



Australian College of Applied Psychology

keep learning

Clinical Practice Workshop Application Form

Please print in BLOCK LETTERS

Please submit this form via email to BOLT@acap.edu.au

1. Personal details

Title: Mr Ms Miss Mrs Other:

Family name:

Given name(s):

ACAP student ID number:

Are you an overseas student? Yes No

Mode of Study: Blended delivery On campus

Course Name (select one):

Bachelor of Counselling

Bachelor of Counselling (Coaching)

Bachelor of Applied Social Science

Graduate Diploma of Counselling

Other

2. Missed face-to-face component (enter details for what you missed)

Unit Code	Unit Name	Delivery (On campus or Blended delivery)	Date of Missed BBC/Workshop/Class	Academic Teacher's Name	Campus (Adel, Bris, Mel or Syd)

3. Reason for attending workshop

Have you read the Important Information on page 2? Yes No

Applicable grounds (supporting documentation required):

Recommendation from AccessAbility officer (AccessAbility Staff to sign)

Health reasons

Employment reasons

Other (type your reason and explanation below):

OR

AccessAbility or Program Delivery recommendation:

4. Supporting documentation

(not required with AccessAbility recommendation)

To support your application to attend a Clinical Practice Workshop, you need to provide/attach documentary evidence from a doctor, counsellor, employer or other independent member of the community, which states:

1. The period of the special circumstances, that is, when they began, and the duration AND
2. If not evident from the documentation, how the circumstances made it impractical to attend AND
3. When it became apparent that you could not complete the requirements of the unit(s) of study.

5. Declaration and signature

I declare that the information I have given on this application is correct.

I understand that:

- If I knowingly make any false or misleading statements, I may be subject to action within the framework of the ACAP Non-Academic Misconduct Policy and Procedures.
- It is my responsibility to provide the School of Counselling with sufficient documentation to support this application.
- The decision to approve or not approve the application will be made based on the supporting documentation I have provided.
- It is my responsibility to retain an electronic copy of all documents sent to the School of Counselling:
 1. The completed application
 2. Scanned supporting documentation

Student signature:

Date:

Date Received (OFFICE USE ONLY):

Other than as authorised or required by law, the School of Counselling will only use information collected via this form for the purposes for which it is being collected and in accordance with the School's functions and activities associated with your enrolment. Some specified information will be provided to third parties, such as Department of Education and Training and other government and external agencies, where there are requirements on the College to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management, other laws and the ACAP/NPI policies.

6. Submit this form via email

Please lodge this form with the Blended and Online Delivery team by email: BOLT@acap.edu.au

IMPORTANT INFORMATION

- Enrolment into the CPWs is subject to approval, based on extenuating circumstances
- The CPW hours will not count towards future blended delivery units
- Both days of the workshop must be attended
- The CPW 1 will run on Saturday and Sunday of week 13 of the trimester
- The CPW 2 will run on Saturday and Sunday of week 14 of the trimester
- The CPWs will only be available for all Discipline of Counselling students excluding Masters level.

Extenuating circumstances may include:

Medical Reasons: where a medical condition has prevented you attending the workshop.

Supporting documentation required: A statement from a doctor including the date your medical condition first prevented you from normal participation in study and the date the doctor considers you will be well enough to resume normal studies.

Family/Personal Reasons: due to unforeseen personal/family reasons that are beyond your control, you are unable to attend a workshop.

Supporting documentation required: a statement from a doctor, counsellor or independent member of the community indicating the date your circumstances became apparent that you could not attend the workshop.

Employment Related Reasons: where your employment arrangements change unexpectedly due to circumstances beyond your control preventing you from attending the workshop.

Supporting documentation required: a statement from your employer indicating your previous work hours and location; your current work hours and location; and the date the employment circumstances changed and the reason why.

Matters such as holiday arrangements (including overseas travel); or taking too many units at a time, poor time management, excessive workload, repeated computer problems or family and social commitments, such as weddings or other ceremonies are not acceptable reasons.

It is not sufficient to provide only a personal statement outlining your extenuating circumstances. Statements made by parents/partners/spouses/close relatives or personal friends are not considered to be 'independent documentation' for this purpose.

Disability Reasons: a disability that is temporary, permanent or fluctuating may prevent you from attending workshops. If this is the case please contact AccessAbility for assistance in negotiating your course requirements, including workshop requirements.