Welcome to ACAP

ACAP provides courses in applied psychology and related fields. Our key program areas are:

- Case Management
- Coaching
- Counselling
- Psychology
- Social Science
- Social Work

Read on to find out more about studying at ACAP.
ENRICHING LIVES TO UNLOCK OPPORTUNITIES

By 2020, ACAP will be recognised and trusted as a leading tertiary education institution in applied psychology and related fields throughout Australia and the region.

Message from the Principal and Executive General Manager, Navitas Professional Institute Pty Ltd

Welcome to the Australian College of Applied Psychology (ACAP). For 30 years, we have been teaching applied psychology and helping to prepare our students to change lives – 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 centrally located city campuses, by online delivery or both. Whichever you choose, our support team will provide you with the necessary academic and personal support throughout your studies to achieve your goals.

I look forward to welcoming you to ACAP.

Andrew Little
Principal and Executive General Manager, Navitas Professional Institute Pty Ltd
**Why choose ACAP?**

ACAP offers a unique approach to learning that encourages you to develop your communication and relationship building abilities. We support you as you learn the skills needed to make a real difference in a diverse range of careers.

**Study where and when it suits you**
- We have campuses in Adelaide, Brisbane, Melbourne and Sydney.
- Study on campus, online or by blended delivery.
- Combine different study modes to suit your lifestyle.
- Start your course at any of our three trimester start dates.

To find out which courses are offered on each campus and in what study modes, go to the course information on pages 10–25. To see our current trimester start dates, please visit acap.edu.au/current-students/key-dates.

**Our expertise**
ACAP has over 30 years of experience in teaching applied psychology with specialist courses in counselling, psychology, coaching, social work and social science.

You will be taught by qualified academics and teaching staff who are also practicing professionals with extensive industry experience, a thorough knowledge of their disciplines and an understanding of the latest work practices.

**Small classes and interactive learning**
Our small classes, group discussions, simulations and role-play activities allow you to really get to know your fellow students and teaching staff. Some disciplines include lectures. The classes emphasise interaction of staff and students, the exchange of ideas and experience and play a key role in helping you achieve your personal and professional goals.

**Varied assessment strategies**
Assessments give you an opportunity to demonstrate your learning and receive feedback on your progress.

Assessment types vary with each course and some units include examinations. However, the majority of assessments mirror examples from professional practice, such as reports and written assignments, critical reflections, group work, role-plays, laboratory experience and supervised work placements (Student Placement).

**Practise your skills while you study and graduate work ready**
The Bachelor of Applied Social Science, Bachelor of Counselling, Bachelor of Counselling (Coaching) and Bachelor of Social Work include Student Placements, which are unpaid work placements in organisations related to your study. Placements allow you to practise your skills in a work environment, meet professionals working in the industry and build valuable experience and referees to add to your resume – before you graduate. Therefore, you graduate with the skills and experience needed to help start your career.

**FAST FACTS**
- The Australian College of Applied Psychology (ACAP) has been in operation for over 30 years and is a leader in applied psychology education.
- ACAP has over 5,500 students studying at our four campuses in Adelaide, Brisbane, Melbourne and Sydney, online delivery or by blended delivery.
- Since 2007, ACAP has been a UNICEF Corporate Champion for Children.
- We contribute to UNICEF’s development programs in over 150 countries and territories.

*Not all courses are available on all campuses and in all delivery modes or trimesters. For further information, visit acap.edu.au*
What does ACAP offer?

ACAP programs are built on a core foundation of applied psychology – which covers what motivates human behaviour, and how you can communicate with and support people in any setting.

Counselling
Practice in this profession requires in-depth training to integrate theory and practice. The work may be short term or long term, depending on the nature of the difficulties, and may involve working with individuals, couples, families or groups. Counselors take into account the cultural and socio-political context in which the client lives and how these factors affect the presenting problem. Professional practitioners value such differences and avoid discrimination on the basis of these aspects of identity.

Our Diploma of Counselling CHC51712 is offered to those students wanting to work in the Community Services Industry utilising their counselling skills as support workers across a number of key target areas including drug and alcohol, mental health and phone counselling services. Further work can be undertaken in generalist community based organisations such as refuges and multicultural/migrant services working in a case management framework. This course provides strong foundation skills for transitioning to higher education qualifications within ACAP.

Our Bachelor of Counselling and Bachelor of Counselling (Coaching) courses are accredited by PACFA, the Psychotherapy and Counselling Federation of Australia. This ensures that when you graduate you have recognition and credibility within the counselling profession as well as the skills needed to work as a counsellor, or in a counselling-related field.

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 how people think, feel and behave at an individual, group, organisational and community level. Psychology graduates build careers in areas where a knowledge of psychology and well-developed research and writing skills are valued such as 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. Some graduates continue their studies in psychology with the aim of becoming registered psychologists and others undertake further specialist study for careers in diverse areas such as allied health, teaching and business.

Our higher education psychology degree has conditional accreditation by the Australian Psychology Accreditation Council (APAC). This provides graduates of these courses with certainty that these course qualifications meet the training standards of APAC.

Case Management
The study of case management enables students to learn an approach to service delivery that focuses on identifying the needs of the client, and then designing and implementing strategies aimed at meeting those needs. The case management approach is underpinned by comprehensive assessment, client-centred action plans and individualised service delivery so that clients are treated holistically.

The goal is to empower the client and ensure that they are involved in all aspects of the planning and service arrangement.

Our nationally recognised qualification is designed to equip you with the skills required to work in case management roles in the community services sector.

Coaching
Modern challenges such as achieving your full potential or balancing work and life, have led to a huge growth in 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 to all areas of their lives.

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. We focus on developing practical skills in critical thinking and problem solving and also provide workplace experience so that you graduate not only well qualified, but work ready.

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 social 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 campuses

ACAP has four city campuses in Adelaide, Brisbane, Melbourne and Sydney. Each campus offers a unique experience while delivering the same course content and quality teaching. You can also combine your on-campus learning with studying online or by blended delivery.

Each of our four campuses is in the heart of the city, easily accessible via public transport and just a short walk from parks, cafés and shopping districts.

Adelaide
Our Adelaide campus is just minutes from Adelaide’s premier shopping, dining and entertainment venues.

Brisbane
Our Brisbane campus is in the centre of the CBD, just five minutes’ walk from the Brisbane River so you can enjoy the relaxed, sunny lifestyle Brisbane has to offer.

Melbourne
Melbourne campus is near Chinatown in the centre of cosmopolitan Melbourne’s CBD.

Sydney
Our Sydney campus is located in the centre of the city, at Wynyard Green, and is the largest of our four campuses.

*Not all courses are available on all campuses and in all delivery modes or trimesters. For further information, visit acap.edu.au
Studying at ACAP

At ACAP, you can study on campus, online or by blended delivery. Regardless of the mode of delivery, our units and modules use the same curriculum and trimester structure.

**On-campus study**

On-campus study typically requires a total of three hours per week of classes for each module or unit. This may be one three hour class, or a combination of lecture and tutorial formats. So, if you are taking three units or modules you will spend nine hours in classes per week. Classes are held in the morning, afternoon and evenings, with some weekend classes.

Each campus may run classes at different days and times and not all units or modules are available at all times on all campuses. In addition to attending classes, on-campus students have access to their online class space, where they can access resources, submit assessment and receive feedback and marks. Some on-campus components are compulsory. More information can be found on course information pages 10–25.

**Studying online**

Studying online offers maximum flexibility and is best suited to students who are self-motivated and/or are unable to attend on-campus classes on a regular basis. If studying online, you will be allocated into an online class with a dedicated teacher, the same as if you were studying face-to-face. You will need to devote the same number of hours per week to reading the course material, contributing to group discussions and activities and completing assessments. Your teacher for each unit or module will guide the class by introducing content, asking for your thoughts and insights and sequencing and pacing activities throughout the trimester. For some courses if you are undertaking all or part of your course by online delivery you may be required to attend the relevant workshops at an ACAP campus. For further information see pages 10–25.

**Blended delivery**

Some courses are delivered by a 'blend' of online and on-campus learning. Throughout the trimester, students in blended delivery units and modules are required to undertake activities, assessment, and self-study through the online class space as well as attend on-campus class sessions, which are programmed at relevant times throughout the trimester. For example, some blended delivery units and modules may require students to attend a day workshop once per month or a class session a few times in the trimester. Dates for on-campus components are available in advance so students can plan their commitments around attendance requirements. Each course may have different on-campus requirements and specific information is available on pages 10–25.

**Online class spaces**

ACAP's online class spaces are central for all students who study at ACAP, whether they study online, on campus or by blended delivery. The class space is the place where students connect with each other and their teacher through tools such as discussion forums, live chat and web conferencing. All materials are available in the online class space including readings and written content, video lectures and presentations, activities and instructions. Most assessments are submitted through the online class space and feedback and grades are also located here.

**Technology required**

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

**Custom made study options**

We understand you have other commitments outside of study, so you can choose your campus and class times, and you can also mix and match your study modes – subject to availability by course. You can choose your mode of study for each unit or modules (subject to availability) at the beginning of each trimester, but once enrolled you must complete each unit or modules in the mode in which you commenced that trimester.
Gain experience while you study

ACAP offers you the chance to work while you study so that you graduate with valuable and practical experience.

What is a Student Placement?
A Student Placement is a period of unpaid work experience and is designed to give you a good overview of the different types of work available in your chosen field.

ACAP courses that have a Student Placement
• Bachelor of Applied Social Science
• Bachelor of Counselling
• Bachelor of Counselling (Coaching)
• Bachelor of Social Work

Why is a Student Placement important?
It gives you the opportunity to develop a real understanding of the industry in which you want to work. It also lets you take your learning in the classroom and apply it to real situations. This means you have the opportunity to start making a difference in people’s lives by applying the skills you are learning while you’re still studying.

For some of our students, their placement leads to permanent employment with the organisation in which they complete their placement. Student Placements can help you to:
• identify where you would like to work
• increase your confidence and your skills
• put the theory you have learned into practice
• network with industry professionals
• gain experience in your chosen field.

Choosing a Student Placement that suits you
ACAP has links with over 600 organisations across Australia, giving you an opportunity to choose a workplace that matches your personal and professional interests. Below is a list of some of the organisations where our students have undertaken placements:
• 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
• Enough is Enough
• Equity Research
• Initiatives of Change
• Jesuit Social Services
• Lee Hecht Harrison Career Coaching
• Lifeline
• Mission Australia
• Odyssey House
• Paradise Kids
• Quest for Life
• Relationships Australia
• Salvos Care Line
• Wesley Mission
• YWCA
Meet our Heads of School

Our teaching staff share our commitment to practical learning and the idea that to develop effective communication and relationship skills you need to put them into practice.

Professor Mike Innes
Professor Mike Innes is ACAP’s Head of School of Psychological Sciences. Over his extensive career Mike has taught across the world in universities in the United States and United Kingdom serving as Associate Professor in the Department of Psychology at the University of Adelaide, Professor and Head of School of Psychology and Sociology at James Cook University, Dean of Psychology at Murdoch University and Executive Dean of the Faculty of Humanities and Social Sciences at the University of Adelaide.

Mike specialises in social psychology and is particularly interested in the study of persuasion; the political behaviour of individuals within groups and organisations; and the impact of the inter-relation of thinking, feeling and action upon individuals’ lives.

In addition to his position at ACAP, Mike contributes to the field of psychology as a Fellow of the Australian Psychological Society (APS), the Academy of Social Sciences in Australia (ASSA), the British Psychological Society (BPS), the Association for Psychological Science and the Society of Experimental Social Psychology (SESP).

Professor Ione Lewis
Professor Ione Lewis is ACAP’s Inaugural Professor of Counselling and Psychotherapy and Head of School of Counselling. She has been practising as a clinical counsellor for over 25 years and has extensive academic and teaching experience, including course development and supervision at both undergraduate and postgraduate levels.

Ione’s areas of research expertise include gender-based violence, the evaluation of women’s health services, research supervision and professional identity. She previously served as Associate Dean of Education and Head of Discipline of Community Studies at the University of Canberra.

Ione is also an active contributor to the Australian counselling and psychotherapy community through her role as Director of the Australian Register of Counsellors and Psychotherapists (ARCAP). Ione is also a member of the Australian Association of Social Workers (AASW), the Society of Counselling and Psychotherapy Educators (SCAPE) and past President of the Psychotherapy and Counselling Federation of Australia (PACFA).

Professor Carolyn Noble
Professor Carolyn Noble is ACAP’s Inaugural Head of School of Social Work and Professor of Social Work. She has had an extensive career both practising and teaching social work, having worked as a mental health and child protection practitioner and as an academic in both Sydney and London for over 30 years.

Carolyn has a wide variety of research interests, ranging from social work philosophy, ethics, theory and practice development, to gender democracy and equal employment opportunity for women in higher education and human services. She has developed and taught social work theory and practice, Field Education, mental health and professional supervision courses at both undergraduate and postgraduate levels.

Carolyn is an active contributor to the social work field on a regional, national and international level. She is a member of the Australian Association of Social Workers (AASW), Australian Council of Heads of Schools of Social Work (ACHSSW), Australia & New Zealand Schools of Social Work & Welfare Education & Research (ANZSSWER) and Asian and Pacific Association for Social Work Education (APASWE). Additionally, she is the co-chair of the International Association of Schools of Social Work (IASSW) publications committee and the executive editor of the IASSW Social Dialogue magazine (social-dialogue.com).

Ms Catherine Tracey
Ms Catherine Tracey is Head of School Vocational Education & Training (Acting). Catherine has a long and strong history in Vocational Education and Training and has most recently held the position of Head Teacher at Ultimo College of TAFE where she had the responsibility for the management, governance and compliance of qualifications delivered out of the Community Services Training Package, and had the responsibility for many students undertaking a range of qualifications and for staff delivering these qualifications. She developed and negotiated innovative work based practices for Diploma students.

Catherine holds qualifications in behavioural sciences and a Masters in Urban & Regional Planning. Her work and interests lie in the planning and delivery of services to communities experiencing marginalization. Her extensive work experience of over twenty years focussed on homeless services, social housing, youth work and community development.
**Student support**

We are committed to supporting our students, and provide advice and services to help you academically and personally.

ACAP’s interactive approach to teaching as well as our small class sizes builds a community atmosphere in the classroom, which is reinforced through the support services we provide. From the day you enquire, we assist and support you. An advisor will help put your study program together, and once you start studying we offer additional academic, personal and Student Placement support.

**Academic support**

If you have not studied recently, you might need to refresh your skills in academic writing, referencing or how to find the right information. To help you in these areas we offer academic skills, information literacy, research skills and study skills support through a range of activities and resources such as workshops and webinars, online resources and information, individual learning support, peer mentoring programs and specific activities for those transitioning into the College or through their courses.

As a student you will also have access to the student website which contains academic and administrative information including unit and module outlines, timetables, student support information and campus contacts.

The online student portal (my.navitas-professional.edu.au) provides students with access to their online class spaces, online enrolment, student webmail and IT Help Desk, as well as their academic grades and personal information.

**Personal support**

When undertaking a new course, you may feel the pressures of work, life and study commitments. If this happens our Student Support Counsellors are on hand to offer personal, confidential support and counselling. They can also help you to liaise with staff and, if necessary, provide referral information for ongoing support.

**Library services**

Our extensive library services and resources support and enhance your learning experience.

These resources include access to extensive book collections, computer access, and a range of online resources including electronic books and journals. Our librarians can help with your information and research needs in person at our Brisbane, Melbourne and Sydney campuses, or by email or phone.

**Orientation**

Orientation is held as trimester starts and provides an excellent opportunity to become familiar with ACAP, meet staff and fellow students and take a tour of the campus. An online version is available in the student portal if you cannot make it to the campus for Orientation.

---

**ACAP scholarships**

ACAP offers a number of scholarships each year to assist students. Eligible students must be Australian citizens or holders of a permanent humanitarian visa.

There are two undergraduate counselling scholarships available:
- The Aboriginal and Torres Strait Islander (ATSI) Scholarship, and
- The Alan Rowe Scholarship

There are up to eight scholarships available for students undertaking the Bachelor of Psychological Science.

Scholarships will cover tuition fees for all units of study.

Students can apply for*:
- academic excellence awards (two scholarships)
- rural/regional awards (two scholarships)
- aboriginal and Torres Strait Islander awards (two scholarships).

If you are interested in applying for a scholarship please visit acap.edu.au/scholarships.

---

* Two additional scholarships may be awarded in any of the categories.
“ACAP supported me. I feel like I’ve been set up to succeed.”

Jess Lee  Bachelor of Counselling
Diploma of Community Services (Case Management) *(CHC52008)*

This is a nationally recognised qualification designed to equip you with the skills required to work in case management roles in the community services sector.

<table>
<thead>
<tr>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Availability</strong></td>
</tr>
<tr>
<td>• On campus in Brisbane, Melbourne and Sydney or via online delivery, which combines online study with compulsory on-campus workshops, or a combination of both.</td>
</tr>
<tr>
<td>• Please note that online delivery is not self-paced and you will be required to complete your studies and assessment tasks to schedule.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td>One year full-time or part-time equivalent</td>
</tr>
<tr>
<td><strong>Maximum duration</strong></td>
</tr>
<tr>
<td>Three years</td>
</tr>
<tr>
<td><strong>Modules</strong></td>
</tr>
<tr>
<td>Nine</td>
</tr>
<tr>
<td><strong>Entry requirements</strong></td>
</tr>
<tr>
<td>• A Certificate IV qualification (or at least one unit of competency at AQF level 4), OR</td>
</tr>
<tr>
<td>• A Higher School Certificate (HSC) or equivalent, OR</td>
</tr>
<tr>
<td>• Satisfactorily completed the ACAP VET Entry Assessment</td>
</tr>
<tr>
<td><strong>VET FEE-HELP available</strong></td>
</tr>
<tr>
<td>Please see page 29</td>
</tr>
<tr>
<td><strong>Study requirements</strong></td>
</tr>
<tr>
<td>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. All classes have a teacher allocated to facilitate your learning.</td>
</tr>
</tbody>
</table>

The course provides the skills and knowledge essential for effective communication, service coordination, networking, risk management, work health and safety as well as matters specific to case management.

**Case management workshops**

As a case manager, you need practical communication and networking skills, and the best way to develop these is through face-to-face interaction. If you are undertaking all or part of this course through online delivery you are required to attend three workshops across the duration of your course. These workshops are an important part of developing, practicing and demonstrating interpersonal skills.

**Workshop 1**

A one day workshop is provided for online students in the module ‘Communication Skills and Relationships’. This will enable online students to practice and demonstrate communication skills.

**Workshop 2**

A one day workshop is provided for online students in the module ‘Facilitating Case Management’. This will enable online students to practice and demonstrate an understanding and skills in the development of case management plans and meetings.

**Workshop 3**

A one day workshop is provided for online students in the module ‘Improving Skills to Support Client Self Management’. This will enable online students to practice and demonstrate quality case work.

All workshops are compulsory and are run at each of our campuses (Brisbane, Melbourne and Sydney).

**Workload**

We recommend that for each module you undertake a minimum of:

• three hours of course work per week based around the learning manual, and class attendance if studying on-campus
• two hours of interactive online activities, such as online learning forums, and
• a minimum of three hours of self-study and assessment preparation.

**Assessments**

Assessment types vary with each module. However, in keeping with ACAP’s philosophy, the majority mirror examples from professional practice. You may be assessed through reports and written assignments, group work, role playing, case studies and projects, as well as participation in online learning forums.

**Recognition of prior learning**

It may be possible to shorten the length of this course by applying for recognition of prior learning for your relevant work or life experiences, or through qualifications obtained in formal studies or training. For more information regarding recognition of prior learning, contact VETadministration@acap.edu.au.

If you apply for Recognition of Prior Learning (RPL), you will be charged an assessment fee that is fifty per cent of the module fee. If your application for RPL is unsuccessful, you may re-enrol in the module and will be charged the full tuition fee. VET FEE-HELP assistance may be available to eligible students. Credit transfer for competencies in the course that you have already completed is also available.

**Further study**

On completion of this course graduates may apply for admission into ACAP’s Associate Degree of Applied Social Science, Bachelor of Applied Social Science, Bachelor of Counselling, Bachelor of Counselling (Coaching), Bachelor of Social Work or Bachelor of Psychological Science with specified credit equivalent to eight units.

---

*Superseded. Updated in line with national industry standards.*
Course structure*

The course contains nine modules with 16 units of competency which all need to be successfully completed, in the order below, to gain the qualification.

<table>
<thead>
<tr>
<th>Module name</th>
<th>Code</th>
<th>Embedded unit/s of competency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Communication Skills and Relationships</strong></td>
<td>CHCCOM403A</td>
<td>Use targeted communication skills to build relationships</td>
</tr>
<tr>
<td><em>(Co-requisite Diploma of Community Services (Case Management) CHC52008† Workshop 1 if you are studying this module online)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Facilitating Case Management</strong></td>
<td>CHCCM503C</td>
<td>Develop, facilitate and monitor all aspects of case management</td>
</tr>
<tr>
<td><em>(Co-requisite Diploma of Community Services (Case Management) CHC52008† Workshop 2 if you are studying this module online)</em></td>
<td>CHCCM504D</td>
<td>Promote high quality case management</td>
</tr>
<tr>
<td><strong>3. Working with Clients from Diverse Cultures</strong></td>
<td>HLTIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
</tr>
<tr>
<td><strong>4. Improving Skills to Support Client Self-Management</strong></td>
<td>CHCCW503A</td>
<td>Work intensively with clients</td>
</tr>
<tr>
<td><em>(Co-requisite Diploma of Community Services (Case Management) CHC52008† Workshop 3 if you are studying this module online)</em></td>
<td>CHCICS406B</td>
<td>Support client self-management</td>
</tr>
<tr>
<td><strong>5. Understanding Client Developmental Status</strong></td>
<td>CHCLD415A</td>
<td>Confirm client developmental status</td>
</tr>
<tr>
<td><em>(Prerequisite for CHC8D26V Analyse Client Information-module 7)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6. Managing Clients with Complex Needs</strong></td>
<td>CHCCS416B</td>
<td>Assess and provide services for clients with complex needs</td>
</tr>
<tr>
<td><strong>7. Analyse Client Information</strong></td>
<td>CHCLD515A</td>
<td>Analyse client information for service planning and delivery</td>
</tr>
<tr>
<td><em>(CHC8D70V Understanding Client Developmental Status must be completed before you are able to study module 7)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8. Understanding Mental Health Issues and Recovery Processes</strong></td>
<td>CHCMH402B</td>
<td>Apply understanding of mental health issues and recovery processes</td>
</tr>
<tr>
<td><strong>9. Improving Professional Practice</strong></td>
<td>CHCORG428A</td>
<td>Reflect and improve own professional practice</td>
</tr>
<tr>
<td></td>
<td>CHCCS400C</td>
<td>Work within a relevant legal and ethical framework</td>
</tr>
<tr>
<td></td>
<td>HLTWHS300A</td>
<td>Contribute to Work Health &amp; Safety Processes</td>
</tr>
</tbody>
</table>

*Course structure correct as at December 2014 and is subject to change.
†Superseded. Updated in line with national industry standards.

Potential career paths

The Diploma of Community Services (Case Management) CHC52008† provides opportunities to work in the Community Services Industry utilising their case management skills across a number of key target areas including, drug and alcohol, mental health, homelessness, residential care, the aged and those living with a disability. Work can be undertaken in generalist community or neighbourhood centres.

Apply now at acap.edu.au
Diploma of Counselling (CHC51712)

This is a nationally recognised qualification that provides you with the first step towards a career in counselling, providing you with skills you can use in a wide range of occupations.

Overview

Availability

- On campus in Adelaide, Brisbane, Melbourne and Sydney or online delivery, which combines online study with compulsory on-campus workshops, or a combination of both.
- Please note that online delivery is not self-paced and you will be required to complete your studies and assessment tasks to schedule.

Duration

One year full-time or part-time equivalent

Maximum duration

Three years

Modules

Nine

Entry requirements

- A Certificate IV qualification (or at least one unit of competency at AQF level 4), OR
- A Higher School Certificate (HSC) or equivalent, OR
- Satisfactorily completed the ACAP VET Entry Assessment

VET FEE-HELP available

Please see page 29

Study requirements

This course requires regular access to a computer and the internet. Some assessment tasks require students to video record an interview, role play, demonstrate skills or conduct a client session. All classes will have a teacher allocated to facilitate your learning.

Counselling workshops

If undertaking all or part of this course by online delivery you are required to attend the relevant Diploma of Counselling CHC51712 workshops at an ACAP campus. These workshops will help to ensure that you have the necessary face-to-face interaction to develop and be assessed on communication, counselling and other practical skills required for competency.

Workshop 1 — Duration two days

A two day workshop is provided for online students in the modules ‘Facilitate the Counselling Process’ and ‘Counselling Interview Skills’. This will enable online students to practice and demonstrate an understanding of and skills in communication and basic counselling skills.

Workshop 2 — Duration one day

A one day workshop is provided for online students in the module ‘Monitor Case Management’. This will enable online students to practice and demonstrate an understanding of and skills in the development of case management plans and meetings.

Workshop 3 — Duration one day

A one day workshop is provided for online students in the module ‘Improve Counselling Skills’. This will enable online students to practice and demonstrate an understanding of and skills in more advanced counselling work based skills.

All workshops are a mandatory component of each of the above modules.

Workload

We recommend that for each module you undertake a minimum of:

- three hours of course work per week based around the learning manual, and class attendance if studying on campus
- two hours of interactive online activities such as online learning forums and Flexible Learning Toolbox tasks, and
- a minimum of three hours of self-study and assessment preparation.

Assessments

Assessment types vary with each module. However, in keeping with ACAP’s philosophy, the majority mirror examples from professional practice. You may be assessed through reports and written assignments, group work, role playing, case studies and projects, as well as participation in online learning forums.

Recognition of prior learning

It may be possible to shorten the length of this course by applying for recognition of prior learning for your relevant work or life experiences or through qualifications obtained in formal studies or training. For more information regarding recognition of prior learning, contact VETadministration@acap.edu.au.

If you apply for Recognition of Prior Learning (RPL), you will be charged an assessment fee that is fifty per cent of the module fee. If your application for RPL is unsuccessful, you may re-enrol in the module and will be charged the full tuition fee. VET FEE-HELP assistance may be available to eligible students. Credit transfer for competencies in the course that you have already completed is also available.

Further study

On completion of the Diploma of Counselling CHC51712 you can apply for admission into ACAP’s Associate Degree of Applied Social Science, Bachelor of Applied Social Science, Bachelor of Counselling, Bachelor of Counselling (Coaching) or Bachelor of Psychological Science with specified credit equivalent to eight units, or to ACAP’s Bachelor of Social Work with specified credit equivalent to six units.

Potential career paths

This course is designed to assist 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.
Course structure*

This course contains nine modules (of which eight are core and one is an elective), which deliver 17 units of competency that need to be successfully completed, in the order below, to gain the qualification.

<table>
<thead>
<tr>
<th>Module name</th>
<th>Code</th>
<th>Unit/s of competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitate the Counselling Process</td>
<td>CHCCSL501A</td>
<td>Work within a structured counselling framework</td>
</tr>
<tr>
<td>(Co- or pre-requisite: Diploma of Counselling</td>
<td>CHCCSL503B</td>
<td>Facilitate the counselling relationship</td>
</tr>
<tr>
<td>CHC51712 Workshop 1 for online delivery students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselling Interview Skills</td>
<td>CHCCSL502A</td>
<td>Apply specialist interpersonal and counselling interview skills</td>
</tr>
<tr>
<td>(Co-requisite: Diploma of Counselling CHC51712</td>
<td>CHCCSL512A</td>
<td>Determine suitability of client for counselling services</td>
</tr>
<tr>
<td>Workshop 1 for online delivery students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselling Theories</td>
<td>CHCCSL504A</td>
<td>Apply personality and development theories</td>
</tr>
<tr>
<td>Support Clients</td>
<td>CHCCSL505A</td>
<td>Apply learning theories in counselling</td>
</tr>
<tr>
<td>(Pre-requisite: Counselling Interview Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or CHCCSL502A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible Ethical Counselling</td>
<td>CHCCSL506A</td>
<td>Apply counselling therapies to address a range of client issues</td>
</tr>
<tr>
<td>CHCCSL507B</td>
<td>Support clients in decision-making processes</td>
<td></td>
</tr>
<tr>
<td>Cultural Diversity and Workplace Legislation</td>
<td>CHCCSL508B</td>
<td>Apply legal and ethical responsibilities in counselling practice</td>
</tr>
<tr>
<td>HLTWR403C</td>
<td>Recognise and respond to individuals at risk</td>
<td></td>
</tr>
<tr>
<td>Monitor Case Management</td>
<td>CHCCCM503C</td>
<td>Develop, facilitate and monitor all aspects of case management</td>
</tr>
<tr>
<td>(Co-requisite: Diploma of Counselling CHC51712</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop 2 for online delivery students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve Counselling Skills</td>
<td>CHCCSL509A</td>
<td>Reflect and improve upon counselling skills</td>
</tr>
<tr>
<td>(Co-requisite: Diploma of Counselling CHC51712</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop 3 for online delivery students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Pre-requisites: Facilitate the Counselling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process and Support Clients or CHCCSL501A,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCCSL503A, CHCCSL507B )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives – choose one</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognise and respond to domestic and family</td>
<td>CHCDFV301A</td>
<td>Recognise and respond appropriately to domestic and family violence</td>
</tr>
<tr>
<td>violence</td>
<td>CHCDFV402C</td>
<td>Manage own professional development in responding to domestic and family</td>
</tr>
<tr>
<td>Support clients with problem gambling issues</td>
<td>CHCGMB502A</td>
<td>Assess the needs of clients with problem gambling issues</td>
</tr>
<tr>
<td>CHCGMB503A</td>
<td>Provide counselling for clients with problem gambling issues</td>
<td></td>
</tr>
</tbody>
</table>

* Course structure correct as at December 2014 and is subject to change.

Apply now at acap.edu.au
"It was a very supportive, open and friendly environment. The classes were comprehensive and highly interactive, both theoretical and practical."

Gus Reyes Diploma of Counselling
Associate Degree of Applied Social Science

The Associate Degree of Applied Social Science provides a foundational understanding of individuals, groups and social structures, and offers a broad grounding in sociological theory, social systems and social policy.

Overview

Availability

On campus (Brisbane, Melbourne and Sydney), 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
• This course can be fast tracked and completed in one year and one trimester full-time by taking four units each trimester

Units

16

Standard entry requirements

• Minimum ATAR 65 or equivalent,
• Completion of a Certificate IV, Diploma, Advanced Diploma or Associate Degree, or
• Partial completion of a Bachelor’s degree,
• Be aged 21 years or over

FEE-HELP available.

Please see page 29

The Associate Degree incorporates key theoretical components of the Bachelor of Applied Social Science degree, and maintains an applied focus in the development of counselling or coaching skills.

Workload

For each unit we recommend an average of nine hours of study per week. This is made up of:
• one three hour class (on-campus units)
• two hours of online learning activities and interaction with your teacher and fellow students (online and blended delivery units)
• on-campus students are expected to undertake a minimum of six hours per week of self-study, assessment preparation, general research and reading
• online and blended delivery students are expected to undertake a minimum of seven hours per week of self-study, assessment preparation, general research and reading.

Assessment

Forms of assessment vary with each unit. However, in keeping with ACAP’s teaching philosophy, assessments develop the skills required in professional practice and 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*

To complete the Associate Degree of Applied Social Science you must successfully complete 16 units (six Social Science units, three core Professional Practice units, three core units from the Applied Psychology minor strand, two units from the minor strand in either Counselling or Coaching, and two elective units). The Associate Degree comprises the first two years of the Bachelor of Applied Social Science.

* Course structure is correct as at December 2014 and is subject to change.
† Students select either a Counselling or Coaching minor strand and must complete all two units within the selected minor.

---

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation for Academic Study</td>
<td>Social, Legal and Ethical Frameworks</td>
</tr>
<tr>
<td>Introduction to Contemporary Society</td>
<td>Social Theory</td>
</tr>
<tr>
<td>Positive Psychology</td>
<td>Cultural Diversity</td>
</tr>
<tr>
<td>Social Systems</td>
<td>Organisational Theory</td>
</tr>
<tr>
<td>Psychology of Health and Wellness</td>
<td>Social Policy</td>
</tr>
<tr>
<td>Minor strand unit (Counselling or Coaching)*</td>
<td>Minor strand unit (Counselling or Coaching)*</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>Mental Health Policy and Practice</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Level 100 electives (select one)</th>
<th>Counselling Minor Strand (two units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource Management OR</td>
<td>Counselling Skills AND</td>
</tr>
<tr>
<td>Managing in Ambiguity and Change</td>
<td>Advanced Counselling Skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 200 electives (select one)</th>
<th>Coaching Minor Strand (two units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Counselling and Assessment OR</td>
<td>Coaching Theory and Practice AND</td>
</tr>
<tr>
<td>Psychology of Peak Performance OR</td>
<td>Coaching Applications</td>
</tr>
<tr>
<td>Advanced Positive Psychology</td>
<td></td>
</tr>
</tbody>
</table>
Bachelor of Applied Social Science

The Bachelor of Applied Social Science aims to ground students in the applied social sciences with a well-developed understanding of social systems, sociological theory and social policy.

Overview

Availability
On campus (Brisbane, Melbourne and Sydney, online if Coaching minor selected or by a combination of online and blended delivery if Counselling minor selected.

Duration
• Three years full-time or part-time equivalent
• This course can be fast tracked and completed in two years full-time by taking four units each trimester

Units
24

Standard entry requirements
• Minimum ATAR 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.
Please see page 29

This course integrates theory, social research, skills and professional experience, preparing you with critical thinking skills for employment in the workforce in public, private and community settings.

Workload
For each unit we recommend an average of nine hours of study per week. This is made up of:
• one three hour class (on-campus units),
• two hours of online learning activities and interaction with your teacher and fellow students (online and blended delivery units)
• on-campus students are expected to undertake a minimum of six hours per week of self-study, assessment preparation, general research and reading

• Online and blended delivery students are expected a minimum of seven hours per week of self-study, assessment preparation, general research and reading.

For work-integrated placement units, an average of 14 hours of study per week is recommended. This is made up of:
• the placement
• 1.5 hours per week of seminars
• a minimum of three hours per week of self-study, assessment preparation, general research and reading.

Assessment
Forms of assessment vary with each unit. However, in keeping with ACAP’s teaching philosophy, assessments develop the skills required in professional practice, and 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.

Student Placements
As an applied degree, the Bachelor of Applied Social Science has a strong focus on professional experience in placement organisations, which is linked to project units in which an applied research project is undertaken.

A total of 250 hours of Work-integrated Placement is undertaken (125 hours per placement unit). In addition, students complete 36 hours of Work-integrated Placement seminars (18 hours per placement unit averaging 1.5 hours per week).

Alternative admission
Applicants (18 to 21 years) who have not completed a Higher School Certificate or its equivalent may be considered for admission based on the following criteria:
• Applicants who have completed a Foundation Studies program from a recognised tertiary institution may apply for admission and submit appropriate documentation to support their application.

• Applicants who have completed an English for Academic Purposes (EAP) course from a recognised tertiary institution may apply for admission and submit appropriate documentation.
• Aboriginal and Torres Strait Islander (ATSI) applicants may submit an application based on their readiness for tertiary studies according to the results of their Educational Access Scheme (EAS) administered by an approved institution.

Special admission arrangements
If you do not meet the standard entry requirements, you may be eligible for conditional enrolment. If you are conditionally enrolled you will not be allowed to take a full-time study course load during your first trimester of study and enrolment in subsequent trimesters will be dependent on your meeting the conditions advised prior to admission.

English language proficiency requirements
If English is not your principal language, or if the language of instruction for your prior qualification was not in English, you need to provide proof of proficiency in English. This is through an International English Language Testing System (IELTS) academic score of 6.5 or higher, or completion of an English for Academic Purposes (EAP) course, or an equivalent score in an English language test recognised by the College. This proof of proficiency must have been attained within the past two years.

Potential career paths
Graduates of the Bachelor of Applied Social Science will be well suited for entry level employment in public, private and community sector organisations that require employees with high level analysis, communication and case management skills, as well as a thorough understanding of the relationships between individuals, groups and social structures.
Early exit
Students who have completed two years (16 units) of the Bachelor of Applied Social Science may be eligible to graduate with the Associate Degree of Applied Social Science. This course comprises 16 units: six units from the Social Science strand, three Professional Practice units, three units from the Applied Psychology minor strand, two units from the minor strand in either Counselling or Coaching, and two elective units.

Course structure*
The course consists of a major strand in Social Science, a Professional Practice strand, combined with an Applied Psychology minor strand. In addition, students complete a minor strand in either Counselling or Coaching.

To complete the Bachelor of Applied Social Science you must successfully complete 24 units (eight core units from the Social Science strand, eight core units in the Professional Practice strand including 250 hours of Work-integrated Placement and 36 timetabled hours of seminars, three core units in the Applied Psychology strand, three units in a minor strand (either Counselling or Coaching), and two elective units).

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation for Academic Study</td>
<td>Social Systems</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>Introduction to Contemporary Society</td>
<td>Psychology of Health and Wellness</td>
<td>Elective</td>
</tr>
<tr>
<td>Positive Psychology</td>
<td>Minor strand unit (Counselling or Coaching)*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 100 electives (select one)</th>
<th>Counselling Minor Strand (three units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource Management OR</td>
<td>Counselling Skills AND</td>
</tr>
<tr>
<td>Managing in Ambiguity and Change</td>
<td>Advanced Counselling Skills AND</td>
</tr>
<tr>
<td></td>
<td>Choice of one of:</td>
</tr>
<tr>
<td></td>
<td>Counselling Children and Young People</td>
</tr>
<tr>
<td></td>
<td>Family and Relationship Counselling</td>
</tr>
<tr>
<td></td>
<td>Crisis and Trauma Counselling</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 200 electives (select one)</th>
<th>Coaching Minor Strand (three units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Counselling and Assessment OR</td>
<td>Coaching Theory and Practice AND</td>
</tr>
<tr>
<td>Psychology of Peak Performance OR</td>
<td>Coaching Applications AND</td>
</tr>
<tr>
<td>Advanced Positive Psychology</td>
<td>Life Coaching</td>
</tr>
</tbody>
</table>

---

* Course structure is correct as at December 2014 and is subject to change.
† Students select either a Counselling or Coaching minor strand and must complete all three units within the selected minor.

Apply now at acap.edu.au
Bachelor of Counselling

The Bachelor of Counselling provides a comprehensive grounding in counselling frameworks and skills, ethical practice and cultural diversity.

Overview

<table>
<thead>
<tr>
<th>Availability</th>
<th>On campus (Brisbane, Melbourne and Sydney) or by a combination of online and blended delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>Three years full-time minimum or part-time equivalent</td>
</tr>
<tr>
<td>Units</td>
<td>24</td>
</tr>
</tbody>
</table>

**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, and
- Complete an undergraduate screening questionnaire to demonstrate the relational qualities of the applicant

OR

- Be aged 21 years or over, and
- Complete an undergraduate screening questionnaire to demonstrate the relational qualities of the applicant.

**FEE-HELP available.**

Please see page 29

The course provides entry level counselling training with a strong focus on contemporary counselling, psychotherapy and psychology theory, research and practice.

**Professional recognition**

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

**Workload**

For each unit we recommend an average of nine hours of study per week. This is made up of:

- one three hour class (on-campus units)
- two hours of online learning activities and interaction with your teacher and fellow students (online and blended delivery units)
- on-campus students are expected to undertake a minimum of six hours per week of self-directed study, assessment preparation, general research and reading
- online and blended delivery students are expected to undertake a minimum of seven hours per week of self-directed study, assessment preparation, general research and reading.

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. This is made up 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, and
- three hours per week of small group supervision and two personal study hours is expected in total for Counselling Placement and Supervision 2.

**Assessment**

Forms of assessment vary with each unit. However, in keeping with ACAP’s teaching philosophy, assessments develop the skills required in professional practice, and 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.

**Student Placements**

This course includes 250 hours in a placement agency (comprising 46 hours of client counselling contact). The 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 personal study hours (over two units).

**Alternative admission**

Applicants (18 to 21 years) who have not completed a Higher School Certificate or its equivalent may be considered for admission based on the following criteria:

- Applicants who have completed a Foundation Studies program from a recognised tertiary institution may apply for admission and submit appropriate documentation to support their application.
- Applicants who have completed an English for Academic Purposes (EAP) course from a recognised tertiary institution may apply for admission and submit appropriate documentation.
- Aboriginal and Torres Strait Islander (ATSI) applicants may submit an application based on their readiness for tertiary studies according to the results of their Educational Access Scheme (EAS) administered by an approved institution.
- All applicants must complete an undergraduate screening questionnaire to demonstrate the relational qualities of the applicant.

**Special admission arrangements**

If you do not meet the standard entry requirements, you may be eligible for conditional enrolment. If you are conditionally enrolled you will not be allowed to take a full-time study course load during your first trimester of study and enrolment in subsequent trimesters will be dependent on your meeting the conditions advised prior to admission.

**Police record checks**

It is a condition of progression in the course that students complete a police record check in their first trimester of enrolment.
English language proficiency requirements

If English is not your principal language, or if the language of instruction for your prior qualification was not in English, you need to provide proof of proficiency in English. This is through an International English Language Testing System (IELTS) academic score of 7.0 or higher, or completion of an English for Academic Purposes (EAP) course, or an equivalent score in an English language test recognised by the College. This proof of proficiency must have been attained within the past two years.

Potential career paths

Graduates of the Bachelor of Counselling will be well equipped to provide 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.

Course structure*

To complete the Bachelor of Counselling you must successfully complete 24 units [22 core units and two counselling elective units]. Students must complete Counselling Placement and Supervision 1 and 2 and Project 1 and 2 consecutively in their final year.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>Preparation for Academic Study Counselling Skills Conflict Resolution</td>
<td>Advanced Counselling Skills Social, Legal and Ethical Frameworks Cultural Diversity</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>Positive Psychology Counselling Theories 1 Developmental Psychology</td>
<td>Counselling in Loss Counselling Theories 2 Alcohol and Other Drugs Counselling</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>Psychology of Health and Wellness Counselling Elective 1</td>
<td>Mental Health Policy and Practice Counselling Elective 2</td>
</tr>
</tbody>
</table>

Electives

Bachelor of Counselling students choose two counselling electives, one from Level 100 and one from Level 200.

**Bachelor of Counselling**

<table>
<thead>
<tr>
<th>Level 100 electives</th>
<th>Level 200 electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative Therapy</td>
<td>Counselling Children and Young People</td>
</tr>
<tr>
<td>Existential Counselling</td>
<td>Family and Relationship Counselling</td>
</tr>
<tr>
<td></td>
<td>Crisis and Trauma Counselling</td>
</tr>
</tbody>
</table>

Prerequisites

<table>
<thead>
<tr>
<th>Unit</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselling Elective 1</td>
<td>Counselling Skills</td>
</tr>
<tr>
<td>Advanced Counselling Skills</td>
<td></td>
</tr>
<tr>
<td>Counselling Theories 2</td>
<td>Counselling Theories 1</td>
</tr>
<tr>
<td>Project 2</td>
<td>Project 1</td>
</tr>
<tr>
<td>Counselling Placement and Supervision 1</td>
<td>Advanced Counselling Skills</td>
</tr>
<tr>
<td>Counselling Placement and Supervision 2</td>
<td>Counselling Placement and Supervision 1</td>
</tr>
<tr>
<td>Project 1</td>
<td>Applied Social Research</td>
</tr>
</tbody>
</table>

Apply now at acap.edu.au

---

* Course structure is correct as a December 2014 and is subject to change.
Bachelor of Counselling (Coaching)

The Bachelor of Counselling (Coaching) provides a comprehensive grounding in counselling and coaching frameworks and skills.

Overview

Availability
On campus (Brisbane, Melbourne and Sydney) or by a combination of online and blended delivery

Duration
Three years full-time (minimum) or part-time equivalent

Units
24

Standard entry requirements
• Minimum ATAR 65 or equivalent, or
• Completion of a Certificate IV, Diploma, Advanced Diploma or Associate Degree, or
• Partial completion of a Bachelor’s degree, and
• Complete an undergraduate screening questionnaire to demonstrate the relational qualities of the applicant.

OR
• Be aged 21 years or over, and
• Complete an undergraduate screening questionnaire to demonstrate the relational qualities of the applicant.

FEE-HELP available.
Please see page 29

This course provides the capacity to apply knowledge and skills in professional settings with individuals, groups, work-teams and organisations.

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

Workload
For each unit we recommend an average of nine hours of study per week. This is made up of:
• one three hour class (on-campus units)
• two hours of online learning activities and interaction with your teacher and fellow students (online and blended delivery units)
• on-campus students are expected to undertake a minimum of six hours per week of self-directed study, assessment preparation, general research and reading
• online and blended delivery students are expected to undertake a minimum of seven hours per week of self-directed study, assessment preparation, general research and reading.

For Counselling Placement and Supervision 1 an average of 14 hours of study per week, and for the Coaching Practice and Supervision unit an average 15.5 hours of study per week, is recommended. This is made up 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, and
• three hours per week of small group supervision and two personal study hours is expected in total for Coaching Practice and Supervision.

Assessment
Forms of assessment vary with each unit. However, in keeping with ACAP’s teaching philosophy, assessments develop the skills required in professional practice, and 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.

Student placements
This course includes 250 hours in a placement agency, comprising 46 hours 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 personal study hours (over two units).

Students complete Counselling Placement and Supervision 1 and Coaching Practice and Supervision over two consecutive trimesters.

Alternative admission
Applicants (18 to 21 years) who have not completed a Higher School Certificate or its equivalent may be considered for admission based on the following criteria:
• Applicants who have completed a Foundation Studies program from a recognised tertiary institution may apply for admission and submit appropriate documentation to support their application
• Applicants who have completed an English for Academic Purposes (EAP) course from a recognised tertiary institution may apply for admission and submit appropriate documentation
• Aboriginal and Torres Strait Islander (ATSI) applicants may submit an application based on their readiness for tertiary studies according to the results of their Educational Access Scheme (EAS) administered by an approved institution
• All applicants must complete an undergraduate screening questionnaire to demonstrate the relational qualities of the applicant.

Special admission arrangements
If you do not meet the standard entry requirements, you may be eligible for conditional enrolment. If you are conditionally enrolled you will not be allowed to take a full-time study course load during your first trimester of study and enrolment in subsequent trimesters will be dependent on your meeting the conditions advised prior to admission.

English language proficiency requirements
If English is not your principal language, or if the language of instruction for your prior qualification was not in English, you need to provide proof of proficiency in English. This is through an International English Language Testing System (IELTS) academic score of 7.0, or completion of an English for
Academic Purposes (EAP) course, or an equivalent score in an English language test recognised by the College. This proof of proficiency must have been attained within the past two years.

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

Course structure*
To complete the Bachelor of Counselling (Coaching) you must successfully complete 24 units (22 core units and two elective units). Students must complete Work Integrated Placements 1 and 2 and Projects 1 and 2 consecutively.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>Preparation for Academic Study</td>
<td>Social, Legal and Ethical Frameworks</td>
</tr>
<tr>
<td></td>
<td>Counselling Skills</td>
<td>Mental Health Policy and Practice</td>
</tr>
<tr>
<td></td>
<td>Conflict Resolution</td>
<td>Advanced Counselling Skills</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>Positive Psychology</td>
<td>Organisational Theory</td>
</tr>
<tr>
<td></td>
<td>Developmental Psychology</td>
<td>Coaching Applications</td>
</tr>
<tr>
<td></td>
<td>Coaching Theory and Practice</td>
<td>Counselling Elective</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>Psychology of Health and Wellness</td>
<td>Counselling Theories 2</td>
</tr>
<tr>
<td></td>
<td>Counselling Theories 1</td>
<td>Cultural Diversity</td>
</tr>
<tr>
<td></td>
<td>Counselling Placement and Supervision 1</td>
<td>Project 2</td>
</tr>
<tr>
<td></td>
<td>Advanced Counselling Skills</td>
<td>Counselling Practice and Supervision</td>
</tr>
<tr>
<td></td>
<td>Counselling Theories 1</td>
<td>Project 2</td>
</tr>
<tr>
<td></td>
<td>Project 2</td>
<td>Coaching Practice and Supervision</td>
</tr>
</tbody>
</table>

Electives
Bachelor of Counselling (Coaching) students choose one counselling elective and one coaching elective.

<table>
<thead>
<tr>
<th>Bachelor of Counselling (Coaching)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselling</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Coaching</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Prerequisites

<table>
<thead>
<tr>
<th>Unit</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselling Elective 1</td>
<td>Counselling Skills</td>
</tr>
<tr>
<td>Advanced Counselling Skills</td>
<td>Counselling Skills</td>
</tr>
<tr>
<td>Counselling Theories 2</td>
<td>Counselling Theories 1</td>
</tr>
<tr>
<td>Project 2</td>
<td>Project 1</td>
</tr>
<tr>
<td>Counselling Placement and Supervision 1</td>
<td>Advanced Counselling Skills</td>
</tr>
<tr>
<td>Advanced Positive Psychology</td>
<td>Positive Psychology</td>
</tr>
<tr>
<td>Coaching Practice and Supervision</td>
<td>Counselling Placement and Supervision 1</td>
</tr>
<tr>
<td>Project 1</td>
<td>Applied Social Research</td>
</tr>
</tbody>
</table>

Potential career paths
Graduates of the Bachelor of Counselling (Coaching) will be well equipped to provide counselling services relating to bereavement and loss, alcohol and other drugs abuse, mental health, family and relationships, and general counselling. As qualified coaches, they will also be equipped to provide health coaching, life coaching, training and development facilitators for work-teams and 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.

* Course structure is correct as at December 2014 and is subject to change.
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.

Overview

Availability
On campus (Melbourne and Sydney) or online

Duration
• Three years full-time
• This course can be completed in two years full-time by taking four units each trimester†

Units
24

Entry requirements†
Standard admission
Selection is based on:
• minimum ATAR 65 or equivalent
• mature age entry (aged 21 years or over) with a 500 word statement and interview.

Alternative admission
Applicants aged 18 to 21 years who have not completed a Higher School Certificate (HSC) or its equivalent may be considered for admission based on the following criteria:
• If you have completed a Foundation Studies program from a recognised tertiary institution, you may apply for admission and submit appropriate documentation to support your application
• If you have completed an English for Academic Purposes (EAP) course from a recognised tertiary institution, you may apply for admission and submit appropriate documentation
• Aboriginal and Torres Strait Islander (ATSI) applicants may submit an application based on their readiness for tertiary studies according to the results of their Educational Access Scheme (EAS) administered by an approved institution.

Alternative admission applicants may be required to commence the course through conditional enrolment, which may include limiting enrolment to a reduced number of units and the close monitoring of their progress in the first trimester of study.

FEE-HELP available
Please see page 29

On completion, you will have the basic requirements needed for further study as a psychologist or for working in a range of areas. As part of the Bachelor of Psychological Science, you will take electives from ACAP’s applied psychology subjects in social science, counselling and coaching. These will help you put the theory you learn during your psychology course into a practical context.

Workload
For each unit of study we recommend an average of 10 hours of study per week. This is made up of:
• four hours of classes, and
• six hours per week of self-study, assessment preparation, general research and reading.

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

English language proficiency requirements
If English is not your principal language, or if the language of instruction for your prior qualification was not in English, you need to provide proof of proficiency in English. This is through an International English Language Testing System (IELTS) academic score of 6.5 or higher with no subset less than 6, or completion of an English for Academic Purposes (EAP) course, or an equivalent score in an English language test recognised by the College. This proof of proficiency must have been attained within the past two years.

Professional recognition
The Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia, has conditionally accredited this course. Students who enter a course with a status of conditional accreditation, and who successfully complete the course, are considered to have completed an Australian Psychology Accreditation Council accredited course.

Further study
As a graduate of this course, depending on your grades, you may be eligible to enter fourth year psychology programs such as the Bachelor of Psychological Science (Honours), or the Graduate Diploma of Psychology, or graduate-entry degrees in areas such as health sciences, community services, business and accounting, and policy. Refer to ACAP’s Postgraduate Guide.

Potential career paths
There are many career opportunities open to you should you decide to seek employment at the end of this degree. These include ageing, community, counselling, criminal justice, delivering mental health, disability, employment, government, health, human resources, immigration, non-government and corporate settings welfare, recruitment, social and market research, training, youth services.

† Additional admission criteria applies. For further information, visit acap.edu.au
Course structure

To undertake the Bachelor of Psychological Science you must complete 24 units of study consisting of 13 core psychology units, three or four psychology electives, and seven or eight non-psychology electives.

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. A typical course of study may look like the following.

<table>
<thead>
<tr>
<th>Year</th>
<th>Core units</th>
<th>Psychology electives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Psychology: Biology, Learning and Cognition</td>
<td>Personality and Individual Differences</td>
</tr>
<tr>
<td>First year</td>
<td>Elective</td>
<td>Behavioural Neuroscience</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Psychology of Stress, Trauma and Resilience</td>
</tr>
<tr>
<td></td>
<td>Introduction to Psychology: The Individual, Society and Culture</td>
<td>Contemporary Psychological Issues</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Psychology of Sex and Intimate Relationships</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology: An Evidence-Based Approach 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second year</td>
<td>Psychology: An Evidence-Based Approach 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Perception and Cognition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Learning and Memory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Span Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective (psychology or non-psychology 200 level)</td>
<td></td>
</tr>
<tr>
<td>Third year</td>
<td>Psychology: An Evidence-Based Approach 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychopathology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychological Measurement and Assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intercultural Diversity and Indigenous Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Issues and Applications in Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology elective</td>
<td></td>
</tr>
</tbody>
</table>

Apply now at acap.edu.au

§ Course structure is correct as at December 2014 and is subject to change
For details of prerequisite requirements that apply to some units and a full list of electives see acap.edu.au.
Bachelor of Social Work

ACAP’s Bachelor of Social Work will equip you with the practical skills and academic knowledge needed for entry-level professional practice in social work.

Assessment
Assessments vary across the units of study. Assessments are designed to assess the theoretical and applied components of the course and will include essays, literature reviews, student-based projects, group presentations, practice videos, role playing and case studies. Each unit of study has three assessments to complete.

English language proficiency requirements
If English is not your first language, or if the qualification used for admission basis was not completed in English, you must have a minimum IELTS score of 6.5 with no individual sub-test score less than 6.0 obtained within the last two years (or equivalent).

Professional recognition
This is an Australian Association of Social Workers (AASW) provisionally 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).

Progression options
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 at the completion of the first two years, graduating with an Associate Degree of Human Services.

Further study
Bachelor of Social Work graduates may be eligible for entry into the Master of Social Work. 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.

The Bachelor of Social Work is aimed at students who want to make a real difference in the lives of others and is designed to equip students with the skills required for entry-level professional practice in social work. Recent Year 12 graduates, VET students, mature aged students, and those looking to change careers and enter the human services sector are encouraged to apply.

Graduates of this course will be competent, effective and skilled practitioners.
Course structure*

To complete the Bachelor of Social Work you must successfully complete 28 units (24 core units and four electives). To complete the Bachelor of Social Work (Honours) you must successfully complete 27 units (26 core units and one elective). You cannot take a unit unless you have successfully completed the relevant pre-requisites.

A typical course of study may look like the following:

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
<th>Fourth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Contemporary Society</td>
<td>Critical Social Work Theories</td>
<td>International Social Work</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Psychology of Health and Wellness</td>
<td>Professional Practice 2</td>
<td>Professional Practice 3</td>
<td>Mental Health Policy and Practice</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>Developmental Psychology</td>
<td>Social Work Theory and Practice (Individuals, Children and Families)</td>
<td>Influencing Policy and Practice</td>
<td>Elective</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>Professional Practice 1</td>
<td>Field Education 1</td>
<td>Interpersonal, Family and Structural Violence</td>
<td>Field Education 2</td>
</tr>
<tr>
<td></td>
<td>Social Work Theory and Practice (Case Management and Program Development)</td>
<td></td>
<td>Social Work Theory and Practice (Community Work and Social Action)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Government, Public Policy and Civil Society</td>
<td></td>
<td>Philosophy and Critical Reflection</td>
<td></td>
</tr>
</tbody>
</table>

Potential career paths

Opportunities for graduates of the Bachelor of Social Work are diverse and range across a variety of health and welfare fields including 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.

* Course structure is correct at December 2014 and is subject to change. You cannot enrol in a unit unless you have successfully completed the relevant pre-requisites.
“My teachers and lecturers are very direct in a positive way – which makes learning easy. They share a lot of their personal experiences with us and all have worked or are still working in the industry, so their experiences are all relevant.”

Sinead Newman  Diploma of Counselling
How to apply online

Step 1
Complete the application form online at acap.edu.au/online-application

Step 2
A course advisor will be in touch 24-48 hours after you’ve 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).

Step 3
If your application is successful, within approximately five days you will receive a letter of offer from ACAP outlining the course you have been accepted into, the fees payable and the commencement date.

You can also email your application to info.acap@navitas.com, or mail or fax your application form and relevant documents to:

Adelaide campus
ACAP Admissions
GPO Box 2067
Adelaide SA 5001
T 1800 061 199
F +61 8 8110 4020

Brisbane campus
ACAP Admissions
PO Box 10469 Adelaide Street
Brisbane QLD 4000
T 1800 061 199

Melbourne campus
ACAP Admissions
PO Box 12322 A'Beckett Street
Melbourne VIC 8006
T 1800 061 199
F +61 3 8613 0698

Sydney campus and online
ACAP Admissions
Locked Bag 11
Strawberry Hills NSW 2012
T 1800 061 199
F +61 2 8236 8071
Accreditation and quality assurance

ACAP is a nationally registered training organisation and higher education provider and provider of higher education courses to overseas students.

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 all around 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 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/current-students/managing-my-course/tuition-fees.

Compliance with Commonwealth, State or Territory legislation and regulatory requirements
ACAP ensures that its policies and procedures meet the requirements of Commonwealth or State and Territory legislation which are 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 TEOQA 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 that concerning Personal Information Privacy, Health and Safety, Access and Equity, Workplace Harassment, Victimisation and Bullying, Anti-discrimination, Equal Opportunity, and Human Rights. For further details visit acap.edu.au.

College staff are provided with information about legislation that affects their duties through College policy, guidelines, briefing sessions. Students are provided with information about legislation that affects their participation in their studies through College policy, the Student Handbook, at orientation, on administrative forms, and through our website at acap.edu.au.

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 and Bachelor of Counselling (Coaching) courses are accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) which gives graduates of these courses certainty that they meet the training standards of PACFA.

Psychology courses
ACAP’s psychology courses have been conditionally accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology training and accredits courses of study and the Academic Organisational Unit delivering them. For students, this provides certainty that the courses meet the national psychology training standards.

Social Work courses
ACAP’s Bachelor of Social Work course has been provisionally accredited by the Australian Association of Social Workers (AASW), the body that sets the benchmarks for professional education and practice in social work. AASW accredits new courses with provisional accreditation. For graduates of this course, 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 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/about-acap/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 (NH&MRC). For further information refer to acap.edu.au/faculty-and-research/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.
Fees and financial assistance

ACAP courses are priced per module or unit of study. You pay trimester by trimester, paying only for the modules/units of study in which you have enrolled. FEE-HELP/VET FEE-HELP is available to eligible students enrolling in our higher education or vocational education and training (VET) courses.

Domestic students
The following fees apply to domestic students, which include:
- Australian citizens
- permanent residents
- New Zealand citizens
- permanent humanitarian visa holders

Textbooks and readings
Students often like to purchase their own copies of textbooks and you may want to factor this into your costs. Copies of the required unit guides and readings are made available to students for download from the web at no cost. The combined cost of textbooks and readings is approximately A$80-A$150 per textbook, which can be purchased from selected Co-op Bookstores (in Brisbane and Sydney), RMIT Bookshop (in Melbourne) and the online RMIT Bookshop (in Adelaide).

The School of VET recommends one textbook for the duration of the course, whereas for higher education courses, generally one or more textbooks per unit are recommended.

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

Financial assistance

FEE-HELP and VET FEE-HELP
FEE-HELP/VET FEE-HELP is a government loan given to eligible fee-paying students to help pay part or all of their tuition fees. If you are an Australian citizen or hold a permanent humanitarian visa you are eligible to receive FEE-HELP or VET FEE-HELP. For further information visit studyassist.gov.au/sites/studyassist.

Youth Allowance
Youth Allowance is available to eligible students who are enrolled in an approved course and are 18-24 years old and are studying at least 75 percent of a full-time load, or are 16-21 years old and are looking for full-time work or undertaking approved activities. Students who are 16-17 years old and are studying at least 75 percent of a full-time load in an approved course and need to live away from home to study, or are considered independent may be eligible for Youth Allowance. For more information visit humanservices.gov.au.

Austudy
Austudy is available to eligible students who are 25 years of age or older who are studying at least 75 percent of a full-time workload in an approved course. Unlike Youth Allowance, there is no independence test for Austudy. For more information visit humanservices.gov.au.

Abstudy
Abstudy is available to Aboriginal or Torres Strait Islander students who are studying at least 75 percent of a full-time workload in an approved course. For more information humanservices.gov.au.

---

### Course Duration | Number of modules/units | 2015 cost per module/unit (A$)

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Number of modules/units</th>
<th>2015 cost per module/unit (A$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Community Services (Case Management) CHC52008*</td>
<td>1 year full-time</td>
<td>9</td>
<td>9 x $1515</td>
</tr>
<tr>
<td>Diploma of Counselling CHC51712</td>
<td>1 year full-time</td>
<td>9</td>
<td>9 x $1515</td>
</tr>
<tr>
<td>Undergraduate courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Degree of Applied Social Science</td>
<td>2 years full-time</td>
<td>16</td>
<td>16 x $1920</td>
</tr>
<tr>
<td>Bachelor of Applied Social Science</td>
<td>3 years full-time</td>
<td>24</td>
<td>24 x $1920</td>
</tr>
<tr>
<td>Bachelor of Counselling</td>
<td>3 years full-time</td>
<td>24</td>
<td>24 x $1920</td>
</tr>
<tr>
<td>Bachelor of Counselling (Coaching)</td>
<td>3 years full-time</td>
<td>24</td>
<td>24 x $1920</td>
</tr>
<tr>
<td>Bachelor of Psychological Science</td>
<td>3 years full-time</td>
<td>24</td>
<td>24 x $1920</td>
</tr>
<tr>
<td>Bachelor of Social Work</td>
<td>4 years full-time</td>
<td>28</td>
<td>26 x $1920 2 x $5760</td>
</tr>
<tr>
<td>Bachelor of Social Work (Honours)</td>
<td>4 years full-time</td>
<td>27</td>
<td>24 x $1920 2 x $5760 1 x $3840</td>
</tr>
</tbody>
</table>

* Fees are correct as at December 2014 and are subject to change.
* Superseded. Updated in line with national industry standards.
Conditions of enrolment

The following is a summary of the College’s key enrolment policies. Detailed information can be obtained from the ‘Policies’ page on the ACAP website acap.edu.au/current-students/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 module/unit 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. ACAP reserves the right to vary its fees at any time.

4. 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

5. Course fees only cover the cost of your tuition.

Refund policy

1. If you withdraw or vary your enrolment on or before the relevant Census Date you will receive a refund of any unspent tuition fees paid upfront in relation to the withdrawal or variation to enrolment application. Refunds of upfront tuition fees will be processed within 21 days of your application being approved. Further information on ACAP’s Refund Policy, visit acap.edu.au/current-students/managing-my-course/tuition-fees.

2. If you have applied for FEE-HELP or VET FEE-HELP and withdraw from your study at ACAP on or before the relevant Census Date you will not incur a FEE-HELP or VET FEE-HELP debt for the units or modules from which you have withdrawn.

3. If you withdraw from your studies after the relevant Census Date you will be liable for tuition fees paid upfront or you will incur a FEE-HELP or VET FEE-HELP debt for your enrolment in that period, unless special circumstances apply. Further details are available in the FEE-HELP Review and Appeals Procedures on the College website at acap.edu.au/current-students/managing-my-course/a-z-policies.

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

Deferral

If you have paid fees to ACAP and wish to defer your 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 commencement of that trimester. For further information, refer to acap.edu.au/current-students/managing-my-course/enrolment.

Complaints

If you have a complaint or inquiry regarding refunds, please refer to the College’s Academic Grievances and Appeals Policy and Procedures or the Non-Academic Grievances and Appeals Policy and Procedures which can be found at acap.edu.au/current-students/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/current-students/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 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 the enrolment is cancelled, any unspent pre-paid course fees will be refunded.

5. You are expected to read the ACAP Student Handbook available online at acap.edu.au/current-students/managing-my-course/student-handbook. Acceptance into an ACAP course is conditional upon your agreement to be bound and abide by the policies, procedures and terms set out in the ACAP Student Handbook, as updated from time to time.
“The small classes make it very personalised and interactive. All the teachers are credible and can relate to their students.”

Craig Arnold  Bachelor of Applied Social Science
"The teachers are approachable, familiar and most importantly, want to help you do well."

Georgina Jarvis  Bachelor of Psychological Science (Honours)
Education for your world

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 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.

Africa
- SAE Institute, South Africa

Asia
- ACBT – Edith Cowan University, Sri Lanka
- Curtin Singapore (The Singapore Campus of Curtin University)
- SAE Institutions – Indonesia, Malaysia, Singapore, Thailand

Australia
- ACAP (Australian College of Applied Psychology)
- ATTC (Australian TESOL Training Centre)
- CELUSA (Centre for English Language in the University of South Australia)
- Curtin College – Curtin University, Perth
- Curtin University Sydney
- Eynesbury – The University of Adelaide and University of South Australia
- Hawthorn-Melbourne
- La Trobe Melbourne – La Trobe University
- La Trobe University Sydney Campus
- MIBT – Deakin University, Melbourne
- MQC – Macquarie University, Sydney
- Navitas English
- Navitas Health Skills Australia (HSA)
- Navitas College of Public Safety (NCPS)
- Navitas Professional
- NIC – The University of Newcastle
- PIBT – Edith Cowan University, Perth
- QIBT – Griffith University, Brisbane, Gold Coast
- SAE Institutions – Adelaide, Brisbane, Byron Bay, Melbourne, Perth, Sydney
- SAIBT – University of South Australia, Adelaide
- SIBT – Macquarie University, Sydney

Canada
- FIC – Simon Fraser University, Vancouver
- ICM – the University of Manitoba, Winnipeg

Central America
- SAE Institute, Mexico

Europe
- SAE Institutions – Austria, Belgium, Greece, Germany, Italy, Netherlands, Romania, Serbia, Slovenia, Spain, Sweden, Switzerland, Turkey

Middle East
- SAE Institutions – Jordan, Saudi Arabia, UAE

New Zealand
- SAE Institute, Auckland
- UCIC – University of Canterbury, Christchurch

United Kingdom
- BCUIC – Birmingham City University
- CRIC – Anglia Ruskin University, Cambridge
- EIC – Edinburgh Napier University
- HIC – University of Hertfordshire, Hatfield
- ICP – University of Portsmouth
- ICRCU – Robert Gordon University, Aberdeen
- ICWS – Swansea University
- LBCI – Brunel University London
- PJUC – Plymouth University

United States of America
- Navitas at FAU – Florida Atlantic University
- Navitas at UMass Boston – University of Massachusetts Boston
- Navitas at UMass Dartmouth – University of Massachusetts Dartmouth
- Navitas at UMass Lowell – University of Massachusetts Lowell
- Navitas at U of H – University of New Hampshire
- Navitas at WKU – Western Kentucky University
- SAE Institutions – Atlanta, Chicago, Los Angeles, Miami, Nashville, New York, San Francisco

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 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.

Africa
- SAE Institute, South Africa

Asia
- ACBT – Edith Cowan University, Sri Lanka
- Curtin Singapore (The Singapore Campus of Curtin University)
- SAE Institutions – Indonesia, Malaysia, Singapore, Thailand

Australia
- ACAP (Australian College of Applied Psychology)
- ATTC (Australian TESOL Training Centre)
- CELUSA (Centre for English Language in the University of South Australia)
- Curtin College – Curtin University, Perth
- Curtin University Sydney
- Eynesbury – The University of Adelaide and University of South Australia
- Hawthorn-Melbourne
- La Trobe Melbourne – La Trobe University
- La Trobe University Sydney Campus
- MIBT – Deakin University, Melbourne
- MQC – Macquarie University, Sydney
- Navitas English
- Navitas Health Skills Australia (HSA)
- Navitas College of Public Safety (NCPS)
- Navitas Professional
- NIC – The University of Newcastle
- PIBT – Edith Cowan University, Perth
- QIBT – Griffith University, Brisbane, Gold Coast
- SAE Institutions – Adelaide, Brisbane, Byron Bay, Melbourne, Perth, Sydney
- SAIBT – University of South Australia, Adelaide
- SIBT – Macquarie University, Sydney

Canada
- FIC – Simon Fraser University, Vancouver
- ICM – the University of Manitoba, Winnipeg

Central America
- SAE Institute, Mexico

Europe
- SAE Institutions – Austria, Belgium, Greece, Germany, Italy, Netherlands, Romania, Serbia, Slovenia, Spain, Sweden, Switzerland, Turkey

Middle East
- SAE Institutions – Jordan, Saudi Arabia, UAE

New Zealand
- SAE Institute, Auckland
- UCIC – University of Canterbury, Christchurch

United Kingdom
- BCUIC – Birmingham City University
- CRIC – Anglia Ruskin University, Cambridge
- EIC – Edinburgh Napier University
- HIC – University of Hertfordshire, Hatfield
- ICP – University of Portsmouth
- ICRCU – Robert Gordon University, Aberdeen
- ICWS – Swansea University
- LBCI – Brunel University London
- PJUC – Plymouth University

United States of America
- Navitas at FAU – Florida Atlantic University
- Navitas at UMass Boston – University of Massachusetts Boston
- Navitas at UMass Dartmouth – University of Massachusetts Dartmouth
- Navitas at UMass Lowell – University of Massachusetts Lowell
- Navitas at U of H – University of New Hampshire
- Navitas at WKU – Western Kentucky University
- SAE Institutions – Atlanta, Chicago, Los Angeles, Miami, Nashville, New York, San Francisco

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 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.

Africa
- SAE Institute, South Africa

Asia
- ACBT – Edith Cowan University, Sri Lanka
- Curtin Singapore (The Singapore Campus of Curtin University)
- SAE Institutions – Indonesia, Malaysia, Singapore, Thailand

Australia
- ACAP (Australian College of Applied Psychology)
- ATTC (Australian TESOL Training Centre)
- CELUSA (Centre for English Language in the University of South Australia)
- Curtin College – Curtin University, Perth
- Curtin University Sydney
- Eynesbury – The University of Adelaide and University of South Australia
- Hawthorn-Melbourne
- La Trobe Melbourne – La Trobe University
- La Trobe University Sydney Campus
- MIBT – Deakin University, Melbourne
- MQC – Macquarie University, Sydney
- Navitas English
- Navitas Health Skills Australia (HSA)
- Navitas College of Public Safety (NCPS)
- Navitas Professional
- NIC – The University of Newcastle
- PIBT – Edith Cowan University, Perth
- QIBT – Griffith University, Brisbane, Gold Coast
- SAE Institutions – Adelaide, Brisbane, Byron Bay, Melbourne, Perth, Sydney
- SAIBT – University of South Australia, Adelaide
- SIBT – Macquarie University, Sydney

Canada
- FIC – Simon Fraser University, Vancouver
- ICM – the University of Manitoba, Winnipeg

Central America
- SAE Institute, Mexico

Europe
- SAE Institutions – Austria, Belgium, Greece, Germany, Italy, Netherlands, Romania, Serbia, Slovenia, Spain, Sweden, Switzerland, Turkey

Middle East
- SAE Institutions – Jordan, Saudi Arabia, UAE

New Zealand
- SAE Institute, Auckland
- UCIC – University of Canterbury, Christchurch

United Kingdom
- BCUIC – Birmingham City University
- CRIC – Anglia Ruskin University, Cambridge
- EIC – Edinburgh Napier University
- HIC – University of Hertfordshire, Hatfield
- ICP – University of Portsmouth
- ICRCU – Robert Gordon University, Aberdeen
- ICWS – Swansea University
- LBCI – Brunel University London
- PJUC – Plymouth University

United States of America
- Navitas at FAU – Florida Atlantic University
- Navitas at UMass Boston – University of Massachusetts Boston
- Navitas at UMass Dartmouth – University of Massachusetts Dartmouth
- Navitas at UMass Lowell – University of Massachusetts Lowell
- Navitas at U of H – University of New Hampshire
- Navitas at WKU – Western Kentucky University
- SAE Institutions – Atlanta, Chicago, Los Angeles, Miami, Nashville, New York, San Francisco
Australian College of Applied Psychology

Adelaide
Level 5, 16–20 Coglin Street
Adelaide SA 5000 Australia

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

Melbourne
Level 10, 123 Lonsdale Street
Melbourne VIC 3000 Australia

Sydney
Level 5, 11 York Street
Sydney NSW 2000 Australia

T 1800 061 199
F +61 2 8236 8071
E info.acap@navitas.com
facebook.com/acapstudents

ABN 94 057 495 299

Navitas Professional Institute Pty Ltd trading as Australian College of Applied Psychology.
National CRICOS Provider Code: 01328A.
RTO: 0500

The information contained in this guide is correct at the time of publication, however, the Australian College of Applied Psychology reserves the right to alter, amend or delete details at any time without notice.

This information is intended for the use of domestic students. If you are an international student, please contact ACAP and request a copy of our International Student Guide.

Selected photographs in this publication are:
Copyright © Paul Foley/Lightmoods 2015.
Copyright © Dharma Bendersky 2015.
Copyright © Natalie Roberts Photography 2015.

This guide is provided free of charge.
Printed August 2015. 4267-0815

acap.edu.au
navitas.com

Navitas Professional Institute is part of the Navitas Group