Application for Acceptance into Counselling Specialisation

This form is to be used by Bachelor of Applied Social Science (BASSIX) students applying for Confirmed Acceptance into the Bachelor of Applied Social Science (Counselling).

Please note, students should allow one term for their application to be processed.

Background
The Bachelor of Applied Social Science (Counselling) is accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) as meeting their Training Standards. The College undertakes to provide training in alignment with these training standards, and to ensure ACAP graduates are of the highest quality.

PACFA training standards require that students in counsellor training can demonstrate the following qualities:

- ‘Presence of fundamental human capacities’ (p.2)
- Self awareness
- Capacity to relate to others
- Capacity to understand and practice ethical behaviour
- The ability to reflect upon and learn from life experience, including ‘being open to positive and challenging feedback’ from others (p.2)


How Do I Apply?
There is one entry process to assess each student’s readiness for counsellor training at the conclusion of Counselling Skills 2 or Counsellor Development Workshop 1. This process ensures that students are observed in a face-to-face environment and given the opportunity to practice their counselling skills prior to being assessed. The development of such skills is fundamental to effective counselling practice, in which observation and face to face interactions play an important role.

CONFIRMED ACCEPTANCE

Occurs during or after the unit Counselling Skills 2 COUN1021, depending on your mode of study. A minimum grade of Pass must first be achieved in Counselling Skills 2 COUN1021.

On Campus Students:
- Complete the Student Self Assessment Questions on page 4 of this form (type in your answers).
- Submit your answers and this form to your Counselling Skills 2 COUN1021 educator before the end of your unit. Late applications will not be accepted.
- Your educator will complete Educator Assessment and forward the application to the College.
- The Counselling Specialisation Committee will make a final decision on each application and inform each student of the outcome in writing.

Flexible Delivery Students:
To provide Flexible Delivery students with hands on skills practice and the opportunity to be observed in person, students who undertake Counselling Skills 2 COUN1021 as a Flexible Delivery class must attend Counsellor Development Workshop 1 prior to lodging their application:

- Complete and pass the unit Counselling Skills 2 COUN1021
- Attend Counsellor Development Workshop 1
- During the workshop, complete the Student Self Assessment Questions on page 4 of this form (type in your answers).
- Submit your answers and this form this to your Workshop educator before the end of the workshop. Late applications will not be accepted.
- Your educator will complete the Educator Assessment and forward the application to the College.
- The Counselling Specialisation Committee will make a final decision on each application and inform each student of the outcome in writing.
Students transferring from the BASS to BASSIX:
Students who transfer from the BASS (Counselling) into the BASSIX are still required to follow the application process above should they wish to enter the counselling specialisation. In situations where an On Campus student has already completed the unit Counselling Skills 2 prior to transferring into the BASSIX, they will be required to apply for Confirmed Acceptance on completion of ‘Counsellor Development Workshop 1’.

Maintaining your enrolment in the Bachelor of Applied Social Science (Counselling)
A student may be withdrawn or excluded from the course at the discretion of the Committee for failure to uphold ACAP policies and/or PACFA guidelines, including:
- ACAP Student Code of Conduct
- Academic and Non-Academic Misconduct Policies
- Student Placement Code of Conduct
- PACFA standards and guidelines

Appeals
Appeals must be lodged in writing and be a maximum of 750 words detailing the grounds for appeal. A copy of the marked unit assessment relating to the application must also be submitted. For those applying for confirmed acceptance it is Counselling Skills 2 COUN1021 Assessment 2. Both the reflective essay and practice session must be submitted.

Appeals must be addressed to the Chair of the Counselling Specialisation Committee within 10 working days of notification of the decision. Students will be notified of the result of the appeal after 20 working days from the date of receipt of the appeal submission.

FAQs
What if I am unsure about which specialised program to choose and wish to decide later?
Students may apply to enter the Counselling Specialisation after Counselling Skills 2, but these students will be required to attend Counsellor Development Workshop 1.

How will I know the outcome of my application?
Applications will be assessed by the Counselling Specialisation Committee, which meets each term. You will be notified of the outcome of your application in writing. For example, if you submit your application at the end of Term 1 you will be informed of the outcome prior to the re-enrolment date for Term 3.

What if my application is unsuccessful?
Students who do not receive confirmed acceptance may complete the Bachelor of Applied Social Science without specialisations or apply for one of the other specialised programs or can attend Counsellor Development Workshop 1 and re-apply at the end of this Workshop.

For all other enquiries contact your local campus:

**SYDNEY**
ACAP
Locked Bag 11
Strawberry Hills NSW 2012
Ph: (02) 9964 6300
Fx: (02) 9964 6370

**MELBOURNE**
ACAP
PO Box 12322, A'Beckett St
Post Office
Melbourne VIC 8006
Ph: (03) 8613 0600
Fx: (03) 8613 0698

**BRISBANE**
ACAP
PO Box 10469, Adelaide Street
Brisbane QLD 4000
Ph: (07) 3234 4400

Navitas Professional Institute Pty Ltd ABN 94057 495 299
Counselling Specialisation Application Form

1 – STUDENT DETAILS

ACAP student ID number

Title ___________________ Family Name ___________________________ Given Name(s) ___________________________

Phone ___________________________ Email ___________________________

Address ______________________________________________________

2 – APPLICATION CHECKLIST

☐ I am applying for Confirmed Acceptance

Unit Details:

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<thead>
<tr>
<th>Unit</th>
<th>Term</th>
<th>Year</th>
<th>Class (FD/OC)</th>
<th>Campus (Syd, Bris, Mel)</th>
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<tbody>
<tr>
<td>Counselling Skills 2</td>
<td></td>
<td></td>
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</tbody>
</table>

Workshop Details *(Flexible Delivery students only):*

I have completed Counsellor Development Workshop 1 at:  ☐ Sydney Campus  
☐ Adelaide Campus  
☐ Brisbane Campus  
☐ Melbourne Campus

☐ I have attached my PACFA Self-Assessment

☐ I have included a blank copy of the Educator PACFA Assessment

3 – DECLARATION AND SIGNATURE

I declare that I have read the application information and agree to abide by the conditions specified in this document. I authorise ACAP to amend my enrolment in accordance with the outcome of this application.

Student Signature ___________________________ Date __________

Date Received __________

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Received by College:</th>
<th>Date</th>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>CS2 Mark</td>
<td></td>
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Committee Meeting Date:

Outcome:

☐ Ready

☐ Not Yet Ready

Student Advised of Outcome:

Navitas Professional Institute Pty Ltd ABN 94057 495 299

3
Student Self Assessment against PACFA Training Standards

Each student has a unique lived experience and brings different qualities and characteristics to the counselling relationship. The College respects this diversity. Counselling is an intimate relational activity that has a duty of care to others and combines a mix of professional skills, ethical practices, and human qualities. Consequently counsellor training can at times be personally and academically challenging and requires a considerable degree of reflection upon who we are as people and what we can bring to the counselling relationship with others.

The questions below are designed to invite you to reflect upon these capacities and experiences as part of the application process. Your answers will be treated in confidence and kept as part of your student file.

Application for Confirmed Acceptance: Complete all questions 1 - 10

Answers need to be approximately 100 words each.

1) What attracts you to studying counselling and why do you think this specialisation is important in your life?

2) While completing this unit or course, what are some ways that you have grown in self awareness? What insight does this give you about yourself, your interest and readiness for counsellor training? Please give examples.

3) While completing this unit or course, what are some ways that your ability to relate to others has developed? How might others see you as a counsellor?

4) What are your strengths in relating to others? What are some of the challenges that still lie ahead for you in this area? Please give examples.

5) Counsellors are often required to relate to others in many different ways, including complex, challenging or emotionally charged situations. What have you learned about how to develop the therapeutic relationship in the counselling of all clients? Please give examples.

6) While completing this unit or course, please give examples of the types of feedback, both supportive and constructive, regarding your counselling skills, that you have received and describe what you have learnt about yourself as a result of this feedback.

7) What actions will you take to apply the feedback and awareness referred to in question 6?

8) Studying counselling can be a rewarding experience however it can also prove to be stressful especially when combining work, study, family and other relationships. Study can at times also invite students to reflect on their own story and challenge their personal awareness. If your own study became overwhelming, how would you approach this situation?

9) If triggered by personal situations or study material, how would you handle this situation?
10) Under section 3:1 ‘Values of Counselling and Psychotherapy’, PACFA identifies 9 fundamental values. These include a commitment to:

1. Respecting human rights and dignity
2. Ensuring the integrity of practitioner-client relationships
3. Enhancing the quality of professional knowledge and its application
4. Alleviating symptoms of personal distress and suffering
5. Facilitating a sense of self that is meaningful to the person(s) concerned within their personal and cultural context
6. Increasing personal effectiveness
7. Enhancing the quality of relationships between people
8. Appreciating the variety of human experience and culture
9. Striving for the fair and adequate provision of Counselling and Psychotherapy services


(Please note that we have numbered the values for ease of identification.)

Question: With a minimum of 300 words and a maximum of 500 words, choose three (3) out of the (9) values, explain how you would see yourself upholding these PACFA ethical principles and give examples of how each would apply to your place of practice (either current or future).
**Educator Assessment against PACFA Training Standards**

Complete the assessment below in relation to your observation of this student.

**None** – no development evident

**Limited** – some development however, not sufficient to demonstrate readiness entry into the Counselling specialised program.

**Sufficient** – development evident, sufficient to suggest that student is ready to the Counselling specialised program.

**Strong** – well developed capacity evident

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<tr>
<th>Level of Development Evident</th>
<th>None</th>
<th>Limited</th>
<th>Sufficient</th>
<th>Strong</th>
<th>Comment</th>
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<tbody>
<tr>
<td>Personal Awareness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
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<tr>
<td>Ability to Relate to Others</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
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<tr>
<td>Awareness of Ethical Issues</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
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<tr>
<td>Open to and interested in feedback</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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### Ability to Practice in an Ethical Manner, including ability to develop the Therapeutic Alliance

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### Ability to uphold the PACFA principles of the profession and to work professionally and respectfully with clients and colleagues

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<th>4</th>
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**Educator Comments**

Please explain why you think this student is **ready or not yet ready** to enter the Counselling specialised program:

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**Educator Recommendation**

(Please circle)

- Ready
- Not Yet Ready

**Educator Name** (Please Print)  
Signature

Date