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Welcome to the Australian College of Applied Psychology

Enriching lives to unlock opportunities

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

Our 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.
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, youth work, case management and social science 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).

Our campuses in Sydney, Melbourne, Brisbane and Adelaide 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 7 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.

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.

“With small class sizes, ACAP is more like a family environment – a community. You won’t be forgotten and the teachers pay attention to what you’re doing. They give you the time and space you need to learn and succeed.”

Aranya, Master of Psychology (Clinical)
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 many accredited courses prepare students from diverse backgrounds for rewarding professions working with people in the community. There are also pathway options to further study available, depending on your priorities and career aspirations.

**Counselling**
Counsellors support individuals, couples, families or groups in managing life challenges, taking into account the cultural and socio-political context in which people live and how these factors affect the presenting problem.

Our Diploma of Counselling CHC51015 is offered to students seeking entry level employment in a range of human service organisations where crisis intervention, communication, case co-ordination, group work and referral services are important, such as in community centres, family support services, government agencies, not-for-profit community organisations, refugee support services, drug and alcohol rehabilitation and telephone crisis hotlines.

This course also provides strong foundation skills for transitioning to higher education qualifications within ACAP.

ACAP’s Bachelor of Counselling, Bachelor of Counselling (Coaching), Graduate Diploma of Counselling and Master of Counselling and Psychotherapy courses are accredited by PACFA, the Psychotherapy and Counselling Federation of Australia. Graduates have the skills needed to work as a qualified counsellor, or in a counselling-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. The knowledge-base of psychology is developed through creating and testing theories about what determines the way people think, feel and behave at an individual, group, organisational and community level.

Graduates from the Bachelor of Psychological Science build careers in areas where knowledge and well-developed research and writing skills are highly valued. Psychology graduates are in demand in the sectors of health and social welfare, social policy and research, market research, human services, disability and ageing, mental health services, juvenile justice and immigration, 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.

All of our psychology degrees are accredited by the Australian Psychology Accreditation Council (APAC), providing graduates with the certainty that 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, Bachelor of Social Work (Honours) and Master of Social Work (Qualifying) have been determined to meet the Australian Social Work Education and Accreditation Standards (ASWEAS) and are provisionally accredited by the Australian Association of Social Workers (AASW). The Master of Social Work has full AASW accreditation.

**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.

The holistic nature of case management is underpinned by comprehensive assessment, client-centred action plans and individualised service delivery. This empowers the client, by involving them in the various aspects of the planning and service arrangements.

ACAP’s Diploma of Community Services (Case Management) CHC52015 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 emerging 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, by developing a positive approach across areas of their lives. This degree enables graduates to work in both the coaching and counselling fields.

**Social Science**
The discipline of social science is about understanding what drives modern society. Our Bachelor of Applied Social Science and Associate Degree of Applied Social Science are specifically designed to equip graduates with the knowledge and experience to make their way in careers that shape our society on individual, local, regional, national and international levels.

Our Social Science courses focus on developing practical skills in critical thinking and problem-solving and provide workplace experience so that you graduate well-qualified and work-ready.

**Youth Work**
Youth work helps to facilitate positive outcomes for young people and develop programs to address social, behavioural, welfare and protection needs while acknowledging their social and cultural environment.

ACAP’s Diploma of Youth Work CHC50413 is a nationally-recognised qualification designed for students who are keen to undertake work in agencies or youth programs. It also provides a pathway for further study into our Bachelor of Social Work.
Which course is right for me?
Map your career here

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

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 CHC51015 graduates may take roles as:
- Client Support Workers
- Family Support Workers
- Intake Workers
- Family Advisors

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

“It was a very supportive, open and friendly environment. The classes were comprehensive and highly interactive, both theoretical and practical.”

Gus, Bachelor of Counselling

Please note: Diploma courses are not available to international students
Psychology pathways

Diploma of Community Services (Case Management) CHC52015
Diploma of Counselling CHC51015

Bachelor of Psychological Science

Credit for 8 units (non-psychology electives) of 24 units of study

Bachelor of Psychological Science (Honours)

Credit for 6 of 28 units
Credit for up to 12.5% of units

Master of Psychology (Clinical)

OR

Graduate Diploma of Professional Psychology
1 year of Psychology Board of Australia approved internship

*Must meet entry requirements. For further details refer to Course Entry Requirements.

Counselling pathways

Diploma of Community Services (Case Management) CHC52015
Diploma of Counselling CHC51015

Bachelor of Psychological Science (Honours)

Credit for 8 units
Credit for 8 units

Bachelor of Counselling (Coaching)

Bachelor of Applied Social Science

Graduate Diploma of Counselling

Credit for up to 50% of units

Master of Counselling and Psychotherapy

Master of Social Work (Qualifying)

Credit for up to 37.5% of units

*Must meet entry requirements. For further details refer to Course Entry Requirements.

Bachelor of Psychological Science (Honours) and Bachelor of Social Work (Honours) students can receive credit for up to 50% of units.

Master of Social Work (Qualifying) students can receive credit for up to 37.5% of units, depending on the units studied.

Social Work pathways

Diploma of Counselling CHC51015
Diploma of Youth Work CHC50413
Diploma of Community Services (Case Management) CHC52015

Bachelor of Counselling
Bachelor of Counselling (Coaching)
Bachelor of Applied Social Science
Bachelor of Psychological Science
Graduate Diploma of Psychological Science

Bachelor of Psychological Science (Honours)
Graduate Diploma of Counselling
Graduate Diploma of Professional Psychology

Master of Social Work

*Credit for 6 of 28 units
*Credit for 8 of 28 units
*Credit for 8 of 28 units

*Credit for up to 12.5% of units
*Credit for up to 25% of units

*Must meet entry requirements. For further details refer to Course Entry Requirements.

Credit for up to 12.5% of units for Bachelor of Social Work (Honours) graduates.

Please note: Diploma courses are not available to international students
ACAP campuses

Our modern campuses are centrally located in the cities of Sydney, Melbourne, Brisbane and Adelaide. Each of our campuses are easily accessible by public transport.

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

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

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

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

Not all courses are available at all campuses or in all study modes. Not all courses have intakes in all trimesters. For details of locations and available study modes by course, visit acap.edu.au.
Study your way

At ACAP, you can choose the way you want to study because we offer 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 module 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 modules, you will spend nine to twelve 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 the 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.

Online class spaces
The online class is where students connect with teachers and each other through discussion forums, live-chat and web-conferencing. Unit materials are available online, including reading and written content, video lectures and presentations, activities and instructions.

Most assessments are submitted through the online class space, with assessment feedback and grades also provided here.

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.

Tania, Bachelor of Applied Social Science - Online Student

“I’ve studied online the whole time. For me it’s fantastic because I’m not restricted to coming to classes at a particular time.”

Please note: Rules apply to international students studying in Australia on a student visa who study online. As an international student studying in Australia on a student visa, you are able to take a maximum of 25 percent of your total course by online or blended delivery and must be enrolled full-time in at least one on-campus unit in each standard study trimester.
Student support

ACAP is committed to supporting all 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 advisor 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.

“one of the things that really defined my experience at ACAP was the level of support I received from the lecturers and tutors. They enhance your individuality. If you have a specific interest, they cater to it.”

Michelle, Graduate Diploma Psychological Science
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 placement in a suitable workplace. Students have an opportunity to apply the theory and skills they have learned to their practice, in a supervised environment. It is designed to give you a practical, hands-on overview of the different types of work available to you on graduation and beyond.

Why is Student Placement important?
Working within a professional environment in social work, youth work, case management, coaching, counselling or psychology 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.

Below is a selection of the prominent organisations where ACAP students have completed their placement:
- Barnardos Australia
- Blackdog Institute
- Carers NSW
- CatholicCare
- Centacare Family Services
- Department of Communities, Child Safety and Disability Services
- Department of Family and Community Services (FACS)
- DepressioNet
- Relationships Australia
- Salvos Care Line
- Wesley Mission
- YWCA
- The Sydney Clinic
- Drug ARM

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 for more details.
Sarah, Graduate Diploma of Counselling

“Work placement gave me the confidence that led to employment. There is nowhere better to develop your counselling skills than ACAP.”
Vocational Education and Training (VET)

ACAP's Vocational Education and Training (VET) courses provide graduates with the work-ready skills and knowledge specific to jobs in community services and health.

Our Diploma courses equip you to start a meaningful career assisting members of the community. Outcomes for graduates of VET courses span a range of jobs in settings that promote, maintain and improve individual and community health.

Diploma of Counselling CHC51015

This course provides general counselling skills, including communication, commonly used techniques, referrals and the ability to work within an organisation’s policies and procedures. 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, Melbourne, Brisbane and Adelaide
• Online, combining online study with compulsory on-campus workshop attendance

Duration*

One year full-time or part-time equivalent

Subjects 9

Entry requirements

Meet one of the following requirements:
• Certificate IV qualification or above (or equivalent); or
• Completion of a Senior Secondary Certificate (or equivalent), or
• Successful completion of the Core Skills Profile for Adults (CSPA) in reading and numeracy at Exit Level 3 of the Australian Core Skills Framework (ACSF)

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 multiple client sessions

Workshops

On-campus and online students are required to attend five workshops which are held at ACAP campuses in Sydney, Melbourne, Brisbane and Adelaide.

The workshops are included in the following units:
• Counselling and Communication Skills (three day session)
• Counselling Process and Relationship (three day session)
• Crisis Intervention and Case Management (three day session)
• Reflective Professional Practice (one day session)
• Group Work and Domestic Violence (three day session)

Workload

ACAP recommends a full-time load equivalent to approximately 30-35 hours of study per week including face-to-face or online activity, self-study, preparation of assessment tasks and work placement. A part-time load will depend on your study program.

• Classes are 3 or 4 hours each for on-campus class attendance and online study
• Self-study involves undertaking readings, watching relevant videos/YouTube clips, completing activities from the Learner’s Guide and preparation of assessments

Assessment

Depending on the subject, assessments consist of reports and written assignments, group work, role-playing or case studies and projects, as well as participation in online forums.

Further study

Graduates of the Diploma of Counselling CHC51015 can apply for admission into a number of ACAP’s undergraduate degree courses and receive specified subject credits. For the full overview of ACAP’s academic articulation pathways, see the diagrams on page 5.

Subjects

A typical course of study may include the following subjects:
• Counselling and Communication Skills
• Counselling Process and Relationship
• Working with Diversity
• Crisis Intervention and Case Management
• Theories of Counselling
• Applied Counselling Therapies
• Reflective Professional Practice
• Group Work and Domestic Violence
• Trauma and Mental Health

This course contains 17 units of competency, all needing successful completion in to gain the qualification.

Career options

The Diploma of Counselling CHC51015 assists those wanting to work in areas such as community health centres, family support services, government agencies, not-for-profit community organisations, outreach services, sexual health services, refugee support services, women’s health centres and residential services.

Fees

See fees page for VET course fee information. VET Student Loans (VSL) may be available for this course if eligibility criteria are met. For more information on fees and VSL eligibility see pages 32-33. Visit the ACAP website to view the VET student entry procedure.

Please note: This course is not available for international students.
Correct at 2017 and may be subject to change. You cannot enrol in a subject unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

*Maximum course duration applies. See website for details.
Vocational Education and Training (VET)

Diploma of Community Services (Case Management) CHC52015

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
- On-campus in Sydney, Melbourne and Brisbane
- Online, combining online study with compulsory on-campus workshop attendance

Duration*
One year full-time or part-time equivalent

Subjects 9

Entry requirements
Meet one of the following requirements:
- Certificate IV qualification or above (or equivalent); or
- Completion of a Senior Secondary Certificate (or equivalent), or
- Successful completion of the Core Skills Profile for Adults (CSPA) in reading and numeracy at Exit Level 3 of the Australian Core Skills Framework (ACSF)

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

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 full-time load equivalent to approximately 30-35 hours of study per week including face-to-face or online activity, self-study, preparation of assessment tasks and work placement. A part-time load will depend on your study program.
- Classes are 3 or 4 hours each for on-campus class attendance and online study
- Self-study involves undertaking readings, watching relevant videos/YouTube clips, completing activities from the Learner’s Guide and preparation of assessments

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.

Fees
See fees page for VET course fee information.

VET Student Loans (VSL) may be available for this course if eligibility criteria are met. For more information on fees and VSL eligibility see pages 31-32. Visit the ACAP website to view the VET student entry procedure.

Further study
Graduates of the Diploma of Community Services (Case Management) CHC52015 can apply for admission into a number of ACAP’s undergraduate degree courses and receive specified subject credits. For the full overview of ACAP’s academic articulation pathways, see the diagrams on page 5.

Career options
A Diploma of Community Services (Case Management) CHC52015 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.

Please note: This course is not available for international students. Correct at 2017 and may be subject to change. You cannot enrol in a subject unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

*Maximum course duration applies. See website for details.
Diploma of Youth Work CHC50413

The Diploma of Youth Work equips graduates with the professional skills and knowledge to support young people across a range of services such as recreation, education, health, welfare, juvenile justice and protection.

Overview

Availability
• On-campus in Sydney, Melbourne and Brisbane
• Online in Sydney, Melbourne and Brisbane, combining online study with compulsory on-campus workshops

Duration*
One year full-time or part-time equivalent

Subjects
9

Entry requirements
Meet one of the following requirements:
• Certificate IV qualification or above (or equivalent); or
• Completion of a Senior Secondary Certificate (or equivalent), or
• Successful completion of the Core Skills Profile for Adults (CSPA) in reading and numeracy at Exit Level 3 of the Australian Core Skills Framework (ACSF)

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.

Subjects
A typical course of study may include the following subjects:
• Working in Industry 1 & 2
• Youth Work Practice (Community and Group Work)
• Working with Young People
• Youth Work Practice (Individual Support and Case Management)
• Mental Health and Wellbeing
• Young People in Society
• Working With Young People in Crisis

This course contains nine subjects with 21 units of competency, all needing successful completion, in order to gain the qualification.

The 21 units of competency have been clustered into nine subjects.

Student placements
Coursework includes fully-supervised work placement of 210 hours, undertaken across the length of the course. You will be required to complete assessments in your work placement from a number of subjects. Placement is supported by timetabled seminars integrating knowledge with practical work experience.

Workload
ACAP recommends a minimum of ten hours of study per week, per subject, consisting of:
• Three hours of coursework, whether as on-campus class attendance or via online study
• Three hours of interactive online activities, such as online forums and Flexible Learning Toolbox tasks
• Four hours of self-directed study and assessment preparation

Fees
See fees page for VET course fee information.

VET Student Loans (VSL) may be available for this course if eligibility criteria are met. For more information on fees and VET FEE-HELP eligibility see pages 31-32.

Visit the ACAP website to view the VSL student entry procedure.

Further study
Graduates of the Diploma of Youth Work CHC50413 can apply for admission into a number of ACAP’s undergraduate degree courses and receive specified subject credits. For the full overview of ACAP’s academic articulation pathways, see the diagrams on page 5.

Career options
Youth workers are based in local non-government services, large faith-based organisations, government agencies and local leadership groups.

Examples of community service roles suitable for Diploma of Youth Work graduates:
• Youth Worker at a local or neighbourhood service
• Case Worker working with young people
• Residential Worker at a youth refuge
• Juvenile justice officer
• Mental health youth workers
• School-based youth workers
• Disability care workers for young people

Please note: This course is not available for international students. Workshop locations subject to numbers. Correct at 2017 and may be subject to change. You cannot enrol in a subject unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

*Maximum course duration applies. See website for details.
Undergraduate degrees

Associate Degree of Applied Social Science

This course provides an understanding of individuals, groups and social structures through a grounding in sociological theory, social systems and social policy. The degree maintains a focus on the development of counselling or coaching skills and comprises the first two years of the Bachelor of Applied Social Science, incorporating its key theoretical components.

**Overview**

**Availability**
- On-campus in Sydney, Melbourne and Brisbane
- Online if the Coaching minor is selected, or
- By a combination of online and blended delivery if the Counselling minor is selected

**Duration**
Two years full-time or part-time equivalent.

Note: this course may be completed full-time over four trimesters, by taking four units per trimester

**Units** 16

**Standard entry requirements**
- A minimum ATAR of 65 or equivalent, or
- Completion of a Certificate IV, Diploma, Advanced Diploma or Associate Degree, or
- Partial completion of a Bachelor’s degree, or
- Be aged 21 years or over

**FEE-HELP available**
See pages 32-33 for details.

**Min. English language requirement for International Students**
Academic IELTS minimum overall score of 6.5 completed in the last two years (or equivalent)

**National CRICOS Course Code:** 051178G

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

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

**Units**
A typical course of study may include the following first year units:
- Preparation for Academic Study
- Introduction to Contemporary Society
- Positive Psychology
- Social Systems
- Psychology of Health and Wellness
- Minor strand unit (Counselling or Coaching)
- Developmental Psychology
- Elective
See acap.edu.au for the full list of units.

Note: the Associate Degree of Applied Social Science comprises the first two years of the Bachelor of Applied Social Science. (see facing page).

**Further study**
Graduates of the Associate Degree of Applied Social Science can apply for admission into the Bachelor of Applied Social Science. For the full overview of ACAP’s academic articulation pathways, see the diagrams on page 5.

**Career options**
The Associate Degree of Applied Social Science comprises the first two years of the Bachelor of Applied Social Science, incorporating its key theoretical components. Graduates of the Bachelor of Applied Social Science are suited for entry level employment in public, private and community sector organisations as the courses prepare graduates for roles requiring high-level skills in analysis, communication and case management, as well as a thorough understanding of the relationships between individuals, groups and social structures.
Bachelor of Applied Social Science

This course provides students with a well developed understanding of social systems, sociological theory and social policy. The Bachelor of Applied Social Science integrates theory, social research and professional experience to prepare graduates with critical thinking skills for employment in public, private and community settings.

Overview

Availability
• On-campus in Sydney, Melbourne and Brisbane,
• Online for Coaching minor, or
• Blended delivery, combining online and on-campus study, for the Counselling minor

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

Units 24

Standard entry requirements
Students require:
• A minimum ATAR of 65 or equivalent, or
• Completion of a Certificate IV, Diploma, Advanced Diploma or Associate Degree, or
• Partial completion of a Bachelor’s degree, or
• Be aged 21 years or over

FEE-HELP available
See pages 33-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 6.5 completed in the last two years (or equivalent)

National CRICOS Course Code: 051179F

Workload
i) General Study
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

ii) Work-integrated placement
An average of 14 hours of study per week is recommended for student placement units, made up of:
• Placement hours
• 1.5 hours of seminars
• Three hours of self-directed study

Assessment
Depending on the unit, assessments may include reports, formal essays, critical reflections, group work, practice sessions and supervised work placements. Most units involve the submission of two or three formal pieces of assessment.

Course structure
The Bachelor of Applied Social Science contains 24 units consisting of:
• Eight core units in the Social Science strand
• Eight core units in the Professional Practice strand (250 Work Integrated Placement and 36 timetabled seminar hours included)

Units
A typical course of study may include the following first year units:
• Preparation for Academic Study
• Introduction to Contemporary Society
• Positive Psychology
• Social Systems
• Psychology of Health and Wellness
• Minor strand unit (Counselling or Coaching)
• Developmental Psychology Elective
See acap.edu.au for the full list of units.

Student Placements
A total of 250 hours of student placement is linked to two Work Integrated Placement units. These units, running alongside placement over two trimesters, consist of a total of 36 hours of work-integrated placement seminars (of 18 hours each), in three hours per fortnight. Placements are conducted one to two days per week, over two trimesters.

Further study
Graduates of the Bachelor of Applied Social Science can apply for admission into the Graduate Diploma of Counselling and receive specified subject credits.
For the full overview of ACAP’s academic articulation pathways, see the diagrams on page 5.

Career options
Graduates of the Bachelor of Applied Social Science are suited for entry-level employment in public, private and community sector organisations. The course prepares graduates for roles requiring high-level skills in analysis, communication and case management, as well as a thorough understanding of the relationships between individuals, groups and social structures.
Undergraduate degrees

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, Melbourne and Brisbane
- Blended delivery in Sydney, Melbourne, Brisbane and Adelaide

Duration*
Three years full-time minimum or part-time equivalent

Units 24

Standard entry requirements
- 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, or
- Be aged 21 years or over

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 pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 7.0 completed in the last two years (or equivalent)

National CRICOS Course Code: 057962A

Workload

i) General Study
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

ii) Work-integrated placement
For Counselling Placement and Supervision 1, an average of 14 hours of study per week is recommended, and for Counselling Placement and Supervision 2, an average of 15.5 hours, consisting of:
- An average of 10.5 hours per week in a placement agency
- Three hours per fortnight of small group supervision and two personal study hours per week for Counselling Placement and Supervision 1
- Three hours per week of small group supervision and two personal study hours is expected in total for Counselling Placement and Supervision 2

Assessment

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

Further study
Graduates of the Bachelor of Counselling can apply for admission into the Master of Social Work (Qualifying) or Master of Counselling and Psychotherapy. For the full overview of ACAP’s academic articulation pathways, see the diagrams on page 5.

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 for the full list of units.

Student Placements

The Bachelor of Counselling includes 250 hours in a placement agency, comprising 46 hours of direct client counselling contact. Placements are conducted one to two days per week, over two trimesters.

In addition, students attend 54 timetabled hours of counselling supervision provided by the School of Counselling and undertake 48 self-directed study hours, over two units.

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.

Professional recognition

This course is fully accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) and is designed to meet their training standards.
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, Melbourne and Brisbane and Adelaide
- Blended delivery in Sydney, Melbourne, Brisbane

Duration*
Three years full-time minimum or part-time equivalent

Units 24

Standard entry requirements
- 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, or
- Be aged 21 years or over

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 pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 7.0 completed in the last two years (or equivalent)

National CRICOS Course Code: 65591A

Workload

i) General Study
ACAP recommends an average of nine hours of study per unit, per week, made up of:
For on-campus delivery:
- One three-hour class
- This course has been professional accredited by the International Coaching Federation (ICF).
- 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

ii) Work-integrated Placement
For Counselling Placement and Supervision 1, ACAP recommends an average of 14 hours of study per week, and for the Coaching Practice and Supervision unit, an average of 15.5 hours, consisting of:
- An average of 10.5 hours per week in a placement agency
- Three hours per fortnight of small group supervision and two personal study hours per week for Counselling Placement and Supervision 1
- Three hours per week of small group supervision and two personal study hours is expected in total for Coaching Practice and Supervision

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

Further study
Graduates of the Bachelor of Counselling (Coaching) can apply for admission into the Master of Social Work (Qualifying) or Master of Counselling and Psychotherapy.

Units
A typical course of study may include the following first year units:
- 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 for the full list of units.

Student Placements
This course includes 250 hours in a placement agency, comprising 46 hours of client counselling contact and observation of six coaching sessions. The placements are conducted one to two days per week over two trimesters.

In addition, students attend 54 timetabled hours of counselling and coaching supervision provided by the School of Counselling and undertake 48 additional study hours (over two units). Students complete Counselling Placement and Supervision 1 and Coaching Practice and Supervision over two consecutive trimesters.

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.

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).
Undergraduate degrees

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

Duration*
Four years full-time or part-time equivalent

Units 28

Entry requirements
• Minimum ATAR of 60 (or equivalent), or
• 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), or
• or 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

FEE-HELP available
See pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 6.5 with no sub-score less than 6.0 completed in the last two years (or equivalent)

Bachelor of Social Work National CRICOS Course Code: 084932E

Bachelor of Social Work (Honours) National CRICOS Course Code: 084933D

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

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 for the full list of units.

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

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 29). Bachelor of Social Work (Honours) graduates can pathway into postgraduate research degrees, such as a PhD or Professional Doctorate.

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.

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.

Professional recognition
ACAP's Bachelor of Social Work and Bachelor of Social Work (Honours) are Australian Association of Social Workers (AASW) provisionally accredited qualifications. They are entry qualifications into the social work profession and have been determined to meet the Australian Social Work Education and Accreditation Standards (ASWEAS).
There are so many options, so many different things you can do with a social work degree that not many other degrees offer.”
Undergraduate degrees

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 social science, counselling and coaching.

Overview

Availability
On-campus in Sydney and Melbourne or online

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

Units 24

Standard entry requirements
• Minimum ATAR 65 or equivalent, or
• Mature age entry (aged 21 years or over) with a 500-word statement

FEE-HELP available
See pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 6.5 with no sub-score less than 6.0 completed in the last two years (or equivalent)

National CRICOS Course Code: 071878B.

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

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

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 for the full list of units.

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.

Further study

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

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.

Professional recognition

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

Duration*
One year full-time or part-time equivalent

Units 6

Entry requirements
• Successful completion of an Australian Psychology Accreditation Council accredited three year psychology sequence within the last 10 years, and
• A minimum of a credit average in second year and third year units, including a credit in the majority of psychology units.

FEE-HELP available
See pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 6.5 with no sub-score less than 6.0 completed in the last two years (or equivalent)

National CRICOS Course Code: 071877C

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.

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).

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.

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 for the full list of units.

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.

Professional recognition

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

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. On successful completion, graduates are eligible for Intern membership on the PACFA Register.

Overview

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

Duration*
Two years full-time or part-time equivalent

Units 12

Entry requirements
• Undergraduate degree from accredited Higher Education Provider, or
• Higher Education Advanced Diploma or Associate Degree in a similar field of study, and relevant work experience, and
• Undertake an Assessment of Readiness for the Counselling profession questionnaire

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 pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 7.0 completed in the last two years (or equivalent)

National CRICOS Course Code: 048166D

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.

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.

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 for the full list of units.

Student Placement
One clinical placement totalling 200 hours across two consecutive trimesters.

Further study
Graduates of the Graduate Diploma of Counselling can apply for admission into the Master of Social Work (Qualifying) or Master of Counselling and Psychotherapy. For the full overview of ACAP’s academic articulation pathways, see the diagrams on page 5.

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.

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

Correct at 2017 and may be subject to change. Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details. International students must study full-time.

*Maximum course duration applies. See website for details.
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 online.

Duration*
One year full-time or part-time equivalent

Units 9

Entry requirements
Standard admission
An undergraduate degree in any field of study that includes first year psychology units accredited with the Australian Psychology Accreditation Council. The psychology units must have been completed in the last 10 years

Alternative admission
• An undergraduate degree in any field of study without first year psychology units accredited with the Australian Psychology Accreditation Council completed in the last 10 years, and
• Completion before enrolling, of the following ACAP units:
  • Psychology: An Evidence-Based Approach 1
  • Introduction to Psychology: Biology, Learning and Cognition
  • Introduction to Psychology: The Individual, Society and Culture

FEE-HELP available
See pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 6.5 with no sub-score less than 6.0 completed in the last two years (or equivalent).

National CRICOS Course Code: 071879A.

Workload
ACAP recommend an average of ten hours of study per week, per unit, made up of:
• classes, and
• self-directed study

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

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
• Intercultural Diversity and Indigenous Psychology Advanced
See acap.edu.au for the full list of units.

Further study
Graduates may be eligible for ACAP’s 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.

Career outcomes
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.

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

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

Duration*
One year full-time or part-time equivalent

Units 8

Entry requirements
Qualifications equivalent to an Australian Psychology Accreditation Council accredited four-year undergraduate sequence within the last 10 years and eligible for registration with the Psychology Board of Australia as a provisional psychologist. Qualifications are assessed by the Australian Psychological Society (APS)

FEE-HELP available
See pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of 7.0 completed in the last two years (or equivalent)

National CRICOS Course Code: 074847G

Workload
ACAP recommends an average of 11 hours of study per week, per unit, made up of:
• on-campus classes, and
• self-directed study and assessment preparation

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.

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 for the full list of units.

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), with credit for up to eight units of study. Further assessments may be required before enrolment, including additional supervised clinical practice.

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.

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

International students: Please note that as part of the registration requirements you must meet the Psychology Board of Australia (PBA) http://www.psychologyboard.gov.au/Standards-and-Guidelines/Registration-Standards.aspx “English language skills registration standards”. These standards require the demonstration of English language competency in one of a number of specified equivalent ways. One way includes through demonstration of attainment of academic IELTS overall score of 7.0 with no test score less than 7.0 in each of the four components (listening, reading, writing and speaking) and no test score in any test component less than 6.5, completed in the last two years in a test setting as specified in the standards.
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

Duration*
Two years full-time or part-time equivalent

Units
16

Entry requirements
• Undergraduate degree in a cognate field of study, i.e. counselling, medicine, mental health or palliative care nursing, natural therapies, occupational therapy, pastoral care, psychology, psychotherapy, social welfare and social work, and
• Undertake an Assessment of Readiness for the Counselling and Psychotherapy Profession questionnaire, and
• Two referee reports
• Complete a National Criminal History Record check within 30 days of accepting the offer

FEE-HELP available
See pages 32-33 for details.

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.

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.

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 for the full list of units.

Student Placement
One clinical placement totalling 240 hours over two consecutive trimesters.

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.

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 degrees

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

Duration*
Two years full-time or part-time equivalent

Units 14

Entry requirements
Qualifications equivalent to an Australian Psychology Accreditation Council accredited four-year undergraduate sequence within the last 10 years, with a grade equivalent to second class Honours (2A) or higher, and eligible for registration with the Psychology Board of Australia as a provisional psychologist. Applicants with psychology qualifications undertaken overseas must have their qualifications assessed for equivalency to these requirements by the Australian Psychological Society. Please note that there are other enrolments conditions, and further information is available from ACAP, on 1800 061 199

FEE-HELP available
See pages 32-33 for details.

Min. English language requirement for International Students
Academic IELTS minimum overall score of overall score of 7.0 with no individual sub-score less than 6.5 completed in the last two years (or equivalent)

National CRICOS Course Code: 074848F

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.

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.

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 for the full list of units.

Student Placement

Four placements totalling 1,000 hours

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.

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.

International students must study full-time. Correct at 2017 and may be subject to change. Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

*Maximum course duration applies. See website for details.
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

Duration*
Two trimesters full-time or part-time equivalent.
International Students must study Full Time

Units 8

Entry requirements
• Successful completion of a Bachelor Degree in Social Work (AQF 7) or an equivalent Bachelor Degree (AQF 7) recognised by the Australian Association of Social Workers (AASW), and
• at least one recognised year of practice experience

FEE-HELP available
See pages 32-33 for details.

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

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

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 for the full list of units.

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.
Postgraduate degrees

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

Duration*
Two years full-time or part-time equivalent

Units 12

Entry requirements
• Successful completion of a Bachelor Degree in a cognate area (for example social sciences, psychology, community and welfare work, nursing, allied health, counselling), OR
• Successful completion of a Bachelor degree with a minimum of one year of full-time study in a cognate area, and
• A written 500-word statement outlining your interest in studying social work

FEE-HELP available
See pages 31-32 for details

Min. English language requirement for International Students
Academic IELTS minimum overall score of overall score of 7.0 with no individual sub-score less than 6.5 completed in the last two years (or equivalent).

National CRICOS Course Code: 082661F

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.

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

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 for the full list of units.

Student Placement
Two field education placements totalling 1,000 hours.

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.

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).
Fees and Financial Assistance

ACAP courses are priced per subject or unit. You pay trimester by trimester, paying only for the modules 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.

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 module or unit and you pay trimester by trimester, for the modules or units in which you have enrolled.

For more information about ACAP's fees and government loan eligibility, visit 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. To determine your eligibility for FEE HELP, please visit the Commonwealth Government’s StudyAssist website, 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 must complete a hard copy of the FEE HELP assistance form, which must be signed by your parent or guardian before returning the completed form to our Sydney campus.

For international students to be eligible you must be a permanent humanitarian visa holder who will be a resident in Australia for the duration of your unit; OR you are a permanent visa holder who is undertaking bridging study for overseas-trained professionals, and will be resident in Australia for the duration of the study.

Overseas Student Health Cover (OSHC)
All international students must have an OSHC policy for the whole duration of their student visa. The insurance must commence from the date of arrival in Australia on a student visa and must be in effect until the student leaves Australia or moves to a non-student visa subclass.

OSHC is a compulsory insurance that provides cover for the cost of medical and hospital care which you may incur while in Australia. It is a requirement of the Department of Immigration and Border Protection (DIBP) that you purchase OSHC for the entire period of your student visa. Please note: OSHC does not cover any pre-existing conditions (such as pregnancy or prior illness). General information about OSHC coverage requirements can be obtained from https://www.border.gov.au/Trav/Stud/More/Health-Insurance-for-Students.

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 to undertake a high level VET qualification. This is a student protection measure introduced from 1 Jan 2016 and is in addition ACAP’s course entry criteria/prerequisites.

The maximum tuition fee is $14 355 for current ACAP VET Diploma courses. The maximum course tuition fee quoted is 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.

If you have already met ACAP’s VET course entry criteria/prerequisites outlined above, you will not need to provide any further documentation to ACAP, as you have already demonstrated to ACAP that you have met the requirements of the VET Student Loan Student Entry Procedure, which can be found on ACAP’s website at http://www.acap.edu.au/future-students/vet-student-entry-procedure/
How to apply to study at ACAP

Domestic students

HE Students: If applying for a diploma course, ensure you have followed the HE Student Entry Procedure before completing the application steps listed below. Details can be found at http://www.acap.edu.au/home/how-to-apply/

Step 1
• Complete the application form online at 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

Step 2
A course advisor 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
• 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 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 info.acap@navitas.com, or mail or fax your application form and relevant documents to:
ACAP Admissions Locked Bag 11
Strawberry Hills NSW 2012
T 1800 061 199
F +61 2 8236 8071
International Students Applying Directly to ACAP

**Step 1**
Complete the Application Form.

**Step 2**
Complete the International Student Statement of Purpose Form.

**Step 3**
Attach certified copies of all academic qualifications including school and English language test results and any relevant employment documents. Please ensure that your current name is added to any documents obtained under a former name and that certified translations accompany documents that are not in English.

Copies can be certified by:
- a Justice of the Peace
- an authorised ACAP representative
- an Australian Diplomatic Mission or an Australian Education Centre

**Step 4**
Submit your Application form and any relevant written statements.

Please refer to course entry requirements

**Via mail:**
ACAP Admissions
Locked Bag 11
Strawberry Hills NSW 2012
Australia

**By fax:**
+61 2 8236 8071

**Or by email:**
info.acap@navitas.com

Note: The Application form will ask you to indicate your intended Overseas Student Health Coverage (OSHC) arrangements. The College can arrange your Overseas Student Health Cover (OSHC) on your behalf with the College’s preferred provider – Allianz Global Assistance OSHC.

All international students must have an OSHC policy for the whole duration of their student visa. The insurance must commence from the date of arrival in Australia on a student visa and must be in effect until the student leaves Australia or moves to a non-student visa subclass. OSHC is a compulsory insurance that provides cover for the cost of medical and hospital care which you may incur while in Australia. It is a requirement of the Department of Immigration and Border Protection (DIBP) that you purchase OSHC for the entire period of your student visa. Please note: OSHC does not cover any pre-existing conditions (such as pregnancy or prior illness). General information about OSHC coverage requirements can be obtained from https://www.border.gov.au/Trav/Stud/More/Health-Insurance-for-Students.

**Step 5**
In some instances, for us to assess your application you will need to speak to a staff member either via telephone, face-to-face or via Skype. If we do need to talk to you, one of our staff will contact you to arrange a suitable time.

**Step 6**
If your application is successful, you will receive a Letter of Offer - Agreement from ACAP, within approximately five days of your enrolment being processed, explaining the course you have been offered, any conditions if attached to the offer, how to enrol and the commencement date. You may be requested to provide additional evidence and declarations to the College as part of undertaking Step 7.

**Step 7**
In order to accept the offer of a place, you need to return your signed Letter of Offer - Agreement, as well as any other requested documentation and pay all requested fees listed in the Letter of Offer - Agreement under Fees Payable Now. These fees will include (but may not be limited to) a non-refundable Enrolment fee of AUD$250 (this is an administrative fee) and, if applicable your Overseas Student Health Cover (OSHC) fees. Payment must be made as instructed in your Letter of Offer - Agreement.

**Step 8**
On receipt of your signed Letter of Offer - Agreement and confirmation of your having made all due payments, and subject to your meeting any other offer conditions outlined in your Letter of Offer (if applicable), your place at ACAP will be confirmed in writing and you will receive a Confirmation of Enrolment (CoE). This CoE must be submitted with your application for a student visa.
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.

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. 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. 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.
4. If you have applied for FEE-HELP or VSL debt for the units or subjects from which you have withdrawn.
5. 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.
6. The tuition fee per unit/subject for each course can be found at 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.

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.
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.

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. Further information, refer to 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 must 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 info.acap@navitas.com.

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. Further information about ACAP’s suspension arrangements is available at acap.edu.au/managing-my-course/a-z-policies.

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 Academic Grievances, Complaints and Appeals Policy and Procedure or the Non-Academic Grievances, Complaints and Appeals Policy and Procedure, available at acap.edu.au/managing-my-course/a-z-policies.

Tuition assurance
ACAP is a member of an approved Tuition Assurance Scheme 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 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.

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. 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.
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 Applied Social Science (Counselling), 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.

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.

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.

Please note: Maximum course duration applies to ACAP’s courses. See website for details.
Other conditions
You must meet the minimum English language requirements for entry to the course. 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.

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.

You are protected by the Education Services for Overseas Students (ESOS) legislative framework available at aei.gov.au.

Visa conditions for those on a student visa
1. When you receive a student agreement and offer from ACAP you will be invited to purchase Overseas Student Health Cover (OSHC) as outlined on page 29.
2. You are required to complete your course within the duration specified in your Confirmation of Enrolment (CoE).
3. Student visas are usually issued for the period of the course. Contact the Department of Immigration and Border Protection for full details of the length of student visas border.gov.au.
4. ACAP may be required to report to the Australian Government any of its international students studying on a student visa who breach the conditions of their student visa.
5. While you are a student at ACAP, it is a condition of your student visa that you keep us informed of any changes to your residential and mailing addresses.
6. For full information on the conditions and requirements of studying on a student visa please refer to the DIBP website immi.gov.au/students.

Packaged programs
If you satisfactorily complete the pre-requisite course of a packaged program and have received a Confirmation of Enrolment from ACAP but choose not to enrol in the principle ACAP course you will not receive a refund. If you fail to satisfactorily fulfil requirements and/ or conditions for admission to the offered course at ACAP (including failure to complete the pre-requisite course in a packaged program) and fail to gain admission to another ACAP course, you will receive a refund of 80 percent of partial payment upon written application.

Timing of refunds
Please refer to the colleges refund policy which can be viewed at acap.edu.au/current-students/managignmy-course/tuition-fees.

College application requirements for eligible international students
Most international students require an Australian Student Visa to study in Australia.

You can check your visa study entitlements on the Australian Government’s Department of Immigration and Border Protection (DIBP) website.

Please note, irrespective of your visa processing arrangement, you must submit your completed application (via your agent or direct to the College), wait until you have received and returned your letter of acceptance agreement to the College, and then wait until you have received your Confirmation of Enrolment (CoE) issued by the College, before applying to the DIBP for a student visa.

For further details refer to the Visa Arrangements for Study page of the ACAP international student website.

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:
• ACL¹
• ACL Sydney English Centre¹
• Navitas English¹
• Hawthorn-Melbourne¹

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 module/unit enrolment provides an indication of the study load undertaken by the student in the year. student in the year.

¹Navitas English Pty Ltd trading as Navitas English; ACL, or ACL Sydney English Centre and Hawthorn Learning Pty Ltd trading as Hawthorne College-Melbourne.
Living and accommodation costs

The cost of relocating for study varies according to a number of factors including which city you live in, the type of accommodation you choose to stay in and your preferred lifestyle.

Budgeting for living and accommodation costs
The cost of living in Australia varies according to a number of factors including which city you live in, the type of accommodation you choose to stay in and your preferred lifestyle. Knowing the average living costs in Australia is an important part of your financial preparation. As a guide, a single student living away from home will spend anywhere between $1,400 and $2,000 every month on accommodation, food, utilities and entertainment.

For your reference, here are some of the costs associated with living and studying in Australia. The estimated costs below are indicative only. All costs are in Australian dollars. You are strongly encouraged to do your own research. Having our campuses based in the centre of cities and close to public transport means that there are a range of accommodation options open to you.

Accommodation costs
The cost of accommodation will vary based on where you study, which suburb you live in, whether you live alone or with flatmates and whether you rent a furnished or an unfurnished apartment, house or room.

Renting
You can rent/lease a property through either a real estate agent or privately. Most leases in Australia are for periods of 6–12 months. This varies by city and suburb. Searching for accommodation online should give you a good idea of what you might pay. A rough estimate of weekly rent is given below.

Estimates of rental accommodation
The below costs are indicative only.
- Studio apartment A$200–$400
- 1 bedroom A$250–$450 per week
- 2 bedroom A$150–$250 per bedroom/ per week
- 2-3 bedrooms A$125–$200 per bedroom/ per week

Bills and utilities
When renting you usually need to pay for the use of internet, electricity, telephone and gas on top of your rent. This is usually charged quarterly, i.e. every three months.

Bond
In addition to rent you will also be expected to pay a bond of up to four weeks rent upfront and at least two weeks rent in advance. Bond is used to cover any damage that may be done to the property while you live there and if no damage is done it will be refunded when you leave. Tenancy laws vary state by state.

Homestay
Homestay consists of a single room in a private home where the householder often provides meals for you and you share the life of the family. Homestay can be a good way for you to improve your English, learn the culture, and meet people when you first arrive. ACAP is registered as an education provider with The Australian Homestay Network (AHN). This is an Australian Government commended network that helps students find appropriate accommodation in a family setting. For details on the benefits of this service refer to AHN’s website at homestaynetwork.org. For details of costs, visit their website.

Short-term accommodation
When you first arrive in Australia, you may need to stay in temporary accommodation while you look for something more permanent. Typical choices include hostels, hotels or short-stay apartments. These vary in price from A$40 per night for a bed in a hostel dormitory, to up to A$250 a night in a hotel.

Living costs
In addition to accommodation, the following estimates are what you could expect to pay while living and studying in Australia.
- Groceries and eating out – $80–$280 per week
- Gas, electricity – $35–$140 per week
- Phone and internet – $20–$55 per week
- Public transport – $15–$55 per week
- Car (after purchase) – $150–$260 per week
- Entertainment – $80–$150 per week

Visit ACAP’s website for additional information regarding living and accommodation costs.
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.

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.

Course assurance
ACAP is a member of an approved Tuition Assurance Scheme 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.

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

Higher Education Support Act 2003 (HESA)
• Education Services for Overseas Students (ESOS) Act 2000
• 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
• 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 participation in their studies through College policies, guidelines and briefing sessions.

Students are provided with information about legislation that affects their participation in their studies through College policies, guidelines and briefing sessions.

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.

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.

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 or visit acap.edu.au/quality-and-accreditation.
Navitas provides you with the education you need, to get where you want to be in life. From English language skills and courses to help you enter university, to training for the workplace, Navitas colleges and campuses in 28 countries will support you every step of the way.

With over 120 Navitas and SAE Institution locations across the globe, and over 80,000 students currently studying with us, we understand the world’s learning needs. We’ve become one of the most trusted providers of education and training in the world.

Navitas offers to students, professionals and migrants from around the world, the following opportunities:

- English language training
- High school studies
- University preparation and programs
- Post-secondary education for creative and media technology
- Career advancement programs
- Student recruitment
- Internship programs
- Migrant settlement services

We also offer customised workplace training for companies, and a range of training and settlement services for the Australian Government. Wherever you are, and wherever you want to be, the knowledge and resources of our staff around the world will ensure your success.