



The ideal way for you to become a specialist Counsellor...



C o u r s e   P r o s p e c t u s

VocationalGraduateCounsellingCourses



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## Welcome

Thank you for your interest in gaining a graduate counselling qualification with AIPC.

Counselling is recognised as one of the most personally and professionally rewarding careers. And the need for specialist counsellors in Australia has never been greater. Increasing societal pressures and eroding values have created a massive need in our communities for qualified counsellors who specialise in key areas such as Addictions, Family Therapy and Grief & Loss.

This need is evidenced by a recent Australian Labor Force Survey indicating the Counselling profession has outgrown All Other Occupations by more than 200%. And the industry employing counsellors, the Community Services and Health Sector, is predicted to be the fastest growth industry over the next 5 years. It is further supported by the increased funding being made available to community and welfare organisations in specific services such as alcohol and drug treatment, family therapy, and bereavement.

As you can see, the demand for specialist counsellors is high, and continuing to grow. It's this demand that's creating further career opportunities for you.

As a specialist counsellor with a Vocational Graduate qualification, there are many opportunities for you as an employee or in private practice. These courses provide a higher level, vocational and flexible alternative to traditional Post Graduate courses offered by Universities. Our Vocational Graduate courses help counsellors with relevant qualifications or experience acquire extended, advanced and specialist learning in specialist counselling fields, without comprising on the quality or level of education.

Many of our graduate students are counsellors seeking to acquire high-level, specialist counselling skills, leading to better outcomes with clients, and

greater recognition and referral from allied health professionals.

Over the past 17 years we've helped over 50,000 people from 27 countries pursue their goal of becoming a professional counsellor. Training counsellors is our sole focus. And this focus gives us some very unique insights into the needs of the industry.

We have a dedicated team of over 80 psychologists, counsellors, curriculum writers, educators and industry representatives, whose sole purpose is to ensure our courses are of the highest educational value.

And since its inception, AIPC has been a leader in the area of flexible learning.

We understand that in today's fast paced world it can be difficult to find the time to gain a qualification, particularly at the graduate level. For this reason we have a strong focus on making our programs as accessible and flexible to your needs as possible.

Our courses are self paced, allowing you to progress at a speed that suits you; either moderately according to your lifestyle commitments, or faster if you wish to gain your graduate qualification more rapidly.

Our courses can be completed externally by working through your course material at home. This is particularly useful if you have other obligations in your life that occupy your time.

So, no matter where you live or how busy you are, we make it possible for you to achieve your goal of gaining a graduate qualification in counselling.

Thank you so much for taking the time to learn more about AIPC and our graduate programs.

## Counselling: Why Specialise?

Did you know that as late as 1829 there was a single person attributed to knowing everything there was to know at that time? That person was Thomas Young. Young contributed substantially to the Encyclopædia Britannica; understood and expanded on the sciences at the time, including Newtonian Theories; and even broke the code of the Rosetta Stone (an ancient Egyptian artifact, created in 196BC, that was instrumental in advancing modern understanding of hieroglyphic writing).

Clearly Young was a genius, but the point is, in today's information age it's impossible for any one person to know even a fragment of the knowledge available to society.

The increase in knowledge over the past 150-years has been extraordinary. Man (*homo sapiens*) is approximately 200,000 years old. Yet in the last 150 years we've progressed dramatically more than we did in the preceding 200,000 years.

As more and more knowledge becomes available, to effectively apply the knowledge we need to specialise. This process leads to more discoveries as people focus their attention in specific fields and on specific problems. This cycle is the stimulus to the exponential growth in knowledge.

### What Are The Implications For You And Your Clients?

The explosion of knowledge is as prominent in mental health as other industries. Just 100 years ago bloodletting was used to treat mental problems. Then we moved on to electro convulsive therapy. And in the 1940's Walter Freeman wrote that lobotomies would: "Make good American citizens of society's misfits, schizophrenics, homosexuals, and radicals."



"I definitely consider myself to have had the opportunity over and over to put some of the skills I was learning to great use in helping others deal with the tragedies they were going through. AIPC has a wonderful support team. The skills you learn are valuable tools."

*Michelle Lees*

In fact, psychology only became a profession in the first half of the 20th Century, with only a handful of psychologists delivering services to the public. However, stimulated by the demands of World War II, it experienced rapid growth in the 1950's.

THANKFULLY, in the last 50-years we've made substantial progress. During the 50's and 60's advances in research on mental health and psychological processes led to renewed interest in cognition and the biological bases of behaviour.

In the 1980's, Western psychologists developed increased interest in cultural variables influencing behaviour. And only in the 1990's did the evolutionary psychology perspective emerge.



## You Must Specialise To Provide Optimum Care To Your Clients

Just as our knowledge of the mind and its workings has dramatically improved, so has our knowledge of issues facing counselling clients. In fact, there is now so much expert knowledge available on various issues and problems, that most professionals specialise in their field of interest. Only by specialising can you attain the intimate knowledge you require to provide optimum care to your clients.

People prefer dealing with specialists over generalists. People seek the fastest and most efficient solution to their problems. This is equally true in mental health. Doctors prefer referring to specialists (as the perception is their patients will be better served), and patients prefer seeing a specialist.

As such, specialising is good for business. Specialists attract more clients, have lower client attrition, and develop better professional affiliations. And specialists charge more for their services. Clients are willing to pay more for specialist knowledge, experience and solutions.



## Evolved Training For An Evolved Market

To gain specialist knowledge you require commensurately evolved training. The most effective way to gain specialist professional knowledge is through a Vocational Graduate qualification; either a Vocational Graduate Certificate or Vocational Graduate Diploma.

Vocational Graduate qualifications were developed to provide a higher level, vocational alternative to traditional Post Graduate courses offered by Universities. Vocational Graduate courses provide extended, advanced and specialist learning for those who may not meet entry requirements to Post Graduate courses or do not want the additional time or cost constraints of traditional University, theory-based Post Graduate education. Vocational Graduate qualifications, though, do not comprise on the quality or level of education.

The Vocational Graduate qualification is:

- **Practical.** Vocational Graduate qualifications are a careful blend of theory and practical application, designed to provide you the best platform on which to develop your specialist knowledge and expertise to an advanced level. The Institute's Vocational Graduate counselling courses skill students with an advanced level of practical counselling skill in specialist and complex counselling scenarios, built on a thorough foundation of theory.
- **Accessible.** The Vocational Graduate qualification is designed to allow entry from a variety of vocational and graduate pathways. They are an ideal extension of learning for those with a Diploma, Advanced Diploma or Bachelor qualification, or counsellors with extensive experience but no formal qualifications.



- **Flexible.** All Institute programs are designed to fit around your other life commitments. The Vocational Graduate courses can be completed almost entirely at home. The practical components can be completed at your convenience in a local seminar, or by alternate means.
- **Cost effective.** A Vocational Graduate qualification is the most cost effective way to gain a graduate qualification.
- **Specialist.** Vocational Graduate Certificates and Diplomas are designed to enhance your theoretical understanding and experiential skills to an advanced level in specific areas. For this reason they're the ideal way to educate in your area of interest.
- **Time efficient.** The Vocational Graduate Certificate and Diploma offered by the Institute can be completed in around 6 to 12-months.

Vocational graduate courses are vocationally focused. They skill students with highly practical, applicable vocational and occupational expertise for the workplace, underpinned by an extensive theoretical base.



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“I still remember reading that very first page of the textbook with great gusto and then reading it again, and again, and again. What had I done? I hadn't studied in 25 years! My comprehension skills had abandoned me and I was filled with self-doubt. Once the panic subsided, I decided to start reading slowly and saying the words out loud. If I didn't understand something, I re-read it until I did. Within the week my comprehension skills returned and the material was making sense.

I can't recommend the AIPC course highly enough nor can I thank everyone enough for all their help. Thanks for a wonderful experience!”

*Candy Meredith*

## Why Study A Graduate Qualification?

Consider what a graduate qualification can help you achieve:

- Develop a deeper understanding of your area of interest and achieve more optimal outcomes with your clients.
- A higher level graduate qualification will assist you move up the corporate ladder from practitioner to manager/ supervisor at your place of employment.
- Make the shift from being a generalist practitioner to a specialist.
- Gain greater professional recognition from your peers.
- Increased client referrals from allied health professionals.
- Maximise job opportunities in your preferred specialty area.
- Formalise years of specialist experience with a respected qualification.

You can now undertake either a Vocational Graduate Certificate in Counselling or Vocational Graduate Diploma of Counselling, specialising in Addictions, Family Therapy, or Loss and Grief. These are the 3 most prominent specialties in the Australian marketplace.

Consider the following for an idea as to how important and valuable a graduate counselling qualification is in any of these specialist fields:

- While there are a variety of treatment options available for people with alcohol and other drug addictions, counselling is the most common form of treatment provided, surpassing withdrawal management, assessment only and rehabilitation

treatment options. Counselling also leads to the highest proportion of closed treatment episodes for most drugs. In 2005/2006, over 150 000 people were treated in alcohol and drug services. Of these over 57 000 chose counselling as their main treatment type (38%). (Source: <http://www.aihw.gov.au/drugs/treatment/index.cfm>)\*\*

- Family therapy has seen a rapid rise in popularity and is now accepted as an important therapeutic intervention for families. Latest data shows that 62% of managed mental health care providers and 52% of employee assistance programs employ Family Therapists as permanent staff members or contracted providers. (Source: <http://www.fixmyfamily.com/blog/category/counseling-career>)\*\*
- There is currently a high level of unmet demand for grief and bereavement counselling, leaving most people to manage grief and bereavement through natural social supports. Most people seeking counselling or other support for grief and bereavement usually access it through community health services, generalist health and welfare workers and private practitioners. (Source: <http://www.grief.org.au/news.html>)\*\*

Just imagine someone comes to you for assistance. They're paralysed by the situation they find themselves in and can't see a future. The despair they feel is so acute it pervades their entire life. It might be that their relationship is breaking down and heading towards a divorce. Or they can't get over the death of a close family member. Or it might be that they have a drug dependency and know that if they don't get help soon then they will die from it. It makes them feel helpless, worthless. Their self esteem has never been lower.

Addictions, problems within families, and people suffering from unresolved grief are too prevalent in our civilised, western society. These are serious issues that have a huge social impact on our society as a whole, our local communities, and the quality of life experienced by individuals in these situations.

Now imagine you have the knowledge and skills to help these people. You can assist to relieve their intense emotional pain. You give them hope for the future. You assist them to re-build their self esteem...

As a specialist counsellor, you can experience these personal victories every day. And it's truly enriching. There is nothing more fulfilling than helping another person overcome seemingly impossible obstacles. Specialising in addictions, family therapy or grief & loss counselling is your opportunity to make a very real difference.

\*\*Please note all statistics quoted were correct at time of printing



“My main work is with the Yolngu people who are the Aboriginal people of the Nhulunbuy area, and I am the alcohol and drug educator/counsellor. The course gave me so much assistance in my job. As I went on learning, I was able to understand and help people work through issues.

One of my main roles in my work is community development so people are occupied with something other than alcohol and other drugs. To do this you need to overcome a huge false belief that these people have of being useless and needing to depend on social security. Their real needs are in coping with anxiety, depression and overcoming low self esteem and I have now some tools to help. As a result, I have helped establish an Alcohol and Drug Education Unit in one of the communities.”

*Stephen Johns*

## Who can Enrol?

You can gain entry to the Vocational Graduate qualifications through graduate or vocational pathways. Vocational Graduate qualifications provide a higher level vocational alternative to Post Graduate qualifications. They are an ideal extension of learning if you have industry experience but no formal qualifications; or if you have Diploma, Advanced Diploma or Bachelor qualifications but are not able to or do not want to progress into a Post Graduate qualification.

You are eligible for entry to the Institute's Vocational Graduate counselling courses if you have:

- A nationally recognised Diploma of Professional Counselling from the Institute.
- A nationally recognised Diploma of Counselling, issued from a Registered Training Organisation.
- A Bachelor in Counselling, Psychology, Behavioural Science or Social Work from a university.
- A Bachelor qualification in any other field, combined with at least 3 years of direct counselling experience.
- A Certificate III or Certificate IV in Counselling, combined with at least 3 years of direct counselling experience.
- Five years counselling experience in diverse contexts.

The accompanying Application Form provides details on the information and documents you need to provide to support your application when enrolling into the Institute's Vocational Graduate courses.

## A Long History Of Helping

The Australian Institute of Professional Counsellors (the Institute) was Australia's first, and still is the only exclusive, national provider of counsellor education. Our focus is the same today as it has always been – to provide you with the highest quality counsellor education with a full range of student and graduate support functions.

It's due to this focus we've become Australia's National Home Study Counselling Specialist. Studying with the Institute you get more value because we don't pass on expensive campus costs; more flexibility because you study at your own pace; and more individual support through our local Student Support Centres and diverse support services. You also get high quality education from the specially designed course material that enhances your learning experience.

The standard of counsellor education set by the Institute is exceptionally high. All Institute lecturers and academic staff have their principal tertiary qualifications in Psychology, Behavioural Science or another appropriate discipline, and all meet national registration requirements. Institute lecturers also have several years practical counselling experience combined with recognised instructional skills.

Over 50,000 students in 17 years, in over 27 countries have been delighted in their counselling qualification.

It's been a wonderful journey over the last 17 years (the Institute was first established in 1990). And it's been a pleasure to assist so many people realise their counselling aspirations in that time.



Why are so many people delighted with their studies? Our research over the years highlights three key points:

1. Our courses and personnel have just ONE specific focus... Excellence in Counselling Education. We live and breathe counselling education. Nothing distracts that focus.
2. Exceptional value for your education investment. Our courses are always much more affordable than other counsellor education providers. Our unique focus on counselling education, the large number of students undertaking our programs, and the flexible way we deliver our courses provide cost savings that we pass on to you. Providing exceptional value in counselling education has been a cornerstone mission of the Institute from the day we began some 17 years ago.
3. The flexibility to study where, when and how you want to. Our programs are designed to be as flexible as possible. This allows you to fit your studies around other commitments. And you can study at a pace that suits you... 12 to 18 months or over 2, 3, even 4 years. You decide, because you are in charge.

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Throughout my studies, life continually got in the way and I learned to just put my studies aside, deal with the issue and then refocus. I also learned the value of volunteer work during my studies and the fact that the opportunities are not going to pick up the phone and call you – you have to take the initiative.”

No two people have the same circumstances. You no doubt have issues affecting your life that are unique to you and affect the speed and manner you'd like to study. You may be working full or part-time, undertaking other studies, or may not have studied for a long time. Let's face it, life is not predictable and in today's fast paced world it's important that your education is flexible enough to fit in with your other important obligations.

*Patricia Baird*

## Learning that fits around your lifestyle

Today there are more and more demands on your time. Gaining a qualification can be difficult when you have to fit it around other commitments.

Most course providers still design their courses using traditional methods. That was fine 10 years ago when most students studied full time. Today we don't have that luxury. You need to fit competing career, family and lifestyle needs into the same hours.

That's why the Institute focuses on external, flexible training. Our learning methods have evolved with the times. Our training methods set a precedent in flexibility and support. This means you can fit your learning around your lifestyle whilst maintaining exceptional levels of quality and support.

Institute courses are designed to maximise your learning from home. You can progress at your own pace, and assessment is progressive.

The specialised course material and extensive support provide you with all the expert support and advice you need. Because you are in total control of your study time, you can complete your course several times faster than by other means.



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“Studying with AIPC whilst at home raising two children and running a household empowered me as a woman, I craved and needed something to stimulate myself during the day once all the housework was done and the children were happy. Studying with AIPC has made me understand more about human behaviour in a selfless and insightful way.

Looking back I'm very grateful for the encouragement AIPC provided me at a time that I needed to get me where I am today.”

*Davina Gleeson*



## Your Home Study Program

Whilst our Vocational Graduate courses are extremely flexible, we make no compromise on quality. We've developed a uniquely successful home study program. Students studying externally have unique needs and study requirements. By listening to, and continuously applying feedback from our students, we've been able to implement many pioneering strategies that make courses flexible, supportive, enjoyable and high value.

Some of these benefits include:

- Specifically written and easy to understand study material, including study guides and readings, all purposefully designed to make your external studies as conducive to learning as possible.
- You have unlimited use of the Toll Free 1300 Study Assistance Line, which puts you in contact with an Education Adviser who will answer all your study and assessment queries.
- A Virtual Campus website where you can obtain study assistance, check seminar and tutorial dates, and review interesting links.
- Complementary online access to ProQuest Psychology Journals, a database of full text articles from 425 current journals in the field of counselling, psychology and related areas.
- Tutorials are offered regularly and provide an ideal forum for practical interaction, role-play, case management, supervision and discussion.
- Practical components that teach you to apply your theoretical knowledge to counselling scenarios. These practical components can be completed through various accessible means, including interactive seminars. Seminars provide you with an ideal forum to handle practical counselling issues. If you are unable to attend seminars due to distance, disability or other reasons, you can complete the practical components via alternate means.



## Why Institute Courses Are So Well Accepted

You're much better off learning from a specialist than a generalist.

Many training providers focused on maximising sales deliver many courses in a variety of different areas. This may work for them commercially, but it can also jeopardise the quality of training.

Just think about it, in most instances they have the same people develop courses in areas as diverse as Business, IT, Administration, Travel, and Child Care. It's just not possible (in our opinion) for these generalists to create courses requiring specific knowledge and experience to the same standard as a specialist.

The Institute specialises in training counsellors. It's all we've done for over 17 years. This gives us a very unique insight into the industry. And it translates into highly applicable training.

Institute courses are developed by a team of qualified and experienced professionals. We've refined our programs over 17 years, implementing pioneering training techniques, and integrating enormous amounts of feedback.

Part of our mission as Australia's Home Study Counselling Specialist is to continue to research and develop ways to enhance your skills as a professional. Each year the Institute dedicates an enormous amount of time and resources to ensure our training is the most up to date, professional, applicable training of its kind in Australia.

We recognise that if we are to evolve as better professionals, our education programs must also evolve to be consistent with the environment in which we live and work. By maintaining the currency and relevance of our programs and how they are taught, we guarantee the value of the services our graduates are able to provide clients and those around them.



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“Two years ago I never thought I would be a counsellor, it was the furthest career choice from my mind. I quickly realised the cut and thrust of ruthless competitors and deadlines was in complete contrast to the caring and sensitive side of my nature that was being battered by profit and loss statements.

Since I took this step I have not looked back, and I know deep within myself to the core of who I am that I have finally found what I was looking for in life.”

*Darren Radley*



## You Are Supported By The Largest Team In Australia

The Institute sets the benchmark for service and support in external counselling studies in Australia. We are the only counselling educator in Australia to offer a complete external study support system, developed over many years of research and continuous feedback from students.

### External doesn't mean distant

Whilst we specialise in external education, support is always close at hand through our national network of Student Support Centres. No matter where you live there's a Student Support Centre in close proximity to assist you with your needs. Even if you move State, you can access services through the local Student Support Centre to enjoy the same friendly local support.

### Toll Free Study Assistance with Degree qualified Education Advisers

You have unlimited access to the Institute's Toll Free 1300 Study Assistance Line. Our Degree qualified Education Advisers are available between 9am to 5pm E.S.T. Monday to Friday to provide you with friendly academic support. Their focus is to support you throughout your studies so you are able to graduate in the time frame you set. This includes answering questions on assignment topics, personal coaching on assignment writing, and providing hints and tips on specific subjects if you feel you need the extra guidance.

## Practical Experience

Our graduate courses are structured to ensure you graduate with an advanced level of specialised skills so you can confidently apply your counselling knowledge in specific fields of counselling. Our graduate courses include a number of compulsory practical components consisting of practical application of advanced counselling skills to specialist counselling environments, interactive discussions on complex ethical considerations, and self reflective activities and discussions.

Because we have students who live anywhere in Australia, and indeed the world, we have a variety of options to enable timely and effective completion of the practical components. Seminars give you the opportunity to apply the theory you have learned in a dynamic group environment. It's also a great opportunity to get together with fellow students and practice under the guidance of a qualified Lecturer. To help facilitate your learning, our seminars use case scenarios relating to the specialist issues covered in your course and provide a wonderful forum for group discussion and interaction. Seminars are held regularly in most capital cities throughout Australia.

If you are not able to attend seminars for whatever reason, you can complete the practical components through alternate means. You may choose to attend a one-on-one or small group session with a private assessor. We have qualified assessors available in many regional areas of Australia to assist students complete their practical components.

You can also complete the practical components by recording demonstration of your skills on video tape or DVD and sending in to us. We have detailed guidelines to assist students compile their recordings and develop effective role plays to demonstrate their skills.

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“Never in my life have I experienced so much help. The way that AIPC has bent over backwards to help, encourage and just plain cheer me on is commendable. Words cannot express the gratitude that I feel concerning your assistance. Keep up the good work and once again thank you.”

*Popi Rawlings*



## Tutorials

Tutorials are an optional study support service available at many Student Support Centres. Tutorials provide you with support for each written subject. They are conducted as a one or two-hour mini-lecture and assist you understand theory, provide tips on your study timetable and study skills, help you successfully compile your assignments and give you the opportunity to ask any questions you may have.

If you are unable to attend a tutorial, you are invited to call our Toll Free Study Assistance Line to have your questions answered over the phone.

## Institute Web Site

The Institute website contains an Online Resource Centre where you can access many study support and e-learning functions. You can:

- Contact an Online Education Adviser for study assistance,
- Access a Knowledge base of the most commonly asked questions for particular activities and concepts,
- Access the Proquest Psychology Journals electronic database, and
- See when the next seminar in your area is on.

## Unique Resources to expand your learning

The Institute has developed a range of unique resources to help you expand your knowledge and practical skills throughout your studies.

As a student you receive a complementary subscription to The Professional Counsellor magazine. The Professional Counsellor is an industry publication full of practical case studies and counselling scenarios to hone your skills and broaden your knowledge.

The Institute also has a large reference list of books and resources for students who wish to broaden their reading. This list covers the areas of Counselling, Psychology, Sociology and Behavioural Science.

Capitalising on the accessibility of the internet, the Institute has developed two websites to complement your studies. The Institute's Articles site at [www.aipc.net.au/articles](http://www.aipc.net.au/articles) is an online facility where you can browse numerous articles on a variety of counselling topics. And Counselling Connection, the Institute's official blog at [www.counsellingconnection.com](http://www.counsellingconnection.com), assists you with accessing the latest information about counselling and what's happening in the industry.

As a student of our graduate courses, you will also have complementary free access to Proquest Psychology Journals, an online database of electronic journals that provides access to full text articles from 425 current journals in the field of counselling, psychology and related areas.



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“The lovely people at AIPC, the administration team and student support team have been amazing in their support and guidance and I have nothing but the highest praise and regard for them. These are the people with whom as a student you have the most contact with and they are all, each and every one of them, truly amazing people with an unenviable burden of encouraging and stimulating the lethargic and tired student. It has to be said that without their tireless enthusiasm, many a student would have crumbled at the roadside.”

*Brian Rhodes*

## Your Most Cost Effective Path To Become A Specialist Counsellor

Considering everything you've read about the Institute, and our support systems and personnel, you may find it difficult to understand how our courses are also the most competitively-priced graduate courses available.

A Vocational Graduate Diploma at a university costs between \$10,000 and \$38,000 (see comparative table below). But, you don't have to pay these exorbitant amounts for an equally high quality qualification.

You can do your graduate qualification with the Institute and save a massive \$6,000+ on the cost of doing a similar course at university.

- You'll gain the same accredited, recognised qualification for less than half the investment.
- You'll have more personal support from our professional team. And our team of counselling specialists is larger than ALL universities in the country COMBINED.
- And you'll have greater flexibility to fit your studies around your life commitments

### Vocational Graduate Certificate

University/Provider	Course	Full Fee
AIPC	Vocational Graduate Certificate in Counselling	\$2,950
Murdoch University	Postgraduate Certificate in Counselling	\$8,784
Australian College of Applied Psychology	Graduate Certificate in Counselling Skills	\$11,160
University of New England	Graduate Certificate in Counselling	\$12,720

### Vocational Graduate Diploma

University/Provider	Course	Full Fee
AIPC	Vocational Graduate Diploma of Counselling	\$3,950
La Trobe University	Postgraduate Diploma – Counselling & Human Services	\$10,000
Jansen Newman Institute	Graduate Diploma of Counselling & Psychotherapy	\$10,720
Victoria University	Graduate Diploma in Counselling	\$11,440
University of South Australia	Graduate Diploma of Social Science (Counselling Studies)	\$10,188
Australian College of Applied Psychology	Graduate Diploma in Counselling	\$16,740
Curtin University of Technology	Graduate Diploma in Counselling	\$22,000
University of New England	Graduate Diploma in Counselling	\$38,160

\*\*Please note all pricing was current at time of printing.

## How Does The Institute Deliver The Courses At Such A Reasonable Rate Without Sacrificing Quality?

Have you ever been to a University campus? Beautiful aren't they. All the magnificent buildings spanning across acres of gardens. There are cafeterias, gyms, games rooms and sporting fields.

Yes, they're beautiful, but they cost a fortune to run and maintain. And these costs are reflected in how much their courses cost. When you study at university your course fees are contributing to the cost of running that beautiful campus. And that's the main reason why a University qualification costs two to three times as much as the same qualification through a private institution. It has nothing whatsoever to do with the quality of education.

If you want to gain the same qualification, but don't want the massive surcharge that comes with studying at University, you have an alternative.

Let's visit some advantages to learning with the Institute:

- We don't have massive campus' to maintain; hence the investment in our programs is significantly less, saving you thousands.
- Because we focus solely on counselling, we have more qualified counselling Lecturers and assessors than ALL Universities in Australia combined. Now that's a resource of knowledge and experience.
- We focus on flexible training. You can complete your qualification almost entirely at home. You have lots of support systems and staff so you'll never feel isolated. And you can complete the practical components at local seminars or by alternate means.
- Institute academic staff are required to be as highly qualified and experienced as university staff.

If you want comparable graduate education with more flexibility and personal support, yet don't want to pay a massive financial surcharge for campuses ... then learning with the Institute is your only logical choice.



## Your Training Pathway

The Institute delivers training at 4 academic levels: Diploma, Bachelor, Vocational Graduate Certificate and Vocational Graduate Diploma. The level you decide to study at depends on your previous qualifications and experience.

If you have no prior qualification or experience, it's recommended you begin training at Diploma level. Diploma level training is extremely practical. It'll provide you with excellent foundation knowledge and skill. Most industry associations, including the Australian Counselling Association, will immediately recognise your qualification.

If you already have a counselling qualification or experience, and want to advance your learning, you can do so through the Bachelor, Vocational Graduate Certificate or Vocational Graduate Diploma.

Regardless of your present level of experience, the Institute caters for your training requirements. Please refer to the 'Which Course Should I Study?' flyer included with this Prospectus for explanation of the flexible options available to commence or continue your counselling education.

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“My application was the beginning of the fulfilling of a life goal. I was attracted by the flexibility of a self-paced, home study course which would fit with family and teaching commitments. As well, the cost was affordable in monthly instalments. For me, AIPC offered the best value in terms of money, time and equipping me for the counselling role.”

*Rosalie Follett*



# Institute Vocational Graduate Qualifications...

...the ideal way to specialise in your field of counselling interest...

The Institute's Vocational Graduate Certificate in Counselling and Vocational Graduate Diploma of Counselling are the perfect qualifications to acquire specialist counselling studies.

Both courses are a careful blend of theory and practical application to afford you the best platform on which to develop your specialist knowledge and expertise to an advanced level.

All readings, resources and case studies have been thoroughly researched and compiled into structured study guides and readings and are provided as part of your course. This means you do not have to go out and purchase extra textbooks, leaving you to focus all of your attention to learning. You also have complementary access to Proquest Psychology Journals, an electronic journal database of over 425 full text journals so that you can easily widen your reading in your field of interest.

Practical components of the courses are completed through interactive hands-on sessions that can be completed by a number of flexible means. You can either participate in small group seminars, work one-on-one with a Private Assessor to apply your skills under supervision, or record your practical skills and have our team of professional counsellors review it for you. Each practical option is designed to be flexible in its delivery to maximise accessibility and educational value.



“

“With the flexibility that external study with AIPC allowed I was able to stay home and care for my young son, yet still feel ‘productive’ and ‘challenged’. Trying to fit in study time and single parenting was pretty challenging itself at times but we got there in the end. To have come from a time in my life of feeling so lost to ‘now’ is an amazing feeling. Studying with AIPC has opened my eyes and my heart to who I really am, what I want out of life and the foundation skills that I need to reach my goals. Thank you to all the staff at AIPC for your invaluable support and guidance.”

*Brooke Shoesmith*



The Vocational Graduate Certificate in Counselling and Vocational Graduate Diploma of Counselling are nationally acclaimed and are Austudy and Abstudy approved.

Both courses have also received Course Recognition Status from the Australian Counselling Association (ACA), Australia's largest counselling representative body. As part of the Recognition process the courses had to satisfy the Association on a broad range of issues including academic content, depth and relevance to the counselling industry. As a student or graduate of an ACA recognised course you will automatically qualify to join as a member of the ACA.

“

Distance education helped me to go about earning a living whilst I learned my craft, while I always enjoyed feelings of inclusivity from the astute crew at AIPC. You were ALWAYS there when I needed direction, guidance, support and encouragement. What a client champion you are! All of your staff are stand-outs, and when this high human resource standard is replicated in the training system and materials you provide students, I am motivated to highly recommend AIPC to any individual seeking to become a recognised, accredited and qualified counselling graduate who can confidently hit the boards running into the profession. In other words, if I can do it, so can YOU!”

*Jan Burguez*

### Vocational Graduate Certificate in Counselling (Addictions/ Family Therapy/ Grief and Loss)

NTIS Course Code:30670QLD Internal Course Code: VGCA

Unit Code	Unit Title	Prerequisite	Nominal Hrs*
VGDI1A	Manage and facilitate collaborative counselling practice	Nil	50
VGDI2A	Analyse ethical decision-making processes in counselling practice	Nil	50
CHOICE OF ONE STREAM (students must complete all three units from the same elective):			
VGDA3A	<b>ADDICTIONS:</b> Analyse theories of substance use, misuse and addictions	Nil	100
VGDA4A	Apply a wide ranging knowledge of drug classification including pharmacological categories		100
VGDA5A	Use appropriate assessment, treatment planning and referral strategies within addiction counselling		100
VGDF3A	<b>FAMILY THERAPY:</b> Apply theoretical concepts in family therapy	Nil	100
VGDF4A	Develop and apply Narrative intervention initiatives in family therapy		100
VGDF5A	Employ Systemic practice techniques in family therapy		100
VGDL3A	<b>LOSS and GRIEF:</b> Evaluate theoretical and conceptual methods in grief and loss practice	Nil	100
VGDL4A	Apply therapeutic clinical approaches to grief and loss		100
VGDL5A	Facilitate group support in grief and loss		100

The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment that you complete throughout your studies will contribute to your final award. The Institute periodically revises the curriculum to maintain its position at the forefront of the counselling industry. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.

## Vocational Graduate Diploma of Counselling

(Addictions/ Family Therapy/ Grief and Loss)

NTIS Course Code: 30671QLD Internal Course Code: VGDA

Unit Code	Unit Title	Prerequisite	Nominal Hrs*
VGDA1A	Manage and facilitate collaborative counselling practice	Nil	50
VGDA2A	Analyse ethical decision-making processes in counselling practice	Nil	50
CHOICE OF ONE STREAM (students must complete all three units from the same elective):			
VGDA3A	<b>ADDICTIONS:</b> Analyse theories of substance use, misuse and addictions	Nil	100
VGDA4A	Apply a wide ranging knowledge of drug classification including pharmacological categories		100
VGDA5A	Use appropriate assessment, treatment planning and referral strategies within addiction counselling		100
VGDF3A	<b>FAMILY THERAPY:</b> Apply theoretical concepts in family therapy	Nil	100
VGDF4A	Develop and apply Narrative intervention initiatives in family therapy		100
VGDF5A	Employ Systemic practice techniques in family therapy		100
VGDLG3A	<b>LOSS and GRIEF:</b> Evaluate theoretical and conceptual methods in grief and loss practice	Nil	100
VGDLG4A	Apply therapeutic clinical approaches to grief and loss		100
VGDLG5A	Facilitate group support in grief and loss		100
After completing the two core units and the first three units of their selected stream, students complete the next core unit:			
VGDLG6A	Apply reflective practice strategies in counselling work	Nil	80
CONTINUATION OF STREAM (students complete the remaining two units from their elective):			
VGDA7A	<b>ADDICTIONS:</b> Conduct advanced behaviour change interventions and motivational interviewing	VGDA3A, VGDA4A, & VGDA5A	160
VGDA8A	Apply harm reduction, crisis intervention and risk management strategies		160
VGDF7A	<b>FAMILY THERAPY:</b> Coordinate interventions for children and adolescents	VGDF3A, VGDF4A, & VGDF5A	160
VGDF8A	Apply risk management and crisis intervention procedures in family therapy		160
VGDLG7A	<b>LOSS and GRIEF:</b> Plan and initiate interventions in complicated bereavement	VGDLG3A, VGDLG4A, & VGDLG5A	160
VGDLG8A	Respond to traumatic grief		160

The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment that you complete throughout your studies will contribute to your final award. The Institute periodically revises the curriculum to maintain its position at the forefront of the counselling industry. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.

## Vocational Graduate Certificate in Counselling

The Vocational Graduate Certificate in Counselling allows you to acquire a coherent, systemic knowledge of a dedicated field to engage in highly specialised counselling. You will be able to initiate, plan and implement appropriate interventions and demonstrate personal accountability and responsibility.

The Vocational Graduate Certificate in Counselling consists of five units. Two units are core units and three units are Specialty Units from your chosen Stream.

### Core Unit 1

The first core unit (VGD1A) covers managing and facilitating collaborative counselling practice at an advanced level. This unit equips you to work effectively in a multi-disciplinary team or work environment. The processes of coordinating service delivery are analysed, and aspects of case management are examined including the formulation of a collaborative case plan and the evaluation of service delivery. A range of applications across workplace settings are covered including hospitals, community agencies, aged care facilities, schools, government departments and private enterprise.

### Core Unit 2

The second core unit (VGD2A) focuses on analysing and implementing ethical decision making in counselling practice and guides you in identifying complex dilemmas in practice, the issues involved and where to refer to make an informed decision about the best course of action. You learn how to evaluate chosen solutions to complex ethical dilemmas in line with principles of reflective practice.

After completing the two core units, you progress onto the three units of your chosen Specialty Stream.



## Addictions

The Addictions Specialty Stream begins by analysing theories of substance use, misuse and addictions beyond the basic psychological principles of addiction to an understanding of the interplay between social, biological, psychological, contextual and environmental factors in the aetiology and maintenance of addictions.

The Stream continues onto learning a wide ranging knowledge of drug classification including pharmacological categories to obtain an advanced knowledge of the effects and observable symptoms for depressants, narcotics, stimulants and hallucinogens. You then learn how to utilise this knowledge to help prepare clients for detoxification and withdrawal.

The third unit prepares you to use appropriate assessment, treatment planning and referral strategies in counselling practice. You'll lead the development of a comprehensive multidimensional assessment, design and execute an appropriate and valid treatment plan, and monitor and assess referrals. Working with coerced or mandated clients is also covered.

## Family Therapy

The Family Therapy Specialty Stream begins with applying theoretical concepts in family therapy such as analysing patterns of family communication, recognising and addressing cases of triangulation, and applying transactional analysis to explain family communication. Contributions of leading family therapy theorists are evaluated, and family structure and multigenerational patterns are examined and explained.

The Stream progresses onto developing and applying narrative intervention initiatives in family therapy including an analysis of principles of Postmodernism, evaluation of dominant social and cultural narratives on individuals and families, and integrating narrative interventions into family therapy processes.

The third unit concentrates on employing systemic practice techniques in Family Therapy. You facilitate a variety of family interventions based on the works of Bowen and Minuchin. Skills include family assessment interviews, genograms, family patterns and communication transactions, relationship boundary marking and modification using a culturally-sensitive framework.

## Grief And Loss

The Grief and Loss Specialty Stream begins with evaluating theoretical and conceptual methods in loss and grief practice including theories of bereavement, phases of grief, responses to grief, adjustment and transition processes, coping strategies, adaptive and complicated grief, and support options.

The Stream continues with you applying therapeutic clinical approaches to loss and grief. The integration of the goals of loss and grief therapy into a plan for effective intervention, managing the expression of intense emotion, and assessing and responding to patterns of complicated or dissonant grieving are covered. This unit also includes developing an awareness of your personal experiences of loss and grief and how to effectively manage this when counselling others.

The third unit covers facilitating group support in loss and grief and includes the initiation, development and design of a program for loss and grief support, planning group membership through appropriate assessment and selection procedures, and coordinating, facilitating, reviewing and amending a group support program.

Each Specialty Stream is supported by a practical component which can be completed by attending a two-day seminar; a private assessment; or submitting a video/DVD of your practical skills demonstration.





## Vocational Graduate Diploma of Counselling

The Vocational Graduate Diploma of Counselling provides you with a more advanced understanding of a dedicated field to demonstrate an expert command of a highly specialised counselling field. You will be able to initiate, plan and implement major interventions and engage in supervisory, leadership and/or management capacities in human services work.

If you continue into the Vocational Graduate Diploma from the Vocational Graduate Certificate, you only need to complete 3 units in addition to your Vocational Graduate Certificate units. These units consist of one extra core unit and two units for the Specialty Stream completed during your Vocational Graduate Certificate. There is also one more practical component to be completed.

The Vocational Graduate Diploma of Counselling consists of 8 units. There are 3 core units and 5 units from your chosen Specialty Stream.

The first two core units are the same as those completed for the Vocational Graduate Certificate.

### **Additional Core Unit**

The additional core unit (VGD6A) integrates reflective practice strategies into counselling. You develop advanced skills in self-management and monitoring to deliver counselling that is mindful and intentional. You examine your personal values, beliefs and biases in detail and their impact on the role of counsellor. Feedback, revision, evaluation, self care, professional development and supervision are explored during the unit.

The first three units of each Specialty Stream are the same as those required for the respective stream in the Vocational Graduate Certificate in Counselling.



## Addictions

The Addictions Specialty Stream continues with a unit covering conducting advanced behaviour change interventions and motivational interviewing to explore ambivalence and assess client readiness to change. Stages of change are applied to case studies and strategies to encourage and enhance motivation are applied across all stages of the change model.

The final unit in the Stream concentrates on applying harm reduction, crisis intervention and risk management strategies as a framework for responding to crisis and risk when working with clients with addictions. You learn to assess the level and immediacy of risk, implement and manage risk minimisation procedures, initiate continuing support for clients, and coordinate and facilitate staff debriefing.

## Family Therapy

The Family Therapy Specialty Stream progresses into coordinating interventions for children and adolescents, adopting a collaborative approach to goal setting and intervention planning appropriate to the client's stage of development.

The final unit of this Stream applies risk management and crisis intervention procedures in the practice of family therapy. Responding appropriately and efficiently to risk situations, managing disclosures of abuse and/or violence, and following up the effectiveness of crisis intervention procedures are covered. There is also an emphasis on supervision, debriefing and self care.



“In March this year I began working for a Government funded agency called JPET (Job Placement Employment & Training) as a Youth Counsellor! Not only that but I also work with another group within JPET called PSP (Personal Support Program) so three days a week I work with the Youth and two days with the older participants. I give thanks for this opportunity every day and pinch myself to see if I am dreaming. I wouldn't call it work or a job and as we operate from a house it's like an extension of home. I don't have to travel to the city every day and finish at 4.30pm and therefore have two extra hours in the day to put to good use.”

*Deborah King*

## Grief And Loss

The Grief and Loss Specialty Stream continues with a focus on planning and initiating interventions in complicated or unresolved grief including the assessment of complicated grieving patterns and how they are different from expected responses to loss. You analyse client symptoms to initiate interventions to help clients recognise inhibiting factors in the grief process and work towards their resolution.

The final unit of this Stream provides a framework to respond to traumatic grief. Communicating sensitively and compassionately with individuals experiencing sudden, unexpected loss; assessing their readiness for intervention; and designing, managing and implementing traumatic grief interventions are covered in this unit.

Each Stream is supported by two practical components. Each practical can be completed by attending a two-day seminar; a private assessment; or submitting a video/DVD.

You can enrol into the Vocational Graduate Certificate in Counselling or Vocational Graduate Diploma of Counselling at the time of your enrolment.

If you enrol in the Vocational Graduate Certificate in Counselling, you can progress into the Vocational Graduate Diploma of Counselling at any time during or after your Vocational Graduate Certificate course.

As it is rare for clients to present with single, isolated issues, it is also common for counsellors to specialise in more than one field of counselling. Hence, after you finish your Vocational Graduate Certificate in Counselling, you can complete additional Specialty Streams at the Vocational Graduate Certificate level (3 units per stream) if you choose.

On the other hand, some students prefer to enrol directly into the Vocational Graduate Diploma of Counselling where they complete all five units of their chosen Specialty Stream as part of their course, and can continue their studies with additional Specialty Streams at either the Vocational Graduate Certificate level (3 units per Stream) or Vocational Graduate Diploma level (5 units per Stream).

As you can see, **the choice is yours**. The structure of the courses and Specialty Streams allows you to choose the course that suits your study needs and future counselling career goals.

## Upon Graduation

Upon graduation, you'll receive a presentation-standard Certificate and a Transcript of Academic Record to signify your substantial achievement in finishing your qualification.

You will also receive a Statement of Attainment and Transcript of Academic Record for each additional Specialty Stream you complete in addition to your Diploma.

Graduates from Institute courses also have the opportunity to become a Graduate Member of the Institute. As a Member, you will receive the Institute's quarterly magazine, The Professional Counsellor, order personalised stationery, take advantage of the Institute's Client Referral Service, and receive reduced rates for professional indemnity insurance.

The Vocational Graduate courses are also recognised by the Australian Counselling Association (ACA), so graduates satisfy the training and education requirements for membership of the ACA.

It's important for you at this juncture to not only ask "Is this a good quality course?" but also "How does completing this course assist me to reach my desired counselling goals?"

The Institute is uniquely placed in the counselling industry to help you achieve your counselling specialist qualifications. The Vocational Graduate courses equip you with the advanced knowledge and skills to be a qualified and respected specialist Counsellor.



“

“My journey into studying counselling began over three years ago, when I felt the need for self exploration after many years of various personal traumas. AIPC have been a joy to associate with and share this important and beneficial time in my life, which I can now use to help so many others through the obstacles on their bumpy roads in life.”

*Marilyn Tisdall*



## How our students and graduates rate our performance

The Institute is committed to continuous improvement. It's part of what makes us the best at what we do. To ensure we're providing the best counsellor education program available, we regularly survey our students and graduates to identify how they rate our performance in areas such as course content, service, administration and applicability of the course.

We are extremely pleased to note that responses are overwhelmingly positive. In fact, in all areas, responses ranged from 90% to 100% of respondents giving positive responses. This feedback is very important to us and signifies the high level of commitment the Institute has to making your studies enjoyable and worthwhile.

The survey also revealed that 96% of students found the Study Assistance Line to be a useful resource and 98% of students said the quality of the course either exceeded or met their expectations.

## Frequently asked questions

### What are the course entry requirements?

There are a number of ways to gain entry to the Institute's Vocational Graduate courses. You are eligible for entry if you have:

- A nationally recognised Diploma of Professional Counselling from the Institute.
- A nationally recognised Diploma of Counselling, issued from a Registered Training Organisation.
- A Bachelor in Counselling, Psychology, Behavioural Science or Social Work from a university.
- A Bachelor qualification in any other field, combined with at least 3 years of direct counselling experience.
- A Certificate III or Certificate IV in Counselling, combined with at least 3 years of direct counselling experience.
- Five years counselling experience in diverse contexts.

You will need to provide documentation that proves your qualifications or experience as part of applying for enrolment. Further details about this are provided on the Application Form.

If you have further questions about your entry into the course, please phone your Student Support Centre.

### If I have studied before can I get academic credit toward the course?

Yes. If you have been working in a counselling related field, or have completed related study, you may be eligible to gain exemption from certain parts of the course via Recognition of Prior (RPL). We have a very simple system for assessing exemptions and it means you won't be asked to complete work you have already achieved competency in. Further details of the RPL process and an application package can be obtained from the "Students" section of the Institute's Web Page at <http://www.aipc.net.au/> or from the Institute's Head Office by phoning TOLL FREE 1800 657 667.

### Do I have to complete my course in a specified time?

No. Institute courses are designed to allow you to work at a pace that you find comfortable. This is known as Self Paced Learning. There is no such thing as an average student and each of us has other commitments as well. What is important is

that you follow the guidelines provided in the Student Handbook and Unit Study Guides, and set a study plan to work to. Students whose courses are funded by Austudy, other agencies, or employers, will need to be aware of specific guidelines set by their sponsor

## Do I have to keep paying for my course until I graduate?

No. One of the unique aspects of our study program is that we give you the option of paying for your course on a monthly basis. This means you pay a nominated amount each month for a set number of months. If you complete paying for your course prior to completing your studies, no further fees are due while you finish your academic requirement for the course in which you are enrolled. You are free to complete your studies in your own time frame.

## Will I be able to receive Austudy while I study my course?

Both Vocational Graduate courses are Austudy and Abstudy approved. To find out further details about your eligibility, please contact the Austudy Student Assistance Centre on 13 24 90.

## When can I enrol as a student?

Because of the unique self-paced nature of the course, and the fact seminars, tutorials and academic support is available 12 months of the year you can begin at any time. The earlier you start, the earlier we will be able to work together with you to help you achieve your Counselling goals.

## Do you guarantee me a job when I complete my studies?

Institutions of learning such as ours cannot guarantee anyone a job. Think about other universities and colleges and you will understand the situation. Any person is far better off with an appropriate qualification than with no qualification at all.

Remember the saying, "If you think education is expensive, try ignorance".

Graduates of the Institute have found work as counsellors in government, industry and in the private sector. With the support of the Institute many of our graduates have successfully established their own full and part time practices as general or specialised counsellors.

## How difficult is the course?

While the Vocational Graduate courses teach advanced and complex principles, the Study Guides, readings and case examples carefully developed by Institute education staff coherently and progressively lead you through the knowledge and skills covered in the course. Concepts are given extensive explanation and related to real life examples, with readings integrated logically and cohesively.

The specially developed Study Guides provided as part of your course material identify important areas of study and give you a straight forward plan to follow.

The vast range of educational support offered by our team of expert Education Advisers includes a Toll Free Study Assistance Line, Seminars and Tutorials offered from Student Support Centres throughout Australia, as well as the Student Handbook and Unit Study Guides which also provide study hints and guidelines on completing each unit. These educational support services give you the assistance and support you need to successfully complete your studies.

## Are there any course costs other than those you have noted in this brochure?

No. You do not have to purchase any other study material such as textbooks as everything is provided. And attendance fees at seminars and assessment sessions are included in the cost of the course. These are by far the least expensive courses of their kind in Australia.

## Can I study over the Internet?

Yes. The Institute has a 'Virtual Campus' on the Internet. At the Virtual Campus, you can enrol in a course, see when seminars and tutorials are being held, obtain study assistance and assignment hints and tips. Students enrolling over the Internet still receive all of the books and study material for the course.



## How to commence your studies with the Institute

Application to become a student of the Institute is made by completing the Application Form enclosed and returning it along with any documentation to support your application and your first fee instalment to the address on the form. You may also enrol by calling the Free Call Easy Enrolment telephone service (refer to Application Form). If you would like to enrol over the Internet, please go to the Enrolment page on the Institute's web site at <http://www.aipc.net.au>.

Please note there are a number of course investment options and that substantial savings apply for upfront payment of fees.

As a student of the Australian Institute of Professional Counsellors you are assured of the ongoing support of the Institute during your studies and have the opportunity to meet others with similar interests in an Australia-wide educational institution.

The Institute's dedication to maintaining affordable student fees, and a professional, contemporary and ethical approach to counsellor education, is your assurance that we place student wellbeing before all else.

“

In my first 2 weeks of serious job hunting I had 5 interviews, 3 permanent job offers and an offer of casual work - and they still keep calling... I start my new job next Monday - my dream job that I am so excited and terrified of I can barely breathe!

It is with the Regional Health Board as a drug and alcohol counsellor for the MERIT program - the Magistrates Early Referral into Treatment Initiative. Can't decide whether I am more excited or scared but all in all I am thrilled.”

*Louise Gourley*



# Student Information

The Institute is committed to supporting students and has documented this commitment in a number of student policies. The full version of the student policies is available by accessing the Institute's website at [www.aipc.net.au](http://www.aipc.net.au) or by visiting the Student Policies menu item in the Enquiries section of the site.

The Institute recommends that you read these policies prior to applying for enrolment.

The student policies cover the following areas:

**Recognition of Prior Learning:** If you have existing counselling skills, knowledge, or experience, or have completed other counselling studies, then you can apply to receive recognition for these through AIPC's Recognition of Prior Learning process.

Further details of the Recognition of Prior Learning process and a Recognition of Prior Learning and Credit Transfer Application Kit can be obtained from the 'Students' section of the Institute's Web Page at [www.aipc.net.au](http://www.aipc.net.au) or from the Institute's Head Office by phoning 1800 657 667.

**Mutual Recognition (Credit Transfer) of Qualifications:** The Australian Institute of Professional Counsellors recognises the qualification and Statements of Attainment issued by other Training Organisations.

Further details of the Mutual Recognition process and a Recognition of Prior Learning and Credit Transfer Application Kit can be obtained from the 'Students' section of the Institute's Web Page at [www.aipc.net.au](http://www.aipc.net.au) or from the Institute's Head Office by phoning 1800 657 667.

**Complaints:** The Australian Institute of Professional Counsellors has a fair and equitable process for dealing with complaints. In the event that a complaint cannot be resolved internally to the student's satisfaction, the student will be advised of the appropriate external body where they can seek further assistance.

Details of the Institute's Complaints Policy can be obtained from the Student Handbook at the 'Students' section of the Institute's website at [www.aipc.net.au](http://www.aipc.net.au) or request a copy of the Handbook from the Institute's Head Office by calling 1800 657 667.

**Appeals:** The Australian Institute of Professional Counsellors provides an avenue for students to appeal the awarding of course and unit results by an independent panel. Students are able to appeal against their results within 28 days from issue of the result.

Further details of the Institute's Appeals Policy can be obtained from the Student Handbook at the 'Students' section of the Institute's website at [www.aipc.net.au](http://www.aipc.net.au) or request a copy of the Handbook from the Institute's Head Office by calling 1800 657 667.

**Student Conduct:** The Australian Institute of Professional Counsellors is a professional educational institute. AIPC staff are required to provide a high level of educational and administrative service to all enquirers and students. To maintain the integrity of this service, students also have obligations and are required to abide by the Institute's Student Conduct Policy. Details of the Student Conduct Policy may be obtained from the Student Handbook at the 'Students' section of the Institute's website at [www.aipc.net.au](http://www.aipc.net.au) or request a copy of the Handbook from the Institute's Head Office by calling 1800 657 667.

**Language, Literacy and Numeracy:** The Australian Institute of Professional Counsellors has a process in place to identify students with language, literacy or numeracy difficulties. Details of the Institute's Language, Literacy and Number Policy can be obtained from the Student Handbook at the 'Students' section of the Institute's website at [www.aipc.net.au](http://www.aipc.net.au) or request a copy of the Handbook from the Institute's Head Office by calling 1800 657 667.

**Access and Equity:** The Australian Institute of Professional Counsellors acknowledges the diverse nature of its student population and aims to meet the educational needs of all students, irrespective of their background. The Institute will endeavour to meet the individual needs of students through the integration of access and equity principles.

Please refer to the Student Handbook for further details relating to the Institute's Access and Equity Policy at the 'Students' section of the Institute's website at [www.aipc.net.au](http://www.aipc.net.au) or request a copy of the Handbook from the Institute's Head Office by calling 1800 657 667.

**Qualification to be Granted:** To obtain the qualification, you must be assessed as competent in all areas of the course. If you withdraw from the course, a Statement of Attainment will be granted for all the units in which you have obtained competency.

**Course Cancellation Policy:** The Course Cancellation Policy is shown on the Application Form and explains how to withdraw from your course and when you are eligible for a refund of student fees.

**Counselling and Support Services:** The wellbeing of our students is important to us. If you require personal counselling or guidance, you may seek a referral to an Institute-trained practicing Graduate Member Counsellor. It is likely the Counsellor will negotiate a professional service fee with you.

## Notes

# Institute Student Support Centres

## HEAD OFFICE

Locked Bag 15, Fortitude Valley QLD 4006  
47 Baxter Street, Fortitude Valley Qld 4006  
Phone: (07) 3112 2000 Fax: (07) 3257 7195  
Toll Free: 1800 657 667

## BRISBANE

PO Box 425, Carina 4152  
336 Stanley Road, Carina Qld 4152  
Phone: (07) 3843 2772 Fax: (07) 3843 3599  
Toll Free: 1800 353 643

## QUEENSLAND REGIONAL

PO Box 200, Moffat Beach Qld 4551  
7 Mariner Place, Bokarina Qld 4575  
Phone: (07) 5493 7455 Fax: (07) 5493 7466  
Toll Free: 1800 359 565

## GOLD COAST

PO Box 9069, Lighthouse Beach, Port Macquarie  
NSW 2444  
Suite 2, Level 4 Kay House, 35 Scarborough St,  
Southport Qld 4215  
Phone (02) 6581 5112 Fax (02) 6581 5117  
Toll Free: 1800 625 329

## REGIONAL NSW

PO Box 9069, Lighthouse Beach, Port Macquarie  
NSW 2444  
1/34 Jindalee Road, Port Macquarie NSW 2444  
Phone (02) 6581 5112 Fax: (02) 6581 5117  
Toll Free: 1800 625 329

## Sydney, NSW

PO Box 238, Parramatta NSW 2124  
Level 2, Suite 21, 152 Marsden St, Parramatta  
NSW 2150  
Phone (02) 9687 9688  
Fax (02) 9687 9698  
Toll Free: 1800 677 697

## Melbourne, VICTORIA

GPO Box 417, Melbourne VIC 8060  
Level 1, 337 Latrobe Street, Melbourne  
VIC 3000  
Phone (03) 9670 4877 Fax: (03) 9602 3832  
Toll Free: 1800 622 489

## Adelaide, SOUTH AUSTRALIA

PO Box 3027, Rundle Mall PO, SA 5000  
Level 10, GHD Building, 68 Grenfell Street,  
Adelaide SA 5000  
Phone (08) 8232 7511 Fax: (08) 8232 4242  
Toll Free: 1800 246 324

## Perth, WESTERN AUSTRALIA

PO Box 631, Mt Lawley WA 6929  
Suite 1, 110-116 East Parade, East Perth  
WA 6004  
Phone (08) 9228 3026 Fax (08) 9227 6648  
Toll Free: 1800 246 381

## SINGAPORE

PO Box 631, Mt Lawley WA 6929  
Suite 1, 110-116 East Parade, East Perth  
WA 6004  
Phone +618 9228 3026 Fax +618 9227 6648  
Toll Free: 800 1303 333

## NEW ZEALAND

C/- New Zealand Institute of Professional  
Counsellors, DX Box 10627, Auckland NZ  
Phone +64 9 919 4500 Fax +64 9 442 2543



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