social Work (Honours) is available for meritorious students in the fourth year of their studies. Students who initially enrol in the Bachelor of Social Work and wish to exit early can do so on completion of the first two years, graduating with an Associate Degree of Human Services.

Bachelor of Social Work graduates may be eligible for entry into the Master of Social Work (see page 28). Bachelor of Social Work (Honours) graduates can pathway into postgraduate research degrees, such as a PhD or Professional Doctorate.

## Professional recognition

ACAP's Bachelor of Social Work and Bachelor of Social Work (Honours) programs have been provisionally accredited by the Australian Social Work Education and Accreditation Standards (ASWEAS), as entry level social work qualification graduates are eligible for membership with the AASW.



## UNDERGRADUATE COURSES

# BACHELOR OF PSYCHOLOGICAL SCIENCE

The Bachelor of Psychological Science provides the first step in preparing you for a career in psychology, and for further study. To help put theory into practical context, the course includes electives from ACAP's applied psychology subjects in counselling and coaching.

### Overview

#### Availability

- On-campus in Sydney, Brisbane or Melbourne, blended delivery in Adelaide, or by online delivery. You can also study the Bachelor of Psychological Science in a combination of online delivery and on-campus study
- This course is only available to international students in Sydney and Melbourne

#### Units 24

#### Duration\*

Three years full-time or part-time equivalent

Note: This course can be completed in two years full-time, by taking four units each trimester

#### Admission Criteria

Meet one of the following criteria:

- Minimum ATAR 65 (or equivalent); or
- Cert IV or above; or
- Be aged 21 years or over and submit a 500 word statement that satisfies the College as to your ability and aptitude to successfully undertake study of this type and level

#### FEE-HELP available

See page 31 for details

#### AQF Level 7

### Career options

Opportunities for graduates of the Bachelor of Psychological Science include roles in ageing, community, counselling, criminal justice, mental health, disability, employment, government, health, welfare, immigration and youth services. In the non-government sector, the degree is applicable to positions in human resources, recruitment, social and market research and training.

### Workload

ACAP recommends an average of 10 hours of study per unit, per week, made up of:

- Four hours of classes
- Six hours of self-directed study, assessment preparation, general research and reading

### Units

A typical course of study may include the following first year units:

- Introduction to Psychology: Biology, Learning and Cognition
- Introduction to Psychology: The Individual, Society and Culture
- Psychology: An Evidence Based Approach
- Plus five electives

See [acap.edu.au](http://acap.edu.au) for the full list of units.

### Assessment

Most units involve the submission of two assignments and an exam.

### Criminology major stream

Bachelor of Psychological Science students have the option to complete a major stream in Criminology. This requires successful completion of 11 criminology units, including one elective, in addition to the psychology units.

The major stream units cover various aspects of criminal justice, as well as cultural diversity, ethics, theoretical and applied criminology, transnational crime, Indigenous justice and mental health. The elective can be chosen from international criminal justice, youth justice or forensic psychology. Also see the Bachelor of Psychological Science and Criminology, on page 18.

### Further study

Graduates are eligible for direct entry into the Master of Social Work (Qualifying). Depending on grades, a graduate may enter fourth year psychology programs such as the Bachelor of Psychological Science (Honours), or Master of Social Work (Qualifying), or graduate-entry degrees in areas such as health sciences, community services, business and accounting and policy.

### Professional recognition

This course is accredited without conditions by the Australian Psychology Accreditation Council (APAC) in Sydney and Melbourne. This course is accredited with conditions in Brisbane.



Accredited  
Course

# BACHELOR OF PSYCHOLOGICAL SCIENCE (HONOURS)

The Bachelor of Psychological Science (Honours) is a one-year degree providing a fourth year of accredited study in psychology. It suits those who have already completed an accredited three-year sequence of study wishing to continue training towards registration as a psychologist in Australia.

## Overview

### Availability

On-campus in Sydney and Melbourne

### Units 6

### Duration\*

One year full-time or part-time equivalent

### Admission Criteria

Meet both of the following criteria:

- Completed an Australian Psychology Accreditation Council (APAC) accredited three year psychology sequence within the last 10 years; and
- Achieved a credit average in second and third year units, including a credit in the majority of psychology units

### FEE-HELP available

See page 31 for details

### AQF Level 8

## Career options

This course is relevant for employment in areas such as health and social welfare, social or market research, human services, mental health, disability and ageing services, juvenile justice, immigration and refugee support services.

Graduates seeking a career in business are qualified for roles in human resources, training, marketing or management at consulting firms, market research companies, recruitment firms, test development corporations, community based organisations, government departments and agencies, non-government organisations, hospitals, rehabilitation agencies, substance abuse services, youth services, the police force, law courts and prisons and counselling services.

## Workload

For each eight credit point unit ACAP recommends an average of 12 hours of study per week, made up of:

- attending three hours of on-campus classes (one hour for the thesis units), and
- at least nine hours of self-directed study (11 hours for the thesis units).

## Units

A typical course of study may include the following units:

- Psychology: An Evidence Based Approach
- Advanced Psychological Assessment
- Advanced Topics in Psychology
- Honours Thesis A, B & C

See [acap.edu.au](http://acap.edu.au) for the full list of units.

## Assessment

Coursework units require submission of one or two formal pieces of assessment and an exam. Students will also prepare a 12,000 word thesis.

## Further study

Graduates are qualified to apply for further study in psychology and for provisional registration as a psychologist. They may be eligible to apply for postgraduate study in psychology at the masters (such as ACAP's Master of Psychology [Clinical]) or doctoral levels, one year of postgraduate study followed by one year of supervised practice (such as ACAP's Graduate Diploma of Professional Psychology) or two years of supervised practice. Each of these pathways leads to full registration as a psychologist. Alternatively, graduates may choose to pursue a range of career options in the government or private sectors.

## Professional recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia.



## UNDERGRADUATE COURSES

# BACHELOR OF PSYCHOLOGICAL SCIENCE AND COUNSELLING

Psychology and counselling complement and overlap each other in theoretical and practical knowledge. This double major combines the strengths of each discipline, providing benefits to graduates in knowledge and career outcomes as they will have further study and/or employment options related to both psychology and counselling.

### Overview

#### Availability

On-campus in Sydney, Brisbane or Melbourne, blended delivery in Adelaide, or by online delivery

#### Units 24

#### Duration\*

Three years full-time or part-time equivalent

#### Admission Criteria

Applicants need to meet one of the following:

- Minimum ATAR 65 (or equivalent); or
- Cert IV or above; or
- Be aged 21 years or over and submit a 500-word statement that satisfies the College as to your ability and aptitude to successfully undertake studies of this type and level

#### FEE-HELP available

See page 31 for details

#### AQF Level 7

### Career options

A psychology degree is valued by employers in the marketing, sales, advertising, justice and education sectors for its emphasis on critical and creative thinking, understanding human behaviour, and skills in communication and analysis. Counsellors provide services relating to bereavement and loss, alcohol and other drugs abuse, mental health, family and relationships, and general counselling.

A selection of applicable entry-level jobs for graduates of this degree include: Support worker, Telephone Counsellor, Youth worker or Welfare Worker

### Workload

ACAP recommends an average of 10 hours of study per unit, per week, made up of:

- Up to four hours of classes
- Six hours of self-directed study, assessment preparation, general research and reading

### Units

A typical course of study may include the following first year units:

- Psychology: An Evidence-Based Approach 1
- Introduction to Psychology: The Individual, Society & Culture
- Introduction to Psychology: Biology, Learning & Cognition
- Counselling Skills & Practice 1
- Counselling Theories and Models 1
- Ethical Frameworks and Decision Making
- Mental Health
- Group Process

See [acap.edu.au](http://acap.edu.au) for the full list of units.

### Assessment

Most psychology units involve the submission of two assignments and an exam. Most counselling units involve two or three pieces of assessment. These assessments may include reports and written assignments, critical reflection, group work, practice counselling sessions and supervised work placements.

### Major streams

The psychology curriculum focus is on the core areas of the discipline, specifically the major theoretical positions, the scientific bases of the discipline, and the methods and analyses behind its scientific approach. Students engage with laboratory work from the first year of study.

The counselling major is underpinned by current knowledge, theoretical concepts and best practices, specifically in areas relating to therapeutic change, clinical skills, mental health, counselling practice in fields of alcohol and other drug abuse and in grief and trauma.

### Placement

The Counselling major includes two trimesters of supervised field placement.

### Further study

Graduates may apply for the Bachelor of Psychological Sciences (Honours) program as well as postgraduate degrees offered by the disciplines of Counselling and Social Work, such as the Master of Counselling and Psychotherapy, and Master of Social Work (Qualifying). To become a registered psychologist, a fourth year of study, for instance the Bachelor of Psychological Science (Honours), is essential.

### Professional recognition

This course is accredited without conditions by the Australian Psychology Accreditation Council (APAC) in Sydney and Melbourne. This course is accredited with conditions in Brisbane.



# BACHELOR OF PSYCHOLOGICAL SCIENCE AND CRIMINOLOGY

This double major program comprises units from the ACAP disciplines of Psychological Sciences and Criminology. The course increases graduates' employment and further study opportunities in careers and postgraduate studies related to both psychology and criminology.

## Overview

### Availability

Fully on-campus in Melbourne; Psychology units on-campus in Sydney and Brisbane with Criminology units studied online. Fully online across Australia

### Units 24

### Duration\*

Three years full-time or part-time equivalent.

Note: This course can be completed in two years full-time, by taking four units each trimester

### Admission Criteria

Meet one of the following criteria:

- Minimum ATAR 65 (or equivalent); or
- Cert IV or above; or
- Be aged 21 years or over and submit a 500-word statement that satisfies the College as to your ability and aptitude to successfully undertake study of this type and level

### FEE-HELP available

See page 31 for details

### AQF Level 7

## Career options

Employment opportunities include jobs in the following sectors:

- Education
- Health and social welfare
- Social policy and research
- Market research
- Human services, including disability, ageing, mental health
- Youth justice
- Case management
- Community corrections
- Correctional facilities
- Immigration and refugee support services

## Workload

ACAP recommends an average of 10 hours of study per unit, per week, made up of:

- Up to four hours of classes
- At least six hours of self-directed study, assessment preparation, general research and reading

## Units

A typical course of study may include the following first year units:

- Psychology: An Evidence-Based Approach 1
- Introduction to Psychology: The Individual, Society & Culture
- Introduction to Psychology: Biology, Learning & Cognition
- Criminal Justice
- Cultural Diversity
- Drugs and Crime
- Fundamentals of Law
- Theoretical Criminology

See [acap.edu.au](http://acap.edu.au) for the full list of units.

## Assessment

Most units involve the submission of two assignments and an exam.

## Major streams

The psychology major provides a comprehensive education in the theories and models underpinning the critical and analytical thinking, research methodology, design and analysis necessary for conducting and evaluating psychological research. The psychology major also introduces students to the applications of psychological theory.

The criminology major is concerned with approaches to criminal behaviour, the causes of crime, crime prevention, and responses to crime. The coverage of sociology in this major stream exposes students to the wider context in which criminal behaviour takes place and the role society plays in shaping crime and the criminal.

## Further study

Depending on grades, graduates may apply for the Bachelor of Psychological Science (Honours) program as well as postgraduate degrees offered by the disciplines of Counselling and Social Work, such as the Master of Counselling and Psychotherapy, and Master of Social Work (Qualifying). Graduates will also be eligible for further study in criminology. Other pathways include occupational therapy and rehabilitation counselling. To become a registered psychologist, a fourth year of study, for instance the Bachelor of Psychological Science (Honours), is essential.

## Professional recognition

This course is accredited without conditions by the Australian Psychology Accreditation Council (APAC) in Sydney and Melbourne. This course is accredited with conditions in Brisbane.



## UNDERGRADUATE COURSES

# ASSOCIATE DEGREE OF CRIMINAL JUSTICE

This pathway is for students exiting the Bachelor program, while enabling graduation with an AQF qualification. It requires successful completion of the first four trimesters of the six-trimester Bachelor of Criminology and Justice (see page 20). With full-time enrolment, the Associate Degree of Criminal Justice is completed in 16 months.

### Overview

#### Availability

On-campus in Melbourne or by online delivery

#### Units 16

#### Duration\*

Four trimesters (16 months of full-time study) or part-time equivalent

#### Admission Criteria

##### Current Year 12 applicants

A study score in English of (one of the following):

- At least 25 in units 3 and 4 of English (any) or equivalent [VIC based students]; or
- At least band 2 in 2 units of a Board Developed Course in English, or English Studies [NSW based students]; or
- At least level 4, which is an overall 'sound achievement' or better [QLD based students]

ATAR results are important although there are no clearly-in ATAR or OP scores for this course.

Applicants who have experienced educational disadvantage are encouraged to submit a personal statement. Alternatively, VIC based students can apply for the Special Entry Access Schemes (SEAS).

##### Non Year 12 applicants

- Completed a Diploma level course or above; or
- Be aged 21 years or over, and submit a statement directly or through a Tertiary Admission Centre that satisfies the College as to an applicant's ability and aptitude to successfully undertake study of this type and level

#### FEE-HELP available

See page 31 for details

#### AQF Level 6

### Career options

Graduates are equipped for entry-level roles in law enforcement, paralegal work, court registrar, correctional services, including prisons and community corrections and youth justice.

### Who should apply?

This course suits:

- School leavers and mature-aged students who wish to pursue a career in criminal justice or a related field; and
- Those in occupations related to criminal justice and similar professions who wish to enhance their knowledge, professional capabilities and career prospects.

### Workload

An average of nine hours of study per week for each unit is recommended, comprising lecture attendance, online tutorial, self-study, assessment preparation, general research and reading. Generally, students with a full-time on-campus study load can expect to attend classes three days per week.

### Assessment

You will be assessed using a number of methods, including essays, exams, debates and quizzes.

### Course structure

A typical course of study may include the following first year units:

- Academic Enhancement
- Criminal Justice
- Cultural Diversity
- Introduction to Psychology
- Drugs and Crime
- Ethics
- Fundamentals of Law
- Theoretical Criminology

# BACHELOR OF CRIMINOLOGY AND JUSTICE

The Bachelor of Criminology and Justice examines the criminal justice system by covering a number of interrelated but diverse disciplines including corrective services, criminal law, forensic psychology, law enforcement and justice-related issues such as ethics, drugs and crime, community safety and sentencing.

## Overview

### Availability

On-campus in Melbourne or by online delivery

### Units 24

### Duration\*

3 years full time (or part-time equivalent) or fast-track your study to complete the degree in 2 years

### Admission Criteria

#### Current Year 12 applicants

A study score in English of (one of the following):

- At least 25 in units 3 and 4 of English (any) or equivalent [VIC based students]; or
- At least band 2 in 2 units of a Board Developed Course in English, or English Studies [NSW based students]; or
- At least level 4, which is an overall 'sound achievement' or better [QLD based students]

ATAR results are important although there are no clearly-in ATAR or OP scores for this course.

Applicants who have experienced educational disadvantage are encouraged to submit a personal statement. Alternatively, VIC based students can apply for the Special Entry Access Schemes (SEAS).

#### Non Year 12 applicants

- Completed a Diploma level course or above; or
- Be aged 21 years or over, and submit a statement directly or through a Tertiary Admission Centre that satisfies the College as to an applicant's ability and aptitude to successfully undertake study of this type and level

### FEE-HELP available

See page 31 for details

### AQF Level 7

## Career options

This qualification is widely recognised by professional agencies and major employers within various fields.

Graduates can gain employment and develop careers in areas such as policing and law enforcement, investigations, customs, para-legal work, court administration, youth justice, community services, corrections and much more.

The Bachelor of Criminology and Justice degree may be used as a pathway to courses such as law, forensics, counter terrorism, criminology and psychology.

## Who should apply?

This course suits:

- School leavers and mature-aged students who wish to pursue a career in criminal justice or a related field; and
- Those in occupations related to the operation and administration of criminal justice and similar professions who wish to enhance their knowledge, professional capabilities and career prospects.

## Workload

An average of nine hours of study per week for each unit is recommended, comprising lecture attendance, online tutorial, self-study, assessment preparation, general research and reading. Generally students with a full-time, on-campus study load can expect to be in classes three days per week. The Practicum unit is undertaken in the final trimester of the course and includes a placement of 75 hours and 36 hours of associated class time, with assessment.

## Work Placement

After successful completion of four trimesters, students are eligible for work placement. Our program offers hands-on work placement experience in a selection of organisations such as Victoria Police, the Department of Justice, in the court system or at law firms, in the community welfare sector, or at correctional centres. Work placement is a valuable practical learning opportunity to work beside industry professionals and it provides graduates with a significant addition to their resume showing evidence of job-readiness to prospective employers.

## Assessment

You will be assessed using a number of methods, including essays, exams, debates and quizzes.

## Course structure

A typical course of study may include the following first year units:

- Academic Enhancement
- Criminal Justice
- Cultural Diversity
- Introduction to Psychology
- Drugs and Crime
- Ethics
- Fundamentals of Law
- Theoretical Criminology
- Abnormal Psychology
- Indigenous Peoples and Justice
- Issues in Criminal Justice
- Sentencing
- Applied Criminology
- Criminal Law and Procedure
- Transnational Crime

## UNDERGRADUATE COURSES

# BACHELOR OF POLICING AND JUSTICE

The Bachelor of Policing and Justice is a degree offering a distinct academic program with relevance to policing and contemporary law enforcement.

### Overview

#### Availability

On-campus in Melbourne or by online delivery

#### Units 24

#### Duration\*

3 years full-time (or part-time equivalent)

#### Admission Criteria

##### Current Year 12 applicants

A study score in English of (one of the following):

- At least 25 in units 3 and 4 of English (any) or equivalent [VIC based students]; or
- At least band 2 in 2 units of a Board Developed Course in English, or English Studies [NSW based students]; or
- At least level 4, which is an overall 'sound achievement' or better [QLD based students]

ATAR results are important although there are no clearly-in ATAR or OP scores for this course.

Applicants who have experienced educational disadvantage are encouraged to submit a personal statement. Alternatively, VIC based students can apply for the Special Entry Access Schemes (SEAS).

##### Non Year 12 applicants

- Completed a Diploma level course or above; or
- Be aged 21 years or over, and submit a statement directly or through a Tertiary Admission Centre that satisfies the College as to an applicant's ability and aptitude to successfully undertake study of this type and level

#### FEE-HELP available

See page 31 for details

#### AQF Level 7

### Career options

This qualification is a sound academic foundation for a career in policing or private and public agencies involved in law enforcement and security.

Note: Australia's state police forces have specific recruitment processes. Obtaining a Bachelor of Policing and Justice does not guarantee entry into a police force, intelligence agency or any other agency or organisation. Students pursuing entry to the Police service should familiarise themselves with the selection and recruitment processes of such agencies.

### Who should apply?

People looking to enhance their employment prospects in the police services, the risk and security sector and public agencies involved in law enforcement and security will benefit from having this qualification.

### Workload

An average of nine hours of study per week for each unit is recommended, comprising lecture attendance, online tutorial, self-study, assessment preparation, general research and reading. Generally students with a full-time, on-campus study load can expect to be in classes three days per week.

### Assessment

You will be assessed using a number of methods, including essays, exams, debates and quizzes.

### Course structure

A typical course of study may include the following first year units:

- Academic Enhancement
- Criminal Justice
- Police Studies
- Police and Diversity
- Drugs and Crime
- Fundamentals of Law
- Police and Accountability
- Theoretical Criminology
- Crime Prevention
- Issues in Criminal Justice
- Sentencing
- Global Policing

## POSTGRADUATE COURSES

# GRADUATE DIPLOMA OF COUNSELLING

The Graduate Diploma of Counselling is based on an integrated framework of the theoretical, practical and ethical components of counselling. The course suits those with a degree in another discipline who want to qualify as a counsellor, without undertaking an undergraduate qualification.

### Overview

#### Availability

On-campus in Sydney and Melbourne or blended delivery in Sydney, Melbourne, Adelaide or Brisbane

#### Units

#### Duration\*

Two years full-time or part-time equivalent

#### Admission Criteria

Meet one of the following criteria:

- Completion of an undergraduate degree in any field from an accredited Higher Education Provider; or
- Completion of a Higher Education Advanced Diploma and relevant work experience (to be assessed); or
- Completion of an Associate Degree in a similar field of study and relevant work experience; and
- Completion of a Counselling Applicant Screening Questionnaire; and
- Completion of a National Criminal History Record check within 30 days of accepting the offer

It is a condition of this course that students complete a police record check in the first 30 days of enrolment

#### FEE-HELP available

See page 31 for details

#### AQF Level 8

### Career options

Successful completion allows work in the public, private and community sectors providing counselling services relating to alcohol and other drugs, bereavement and loss, family and relationships, and mental health. Graduates may gain employment with their field placement agencies in allied health services, administrative and support services, in community organisations and in the education sector.

Some graduates choose to further their studies by articulating into the Master of Counselling and Psychotherapy or a cognate discipline.

### Workload

For each unit ACAP recommends an average of 12 hours of study per week, made up of:

- One three-hour class (on-campus units), or three hours of self-directed learning and interaction with your teacher and fellow students (blended delivery units), and
- A minimum of nine hours per week of self-directed study, assessment preparation and general research.

### Units

A typical course of study may include the following first year units:

- Counselling Practice
- Counselling Theories
- Cross-Cultural Counselling
- Counselling Over the Lifespan
- Elective
- Ethical Decision Making

See [acap.edu.au](http://acap.edu.au) for the full list of units.

### Assessment

Assessment types vary for each unit and may include reports and written assignments, critical reflections, group work, practice counselling sessions and supervised work placements (Student Placements). Most units involve the submission of two or three formal pieces of assessment.

### Student Placement

Field placement consists of 200 hours, incorporating 40 hours of face-to-face client counselling, linked with two clinical supervision units completed over two consecutive trimesters. Both units include 24 timetabled hours of supervised clinical counselling practice, provided by ACAP.

Onsite placement attendance is usually scheduled for one or two days per week, as negotiated between the student and agency. Typical placement hosts include community agencies, charity organisations, health and counselling centres, hospitals and clinics.

ACAP provides students with a number of resources to assist them in securing placement, such as resume writing, interview skills, access to our placement database, opportunities to apply for placements with our partner agencies, and support in contacting external agencies.

### Further study

Graduates are eligible for direct entry into the Master of Social Work (Qualifying).

### Professional recognition

This course is fully accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) and is designed to meet their training standards.



## POSTGRADUATE COURSES

# GRADUATE DIPLOMA OF PSYCHOLOGICAL SCIENCE

This course provides a comprehensive foundation for understanding the theoretical basis of the scientific discipline of psychology. It develops skills in critical and analytical thinking, and in the underpinnings of the professional applications of psychology. The Graduate Diploma of Psychological Science suits those with an undergraduate degree including accredited first year psychology subjects.

### Overview

#### Availability

On-campus in Sydney and Melbourne or by online delivery

#### Units 9

#### Duration\*

One year full-time or part-time equivalent

#### Admission Criteria

- Completion of a Bachelor Degree or higher in any discipline; and
- Completion of an Australian Psychology Accreditation Council accredited first year Psychology sequence within the last ten years. These units are available for completion at ACAP, please contact us for info on this

#### FEE-HELP available

See page 31 for details

#### AQF Level 8

### Career options

Opportunities include working in health and social welfare, social or market research, human services, mental health, disability and ageing services, juvenile justice, immigration and refugee support services, community based, government and non-government organisations, hospitals, rehabilitation agencies, substance abuse services, youth services, police force, law courts, prisons and counselling services.

### Workload

ACAP recommend an average of ten hours of study per week, per unit, made up of:

- classes, and
- self-directed study

### Units

A typical course of study may include the following units:

- Psychology: An Evidence-Based Approach 2 Advanced
- Perception and Cognition Advanced
- Learning and Memory Advanced
- Life Span Development Advanced
- Psychopathology Advanced
- Psychology: An Evidence-Based Approach 3 Advanced
- Professional Issues and Applications in Psychology Advanced
- Psychological Measurement and Assessment Advanced
- Intercultural Diversity and Indigenous Psychology Advanced

See [acap.edu.au](http://acap.edu.au) for the full list of units.

### Assessment

For most units, one or two assignments and an exam are required.

### Further study

Graduates are eligible for direct entry into the Graduate Diploma of Counselling or Master of Social Work (Qualifying) and may be eligible for ACAP's Bachelor of Psychological Science (Honours), or graduate-entry degrees in areas such as health sciences, community services, business and accounting and policy.

### Professional recognition

This course is accredited without conditions by the Australian Psychology Accreditation Council (APAC) in Sydney and Melbourne. This course is accredited with conditions in Brisbane.



# GRADUATE DIPLOMA OF PROFESSIONAL PSYCHOLOGY

The Graduate Diploma of Professional Psychology provides the fifth year of six years of professional study required for general registration as a psychologist in Australia. Graduates can complete an additional one-year Psychology Board of Australia approved internship to obtain their sixth year of training. Study during this course combines theory with practical work, sequenced to promote an integration of knowledge and professional skill development, completed on-campus at the ACAP Psychology Clinic.

## Overview

### Availability

On-campus in Sydney

### Units 8

### Duration\*

One year full-time or part-time equivalent

### Admission Criteria

Meet the following requirements:

- Qualifications equivalent to an Australian Psychology Accreditation Council accredited four-year undergraduate sequence within the last 10 years (qualifications must be assessed by the Australian Psychological Society (APS) for equivalence and evidence of assessment provided); and
- Be eligible for registration with the Psychology Board of Australia as a provisional psychologist (which requires you to meet all the requirements for registration)

### FEE-HELP available

See page 31 for details

### AQF Level 8

## Career options

This course relevant for those seeking employment in organisations such as hospitals, community health centres or specialist services such as disability, drug and alcohol, pain management, and rehabilitation. Please note: graduates who complete this course and an additional one-year Psychology Board of Australia approved internship and achieve general registration, will be able to work as psychologists in Australia.

## Workload

For students undertaking this course full-time ACAP recommends an average of 40 hours per week of study, made up of attending on-campus classes, self-directed study and assessment preparation.

## Units

A typical course of study may include:

- Counselling, Communication and Culture
- Psychology, Health and Wellbeing
- Psychological Assessment for Professional Psychology
- Lifespan Psychopathology: Adulthood and Ageing
- Lifespan Psychopathology: Children and Adolescents
- Psychology Practice 1: Ethical, Legal and Professional Issues
- Research Methods for Professional Psychology
- Psychology Practice 2: Working with Clients

See [acap.edu.au](http://acap.edu.au) for the full list of units.

## Assessment

Assessment types vary for each unit and include reflective journal, role playing, literature reviews, essays, log book of professional practice, supervisor's report, response to case studies, case presentations, examinations and administering, scoring and reporting the findings of standardised psychological tests.

## Student Placement

Two placements totalling 300 hours.

## Further study

Graduates with a distinction average are eligible to apply for ACAP's Master of Psychology (Clinical). Further assessments may be required before enrolment, including additional supervised clinical practice.

## Professional recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia.



Accredited Course

# GRADUATE DIPLOMA OF PROFESSIONAL PSYCHOLOGY PRACTICE

The Graduate Diploma of Professional Psychology Practice provides a sixth year of professional training in psychology for fifth-year APAC accredited psychology graduates seeking to complete the 5+1 pathway to registration. It involves extensive hands-on psychological practice, individual and group supervision, and professional development explicitly designed to reflect the eight core competencies and prepare candidates for the hurdle requirements of the 5+1 pathway.

## Overview

### Availability

Blended delivery in Sydney

### Units 3

### Duration\*

One year full-time

### Admission Criteria

Meet the following requirements:

- Completion (or soon to be completion) of a fifth-year tertiary qualification in psychology accredited with the Australian Psychology Accreditation Council (e.g. Master of Professional Psychology or Graduate Diploma of Professional Psychology); and
- Current, or eligibility for, registration with the Psychology Board of Australia as a provisional psychologist (which requires you to meet all the requirements for registration); and
- Capacity to undertake supervised practice in professional settings in the greater Sydney and/or South Coast region

### FEE-HELP available

See page 31 for details

## Career options

After graduating from this course, you will have completed extensive hands-on psychological practice, received individual and group supervision, and acquired the professional skills to meet the requirements for the '5+1' internship pathway to registration. Once you have achieved general registration as a psychologist, you can work in any area of psychology that is within your scope of competence and uses the title 'psychologist'.

## Workload

For students undertaking this course full-time ACAP recommends an average of 40 hours per week of study, made up of attending practicum, supervision, self-directed study and assessment preparation.

## Units

A typical course of study may include the following units:

- Advanced Professional Psychology Practice: Working with Clients
- Advanced Professional Psychology Practice: Supervision
- Professional Psychology: Assessment, Interventions, Ethics and Communication

See [acap.edu.au](http://acap.edu.au) for the full list of units.

## Assessment

Assessment types vary for each unit and include reflective journal, role playing, log book of professional practice, supervisor's report, case studies, and multiple choice quizzes.

## Student Placement

Psychological practice totalling 1400 hours.

## POSTGRADUATE COURSES

# MASTER OF COUNSELLING AND PSYCHOTHERAPY

ACAP's Master of Counselling and Psychotherapy teaches an advanced understanding of counselling and psychotherapy practice, as well as developing the high level skills needed to practise as a professional counsellor and psychotherapist.

Graduates are eligible for listing on the PACFA register at Intern, Provisional or Clinical level depending on their experience, as Accredited Supervisors once the required hours of supervision practice have been completed and if the relevant elective is chosen, and as Mental Health Practitioners once the required hours of experience and supervision are completed.

### Overview

#### Availability

Blended delivery in Sydney, Melbourne, Brisbane and Adelaide

#### Units 16

#### Duration\*

Two years full-time or part-time equivalent

#### Admission Criteria

Meet the following criterion:

- Successful completion of an undergraduate degree in a cognate field of study (counselling, psychotherapy, psychology, social work, pastoral care, social welfare, natural therapies, mental health or palliative care nursing, medicine, occupational therapy) and
- Complete a Counselling Applicant Screening Questionnaire; and
- Provide two referee reports; and
- Complete a National Criminal History Record check within 30 days of accepting the offer

#### FEE-HELP available

See page 31 for details

#### AQF Level 9

### Career options

Graduates will be equipped to work as counsellors and psychotherapists in the public, private and community sectors for example alcohol and other drugs counselling services, mental health services, victims of crime support services, community counselling agencies and private practice offering counselling, psychotherapy and supervision services.

### Workload

For each unit, ACAP recommends an average of nine hours of study per week, made up of timetabled class and self-directed study time.

### Units

A typical course of study may include the following units:

#### First Year

- Person and Practice of the Therapist
- Philosophy and Theories of Counselling
- Counselling in a Diverse World
- Mental Health Counselling
- Ethics in Practice
- Increasing Therapeutic Effectiveness
- Counselling and Psychotherapy Research 1
- Counselling and Psychotherapy Research 2

See [acap.edu.au](http://acap.edu.au) for the full list of units.

### Assessment

Assessment types vary for each unit and will include reflective journals, demonstration of practice skills, literature reviews, academic essays, a log book of professional practice, supervisor's assessment of case presentations, examinations, a research proposal, research ethics application form, and a research project taken over two consecutive trimesters.

### Student Placement

Field placement for this course consists of 240 hours, incorporating 80 hours of face-to-face client counselling. Placement is linked to two clinical supervision units completed over two consecutive trimesters. Both units include 24 timetabled hours of supervised clinical counselling practice, provided by ACAP. Onsite placement attendance is usually scheduled for one or two days per week, as negotiated between the student and agency. Typical placement hosts include community agencies, charity organisations, health and counselling centres, hospitals and clinics.

ACAP provides students with a number of resources to assist them in securing placement, such as resume writing, interview skills, access to our placement database, opportunities to apply for placements with our partner agencies, and support in contacting external agencies.

### Professional recognition

This course is fully accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) and is designed to meet their training standards.



# MASTER OF PSYCHOLOGY (CLINICAL)

This course covers specialist areas of clinical psychology as well as developing skills and knowledge in core professional areas. The Master of Psychology (Clinical) provides a fifth and sixth year sequence of professional training in psychology required for general registration as a psychologist in Australia. The program also provides the basis entry to the clinical psychology area of practice registrar program through the Psychology Board of Australian (PsyBA).

## Overview

### Availability

On-campus in Sydney

### Units 14

### Duration\*

Two years full-time or part-time equivalent

### Admission Criteria

- Successful completion of a four year sequence in psychology accredited with the Australian Psychology Accreditation Council within the last 10 years, with a minimum grade of second class Honours (2A) AND be eligible for registration with the Psychology Board of Australia as a provisional psychologist (which requires you to meet all the requirements for registration); or
- Currently registered as a psychologist with the Psychology Board of Australia and meet the Board's Continuing Professional Development (CPD) requirements

### FEE-HELP available

See page 31 for details

### AQF Level 9

## Career options

Graduates who achieve general registration can work as psychologists in Australia. Psychologists are employed in a range of settings including hospitals, community health centres and specialist services, such as disability, drug and alcohol, pain management and rehabilitation.

Other career options include secondary and post-secondary education, organisations and businesses. After completion of the Psychology Board of Australia registrar program, graduates are eligible for endorsement as clinical psychologists.

## Workload

For students undertaking this course full-time ACAP recommends an average of 40 hours per week of study, made up of attending on-campus classes, self-directed study and assessment preparation.

## Units

The course of first year study is:

- Counselling, Communication and Culture
- Psychology, Health and Wellbeing
- Psychological Assessment for Professional Psychology
- Psychopathology and Interventions: Adulthood & Ageing
- Psychopathology and Interventions: Children & Adolescents
- Psychology Practice 1: Ethical, Legal & Professional Issues
- Research Project 1: Research Methodology
- Psychology Practice 2: Working with Clients

See [acap.edu.au](http://acap.edu.au) for the full list of units.

## Assessment

Assessment type varies for each unit and will include reflective journal, role playing, literature reviews, essays, log book of professional practice, supervisor's report, response to case studies, case presentations, examinations, research proposal, ethics submission, research dissertation and administering, scoring and reporting the findings of standardised psychological tests.

## Student Placement

Four placements totalling 1,000 hours.

## Professional recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standard for psychology education in Australia, and the Australian Psychological Society (APS) College of Clinical Psychologists.



## POSTGRADUATE COURSES

# MASTER OF SOCIAL WORK

The ACAP Master of Social Work is designed for those who are already employed in the human and community services sector. It provides a comprehensive and advanced understanding of the contemporary issues and future directions of the profession. This course aims to increase knowledge and skills in advanced practice, supervision and leadership. The qualification benefits those with a Bachelor-level degree and experience working in the field, and social work practitioners wanting to update their professional practice and re-enter the workforce.

### Overview

#### Availability

On-campus in Sydney

#### Units 8

#### Duration\*

Two trimesters full-time or part-time equivalent

#### Admission Criteria

Meet one of the following criteria:

- A Bachelor Degree in Social Work (AQF 7) and at least one year of practice experience, or
- An equivalent Bachelor Degree (AQF 7) recognised by the Australian Association of Social Workers (AASW) and at least one year of practice experience

#### FEE-HELP available

See page 31 for details

#### AQF Level 9

### Career options

Graduates of the Master of Social Work will be able to advance into senior leadership roles in the human services sector, including State and Federal Government bodies, large and small NGOs, community and health services, the criminal justice system, faith-based agencies, aged care, mental health, not-for-profit organisations and international agencies.

### Workload

ACAP recommends an average of nine hours of study per week, per unit, made up of timetabled class time and self-directed study.

### Units

A typical course of study may include the following units:

- Current Issues in Professional Practice – Fields of Practice
- International Social Work – Global Context
- Leadership for the Profession
- Professional Supervision
- Research Methods
- Research Project
- Electives 1 and 2

See [acap.edu.au](http://acap.edu.au) for the full list of units.

### Assessment

Assessment types vary for each unit and include essays, literature reviews, student-based projects, group presentations, practice videos, role-playing, and case studies.

# MASTER OF SOCIAL WORK (QUALIFYING)

The Master of Social Work (Qualifying) is an entry qualification into the social work profession, with strong industry recognition. It is designed for professionals in the human and community services sector wishing to gain a postgraduate qualification in social work. This course provides graduates with the knowledge and skills needed to professionally and actively navigate the complex profession of social work and to develop their professional identity as a social worker.

## Overview

### Availability

On-campus in Sydney

### Units 12

### Duration\*

Two years full-time or part-time equivalent

### Admission Criteria

Meet one of the following criteria:

- A Bachelor degree in a cognate area (for example social sciences, psychology, community and welfare work, nursing, allied health, counselling); or
- A Bachelor degree with evidence of at least one year of full-time study in social sciences, or equivalent; and
- A written statement outlining your interest in studying social work (500 words)

### FEE-HELP available

See page 31 for details

### AQF Level 9

## Career options

Graduates will be equipped to work in every aspect of the human and community services sector including State and Federal Government bodies, large and small NGOs, community and health services, the criminal justice system, faith-based agencies, aged care, mental health, not-for-profit organisations and international agencies.

## Workload

ACAP recommends an average of nine hours of study per week, per unit, made up of timetabled classes, as well as self-directed study.

## Units

A typical first year course of study may include the following units:

- Becoming a Social Worker - Social Policy and Practice Context
- Social Work Theory and Practice (Critical Theories and Skills)
- Current Issues in Professional Practice - Fields of Practice
- Social Work Theory and Practice (Individuals and Families)
- Social Work Theory and Practice (Group, Teamwork and Organisational Learning)
- Field Education 1

See [acap.edu.au](http://acap.edu.au) for the full list of units.

## Assessment

Assessment types vary for each unit and include essays, literature reviews, student-based projects, group presentations, practice videos, role playing, and case studies.

## Student Placement

Two field education placements totalling 1,000 hours.

## Professional recognition

This is an Australian Association of Social Workers (AASW) accredited qualification. It is an entry qualification into the social work profession and has been determined to meet the Australian Social Work Education and Accreditation Standards (ASWEAS).





**“CLASSES AT ACAP HAVE A PERSONAL TOUCH. I AM ABLE TO EXPRESS MY OPINIONS AND GROW THROUGH MY TEACHERS’ LIFE EXPERIENCES AND CONSTRUCTIVE SUPPORT.”**

**Cliff, Bachelor of Social Work**

# FEES AND FINANCIAL ASSISTANCE

ACAP courses are priced per subject or unit. You pay trimester by trimester, paying only for the subjects or units of study in which you have enrolled. For more details about course fees and financial assistance, go to [acap.edu.au/tuition-fees](http://acap.edu.au/tuition-fees)

## Tuition Fees

For all students, fees are one of the largest portions of costs when it comes to studying but as a student you need to be aware that there are other costs, e.g. textbooks, that you need to consider.

ACAP courses are priced per subject or unit and you pay trimester by trimester, for the subjects or units in which you have enrolled.

For more information about ACAP's fees and government loan eligibility, visit [acap.edu.au/tuition-fees](http://acap.edu.au/tuition-fees)

## Domestic Students

ACAP's domestic course fees apply to the following students:

- Australian citizens
- Permanent residents
- New Zealand citizens
- Permanent humanitarian visa holders

International student fees and course eligibility can be found on the ACAP website.

Domestic student fees and course eligibility can be found on the ACAP website.

## Textbooks and readings

Copies of the required unit guides and readings are made available to students for download from the student portal after enrolment at no cost.

The combined cost of the textbooks and readings is approximately A\$80–A\$150 per textbook, which can be purchased from selected Co-op Bookstores. Note: VET courses do not require textbooks.

## Technology

All ACAP courses require access to high speed internet, therefore costs associated with internet access, computing, printing etc. may need to be taken into account.

## Financial Assistance for Domestic Students

### FEE-HELP

FEE-HELP is a Commonwealth Government loan available to eligible students enrolled in one of ACAP's Higher Education courses in order to help pay part or all of their tuition fees. A 25% loan fee may apply. To apply for FEE-HELP, you will need to read the FEE-HELP information booklet available at [www.studyassist.gov.au](http://www.studyassist.gov.au). To determine your eligibility for FEE HELP, please visit the Commonwealth Government's StudyAssist website,

[www.studyassist.gov.au](http://www.studyassist.gov.au). If you are eligible and would like to defer your fees through FEE HELP, please request a copy of the FEE HELP assistance form by post or email by contacting ACAP on 1800 061 199 and return the completed form to our Sydney campus.

Please note that if you are under 18 years of age, you are required to complete a hard copy of the FEE HELP assistance form, to be signed by your parent or guardian before returning the completed form to our Sydney campus.

Students who are not citizens of Australia are required to be a permanent humanitarian visa holder who will be a resident in Australia for the duration of your unit; OR a permanent visa holder undertaking bridging study for overseas-trained professionals, who will be resident in Australia for the duration of the study.

# VET STUDENT LOANS

VET Student Loans (VSL) may be available to eligible students.

It is a Commonwealth legislated requirement that all students applying for a Commonwealth VSL must be assessed for academic suitability and citizenship eligibility to undertake a high level VET qualification. This is a student protection measure introduced from 1 Jan 2017 and is in addition to ACAP's course entry criteria/prerequisites.

The maximum tuition fee in 2019 is \$14,787 for current ACAP VET Diploma courses. The maximum course tuition fee quoted is applicable to all students who:

- begin study in the next scheduled trimester; and
- maintain a course enrolment consistent with ACAP's Enrolment Rules and complete their studies within the advised maximum course duration of 3 years; and
- successfully complete each subject/unit of study on first attempt.

The advised maximum course fee will be exceeded where a student re-enrols in a subject for any reason. Reasons for re-enrolment in a subject may include (but are not limited to):

- The student having been assessed as not yet competent in a subject requiring the unit to be reattempted; or
- The student having not completed the subject for another reason and having not withdrawn from the subject by the census date.

For information regarding other course costs that may be incurred, refer to ACAP's Fees page on the website.

VET Student Loan Student Entry Procedure can be found on ACAP's website at: [acap.edu.au/student-resources/vet-student-entry-procedure](http://acap.edu.au/student-resources/vet-student-entry-procedure)

# HOW TO APPLY TO STUDY AT ACAP

VET Students: If applying for a VET diploma course, ensure you have followed the VET Student Entry Procedure before completing the application steps listed below. Details can be found at [acap.edu.au/student-resources/vet-student-entry-procedure](http://acap.edu.au/student-resources/vet-student-entry-procedure)

## Step 1

- Complete the application form online at [acap.edu.au/online-application](http://acap.edu.au/online-application)
- For the Graduate Diploma of Professional Psychology or the Master of Psychology (Clinical), visit our 'how to apply' page for further instructions - [acap.edu.au/home/how-to-apply](http://acap.edu.au/home/how-to-apply)

## Step 2

A course adviser will be in touch 24-48 hours after you have submitted your application. In the meantime you should start collating the documents necessary to finalise your enrolment, including:

- Passport or Australian Driver's Licence/state photo ID card; and
- Evidence of your citizenship e.g. Passport, Birth Certificate or Citizenship Certificate as applicable; and
- Relevant academic transcripts (such as a degree testamur)

Please see specific course listings within this guide or go to [acap.edu.au/home/how-to-apply](http://acap.edu.au/home/how-to-apply) for the supporting documentation required for specific courses.

## Step 3

If your application is successful, within 3-5 days you will receive confirmation of your enrolment from ACAP outlining the course you have been accepted into, the fees payable and the commencement date.

## Email and postal

You can also email your application to [connect@acap.edu.au](mailto:connect@acap.edu.au) or mail your application form and relevant documents to:

ACAP Admissions  
Locked Bag 11  
Strawberry Hills NSW 2012

T 1800 061 199



# CONDITIONS OF ENROLMENT

The following is a summary of ACAP's key policies applicable to your course enrolment. Further information can be viewed in the Policies, Forms and Fees section at [acap.edu.au/managing-my-course](http://acap.edu.au/managing-my-course)

## Fees — general

1. Your Letter of Acceptance will list the fees you should pay: tuition fees and any other general charges levied by ACAP. All required fees must be paid in advance for each trimester.
2. The tuition fee per unit/subject for each course can be found at [acap.edu.au/current-students/managing-my-course/tuition-fees](http://acap.edu.au/current-students/managing-my-course/tuition-fees). Fees are reviewed annually; any changes to the schedule of fees will be updated on the website as they become available. As a student of ACAP, you understand that you may be liable for any changes to ACAP's fees.
3. Fees are correct at the time of printing. ACAP reserves the right to vary its fees at any time.
4. Should it be necessary for you to repeat a unit/subject, the full unit/subject fee is payable.
5. Course fees only cover the cost of your tuition.

## Refund policy

1. If you withdraw or vary your enrolment on or before the relevant Census Date you will receive a refund of any unspent tuition fees paid upfront in relation to the withdrawal or variation to enrolment application. Refunds of upfront tuition fees will be processed within 21 days of your application being approved. For further information on ACAP's Refund Policy, visit [acap.edu.au/current-students/managing-my-course/a-z-policies/](http://acap.edu.au/current-students/managing-my-course/a-z-policies/).
2. If you have applied for FEE-HELP or VSL and withdraw from your study at ACAP on or before the relevant Census Date you will not incur a FEE-HELP or VSL debt for the units or subjects from which you have withdrawn.
3. If you withdraw from your studies after the relevant Census Date you will be liable for tuition fees paid upfront or you will incur a FEE-HELP or VSL debt for your enrolment in that period, unless special circumstances apply. Further details are available in the FEE-HELP/VSL Review and Appeals Procedures on the College website at [acap.edu.au/managing-my-course/a-z-policies](http://acap.edu.au/managing-my-course/a-z-policies).

## Deferral

If you have paid fees to ACAP and wish to defer your course admission until a later trimester due to compassionate or compelling circumstances you must advise ACAP in writing. ACAP will hold any fees paid in advance until the student returns from deferment. For further information, refer to [acap.edu.au/managing-my-course/enrolment](http://acap.edu.au/managing-my-course/enrolment).

## Withdrawal

If you have paid fees to ACAP and subsequently wish to withdraw your enrolment, you will be subject to the ACAP refund policy. Notification of withdrawal from your course need to be made in writing to ACAP via submission of a Withdrawal from Study form to the Student Administration Department. This form can be obtained by emailing [connect@acap.edu.au](mailto:connect@acap.edu.au).

## Suspension

A student's course and/or College enrolment may be suspended by the College on grounds of non-payment of tuition fees or following a decision of a panel convened to examine a matter of academic or non-academic misconduct, or other grounds as permitted by legislation.

## Discontinuation

A student may be forced by the College to discontinue their course and/or College enrolment for a specified minimum or maximum period due to the decision of a panel convened to examine a matter of academic or non-academic misconduct or convened to examine the failure to meet a core requirement of a course or other serious matters. A student whose enrolment has been discontinued will need to re-apply for admission to ACAP.

## Complaints

If you have a complaint, please refer to the College's Grievances, Complaints and Appeals Policy and Procedure available at [acap.edu.au/managing-my-course/a-z-policies](http://acap.edu.au/managing-my-course/a-z-policies).

## Tuition assurance

ACAP has a tuition assurance arrangement for Australian domestic students. This assures current and intending students of ACAP courses that lead to an ACAP issued AQF award that they will be offered a suitable alternative course or have unspent pre-paid course fees refunded if ACAP cannot provide the course for which the student has paid. Further information about ACAP's tuition assurance arrangements is available at [acap.edu.au/managing-my-course/tuition-fees](http://acap.edu.au/managing-my-course/tuition-fees).

## Other conditions

1. You are expected to attend all classes, undertake all assessment and examinations during your course, and abide by the rules and regulations of ACAP that are in force at any time.
2. ACAP may, by written notice, vary the conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the States and Territories of Australia.
3. In the event of circumstances requiring urgent medical care and where it is not possible to contact the student's parent/guardian, ACAP is authorised as a matter of urgency to seek and provide appropriate medical care.
4. ACAP reserves the right to withdraw a course from offer at its discretion. If you are unable to enrol in (a) similar course(s) at ACAP and your enrolment is cancelled, any unspent course fees paid in advance will be refunded.

5. You are expected to read the ACAP Student Handbook available online at [acap.edu.au/managing-my-course/student-handbook](http://acap.edu.au/managing-my-course/student-handbook). Acceptance into an ACAP course is conditional upon your agreement to be bound to and to abide by the policies, procedures and terms set out in the ACAP Student Handbook, as updated from time to time.
6. You acknowledge that it is your responsibility to ensure that you are aware of and understand the College's policies, procedures and rules set out in the ACAP Student Handbook and information supplied on the College website including: all charges associated with your intended studies and any known changes to these intended charges during your studies; the College's credit arrangements policy, associated schedules and the process for applying for credit; the College's policies on your making changes to, or withdrawal from, any course offer you receive and your course enrolment; and the College's policies on tuition protection, refunds of charges, and course completion requirements - including criminal records and police and health checks, English language proficiency requirements and if applicable, work placement requirements.
7. You are aware it is also your responsibility to ensure you understand your potential eligibility for credit for prior learning before lodging a course application with the College. You are aware that studying with ACAP requires you to receive information electronically to your personal email address that you provide to the College and to a college specific email address assigned to you by ACAP.
8. Minimum English language requirements apply to course entry. English proficiency may be tested and if the test reveals insufficient English language skills you will be required to include a bridging English course in the first trimester of study, or to enrol in an ELICOS program prior to the commencement of studies – all at the sole discretion of ACAP.
9. If you are granted Permanent Residency prior to the Census Date for a trimester you will be charged Domestic Student fees for that trimester provided you submit documentary evidence of your change of visa status. If you are granted Permanent Residency after the census date, you will be enrolled in the following trimester as a Domestic Student providing you submit documentary evidence of your change of visa status.

### Timing of refunds

Please refer to the colleges refund policy which can be viewed at [acap.edu.au/current-students/managing-my-course/tuition-fees](http://acap.edu.au/current-students/managing-my-course/tuition-fees).

### English language requirements

In order to study successfully at ACAP it is important that you have a solid grasp of both written and spoken English. As such, if your secondary and/or tertiary education was undertaken in a language other than English you will need to provide the results of an Academic International English Language Testing System (IELTS) examination or an approved language test such as a Test for English as a Foreign Language (TOEFL) completed within the last two years.

The English language proficiency requirements for admission vary from course to course. Refer to the course pages for details on these requirements.

In some cases you may have completed your secondary education or tertiary level study in English. For ACAP to accept this as evidence of your competency in English instead of a recognised English language test you need to have completed two years or more of consecutive study in Australia, or another country at an institution where English is the primary language of instruction. This study must have been completed no more than two years prior to your studies at ACAP.

### English courses

If you need to improve your academic English before starting one of our courses you can package your English course and your ACAP course on a single student visa.

Our preferred English language partners for each campus are:

- ACL<sup>1</sup>
- ACL Sydney English Centre<sup>1</sup>
- Navitas English<sup>1</sup>
- Hawthorn-Melbourne<sup>1</sup>

### EFTSL-Equivalent Full Time Student Load

Equivalent full-time student load (EFTSL) is a measure of a student's study load. An EFTSL of 1.0 is the standard annual study load of a student undertaking a course on a full-time basis over the duration of a year. The annual EFTSL sum of a student's subject/unit enrolment provides an indication of the study load undertaken by the student in the year. student in the year.

### Important dates

#### Trimester dates

ACAP has three standard study trimesters each year. You can start your course in any of the three trimesters depending on what suits your timetable and your chosen course.

International students on a student visa are required to study on-campus and to complete their course within the stipulated time-frame, ie. by maintaining a full-time study workload.

International students are limited to studying up to one-third of their course by online delivery and a minimum of one on-campus unit per trimester. If you would like to take a unit by online or blended delivery you must first obtain approval from ACAP.

<sup>1</sup>Navitas English Pty Ltd trading as Navitas English, ACL, or ACL Sydney English Centre and Hawthorn Learning Pty Ltd trading as Hawthorne College-Melbourne.

# CENTRELINK STUDENT INCOME SUPPORT

**Local students (i.e. not on a temporary entry visa) may be eligible for student income support from Centrelink.**

Centrelink is the official Australian Commonwealth Government agency which assesses income, administers payments and ensures effective distribution of information on benefits, allowances and pension payments as per the Social Security Laws.

All ACAP diploma, associate degree, bachelor, bachelor (honours), graduate certificate and graduate diploma course programs are recognised by Centrelink as approved courses for student income support.

Centrelink only recognises coursework masters programs as eligible for student income support where the qualification has been deemed essential for entry to, or employment in the profession.

ACAP's Master of Counselling and Psychotherapy, Master of Social Work (Qualifying) and Master of Psychology (Clinical) course programs are recognised by Centrelink as approved courses for student income support.

Centrelink Income Support Assistance programs for students include Youth Allowance, Austudy and ABSTUDY.



## Student Safety and Wellbeing

ACAP is committed to supporting a positive health and safety culture and environment, including ensuring that our students are safe from sexual harassment, sexual assault, bullying and racial harassment during their studies. Everyone has a responsibility for health, safety and wellbeing, including students, staff, volunteers, visitors and contractors. To this end, all students are personally, as well as academically, supported during their studies with the College through a variety of support services. These include:

- a free and confidential counselling service to all current students,
- an AccessAbility Service which supports students with disabilities,
- Learning Support services which provides a range of academic skilling resources and activities for students,
- a Placement service which provides contact details of organisations available to students for placement,
- an orientation service to help new students familiarise themselves with the local campus, facilities and services and prepare for study with the College,
- College policy that promotes a positive health and safety culture and environment, including Student Code of Conduct; Student Welfare and Support Policy; Fair Treatment and Equal Opportunities Policy; Facebook Group Guidelines and Terms of Use; Moodle Site Policy and Terms of Use; and Emergency and Personal Safety procedures.

# ACCREDITATION AND QUALITY ASSURANCE

## National government registration and accreditation

ACAP is a nationally registered training organisation (RTO) with the Australian Skills Quality Authority (ASQA), the national regulator for Australia's vocational education and training sector. RTO code 0500.

ACAP is a registered higher education provider (HEP) and provider of higher education courses to overseas students with the Tertiary Education Quality and Standards Agency (TEQSA), Australia's independent national regulator of the higher education sector. National CRICOS Provider code: 01328A.

All courses delivered by ACAP that lead to a vocational education and training (VET) or higher education award issued by ACAP are recognised in the Australian Qualifications Framework (AQF). AQF qualifications are recognised in Australia and by other countries. Further information about AQF qualifications is available at [aqf.edu.au](http://aqf.edu.au).

## Industry association membership

ACAP is a Member of the Australian Council for Private Education and Training (ACPET). ACPET is the national industry association for independent providers of post-compulsory education and training, for Australian and international students.

ACAP is a member of the Council of Private Higher Education (COPHE). COPHE is a peak body representing Australian independent higher education providers. For more information visit [cophe.edu.au](http://cophe.edu.au)

## Course assurance

ACAP has Tuition Assurance arrangements for Australian domestic students and conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students. This assures current and intending students of ACAP courses that lead to an ACAP issued AQF award that they will be offered a suitable alternative course or have unspent pre-paid tuition fees refunded if ACAP cannot provide the course for which the student has paid. Further information about ACAP's tuition assurance arrangements is available at [acap.edu.au/tuition-fees](http://acap.edu.au/tuition-fees).

## Legislative Compliance

ACAP policies and procedures meet the requirements of Commonwealth or State and Territory legislation relevant to our operations, including the:

- Education Services for Overseas Students (ESOS) Act 2000
- Higher Education Support Act 2003 (HESA)
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- Higher Education Standards Framework established under the TEQSA Act 2011
- National Vocational Education and Training Regulator Act 2011
- VET Quality Framework established under the National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015
- VET Student Loans Act 2016
- Various other Commonwealth and State legislation, including concerning Privacy and Personal Information Health and Safety, Access and Equity, Workplace Harassment, Victimisation and Bullying, Anti-discrimination, Equal Opportunity and Human Rights.
- College staff are provided with information about legislation that affects their duties through College policies, guidelines and briefing sessions.

Students are provided with information about legislation that affects their participation in their studies through College policies, the Student

Handbook and course guides, at Orientation, on administrative forms, and through our website at [acap.edu.au/quality-and-accreditation](http://acap.edu.au/quality-and-accreditation).

## Professional registration of courses

ACAP seeks accreditation of its programs with relevant professional bodies for quality assurance purposes and to ensure our courses meet the relevant educational and training standards that allow graduates to seek recognition and to practise as a professional.

## Counselling courses

ACAP's Bachelor of Counselling, Bachelor of Counselling (Coaching), Graduate Diploma of Counselling and Master of Counselling and Psychotherapy courses are accredited by the Psychotherapy and Counselling Federation of Australia (PACFA). PACFA is a peak body for Member Associations which meet the standards for professional practitioners within the disciplines of Counselling and Psychotherapy in the Australian community. For graduates of these courses this provides certainty that their course meets the training standards of PACFA.

The Bachelor of Counselling (Coaching) is accredited by the International Coaching Federation (ICF).

## Psychology courses

ACAP's psychology courses are accredited by the Australian Psychology Accreditation Council (APAC), the body that develops the accreditation standards for the education and training of psychologists for approval by the Psychology Board of Australia and accredits the higher education providers and the programs of study they offer to determine whether they meet the approved accreditation standards. For graduates of these courses, this provides certainty that their course meets the national psychology training standards.

## Social Work courses

ACAP's Bachelor of Social Work, Bachelor of Social Work (Honours) courses have been provisionally accredited, and the Master of Social Work (Qualifying) is fully accredited by the Australian Association of Social Workers (AASW), the body that sets the benchmarks for professional education and practice in social work. For graduates of these courses, this provides certainty that their course meets the principles, standards and graduate attributes for social work education in Australia set-out in the Australian Social Work Education and Accreditation Standards (ASWEAS).

## Ethical standards

ACAP undertakes to act at all times in a professional and ethical manner. Staff and agents of the College must abide by the professional standards expected of education and training providers communicated in ACPET's Code of Ethics. Staff are also expected to abide by the ethical standards relevant for their profession. For further information, refer to [acap.edu.au/quality-and-accreditation](http://acap.edu.au/quality-and-accreditation).

Staff and students of the College planning to undertake human research must obtain research approval through ACAP's Human Research Ethics Committee (HREC) before commencing the research. ACAP's HREC is registered with the National Health and Medical Research Council (NHMRC). For further information, refer to [acap.edu.au/acap-research-ethics](http://acap.edu.au/acap-research-ethics).

## Quality assurance

ACAP has established a Quality Framework which sets out the common principles, criteria and processes for quality assurance at ACAP. This framework is reflective of Australian Government regulatory and quality standards for sustainable and responsible tertiary education. The framework blends the provision of consistent, quality, learning and pedagogy with the need for continuous improvement. For further information on ACAP's Quality Framework contact ACAP's Quality and Accreditation services at [accred@acap.edu.au](mailto:accred@acap.edu.au) or visit [acap.edu.au/quality-and-accreditation](http://acap.edu.au/quality-and-accreditation).

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The information contained in this guide is correct at the time of publication, however, the Australian College of Applied Psychology reserves the right to alter, amend or delete details at any time without notice. Prospective students should refer to ACAP's website for current information before applying.

This guide is provided free of charge.

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