



Australian College of Applied Psychology

Postgraduate

DOMESTIC STUDENT GUIDE 2012

Sydney, Melbourne and Brisbane



Part of the Navitas Group



ACAP provides courses in applied psychology and related fields.

Our key program areas are:

- Psychology
- Counselling
- Coaching
- People Management

Read on to find out more about studying at ACAP

**WHY STUDY
AT ACAP?**

OUR VISION FOR ACAP

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



Message from the Principal and General Manager of the Australian College of Applied Psychology

Welcome to the Australian College of Applied Psychology (ACAP). We believe that the only way for you to learn how to build relationships and communicate effectively with people is to do just that.

Whether you want to build more effective communication and team management skills, or get the

qualifications you need to practise as a counsellor, psychologist or coach, we will ensure you are ready to make a difference from the moment you graduate. I look forward to welcoming you as an ACAP student.

Andrew Little
Principal and General Manager
Australian College
of Applied Psychology

Why choose ACAP?

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

Study where and when it suits you

We help you fit your study around your other commitments. For our postgraduate courses choose from three campus locations; in Sydney, Melbourne or Brisbane; or study at home or at work by flexible delivery. You can combine different modes to suit your lifestyle. Plus, you can start your course at any of our three term start dates. To find out which courses are offered on each campus; and in what modes, go to the course information pages (12 to 23) and to see our current term start dates, please visit currentstudents.acap.edu.au/

Our expertise

ACAP has over 28 years' experience in teaching applied psychology with specialist courses in counselling, coaching and people management. We now also offer courses, conditionally accredited, in psychology as pathways to registration as a Psychologist in Australia. You will be taught by a mix of

academics, with a wealth of experience in higher education in Australia, and practising professionals with a depth of real-life experience, a thorough knowledge of the disciplines and an understanding of the latest workplace practices.

Small classes and interactive learning

Our small classes, group discussions, simulations and role-play activities allow you to really get to know your fellow students and teaching staff. Some disciplines include lectures. The classes emphasise interaction of staff and students and the exchange of ideas and experience. They, and your supervisors, play a key role in helping you achieve your personal and professional goals. Exchanging ideas and experiences is a core teaching philosophy at ACAP. Each course has different levels of interaction, so check the course information on pages 12 to 23 for more details.

Varied assessment strategies

At ACAP you will spend your time thinking, acting and immersing yourself in new ideas. Assessments give you an opportunity to demonstrate your learning and get feedback on your progress. Assessment types vary with each course and some units include examinations. However, the majority of assessments mirror real-life work projects, such as reports and written assignments, critical reflections, group work, role-plays, laboratory experience and supervised work placements (Student Placement).

Practise your skills while you study and graduate work ready

The Graduate Diploma of Counselling, the Graduate Diploma of Elite Athlete Mentoring, the Master of Psychology (Clinical) and the Master of Applied Social Science (Counselling) include student placements, which are unpaid work placements in organisations related to your study. Placements allow you to practise your skills in a work environment, meet professionals working in the industry and build some valuable experience and referees to add to your resume – before you graduate. Therefore, you graduate with the skills and experience needed to help progress your career.

FAST FACTS

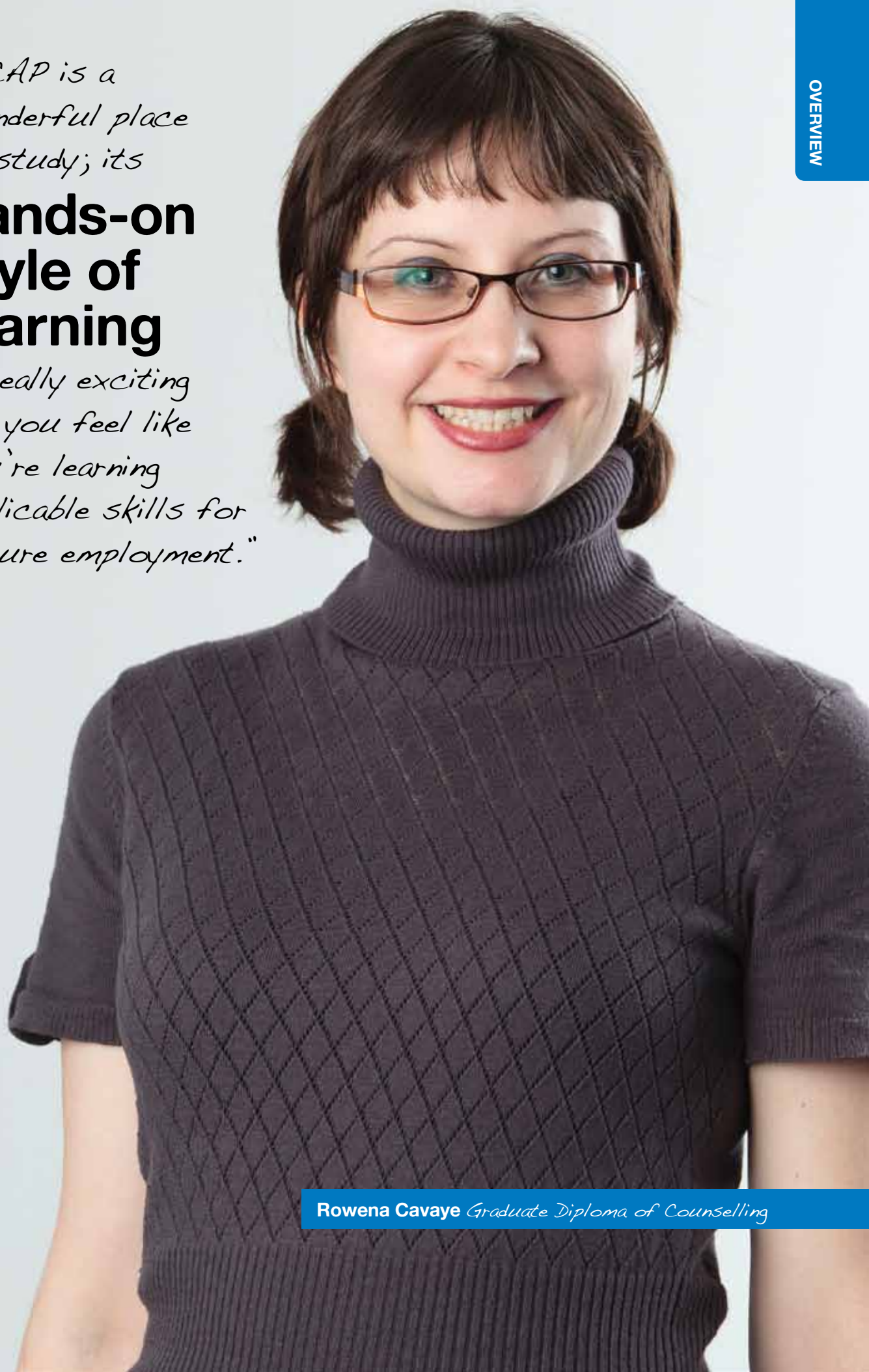
- The Australian College of Applied Psychology (ACAP) has been in operation for over 28 years and is a leader in applied psychology education.
- ACAP has over 3,500 students studying at our four campuses in Sydney, Melbourne, Brisbane and Adelaide, or by flexible delivery.
- Since 2007, ACAP has been a UNICEF Corporate Champion for Children.
- We contribute to UNICEF's development programs in over 150 countries and territories.



"ACAP is a wonderful place to study; its

hands-on style of learning

is really exciting and you feel like you're learning applicable skills for future employment."



Rowena Cavaye Graduate Diploma of Counselling

What does ACAP offer?

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

Psychology

Psychology is the scientific study of the human mind and behaviour. The knowledge base of psychology is developed through creating and testing theories about what determines how people think, feel and behave at an individual, group, organisational and community level. Psychology graduates build careers in areas where a knowledge of psychology and well-developed research and writing skills are valued, such as health and social welfare, social policy and research, market research, human services, disability and ageing, mental health services, juvenile justice, immigration and refugee support services. Some graduates continue their study in psychology with the aim of becoming registered psychologists and

others undertake further specialist study for careers in diverse areas such as allied health, teaching, and business.

Counselling

Our counselling courses provide you with the practical skills and theory to work as a counsellor or in a counselling related profession. Classroom role-plays and workplace experience build your confidence in applying these skills. Our higher education counselling courses are accredited by the Psychotherapy and Counselling Federation of Australia (PACFA). This ensures that when you graduate you have recognition and credibility within the counselling profession as well as the skills needed to work as a Counsellor, or in a counselling related field.

Management

Leadership and the ability to successfully manage people are not innate qualities. They need to be developed, nurtured and practised. Our management courses are specifically designed to make you a better leader by giving you the skills to motivate people and get the best out of each individual. If you wish to improve your people management techniques or want to move into a leadership role, an ACAP management course can help you.



Get experience while you study

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

What is a student placement?

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

- Relationships Australia
- Mission Australia
- Centacare Family Services
- Salvo Care Line
- Paradise Kids
- Department of Child Safety
- DepressioNet
- Odyssey House
- Jesuit Social Services
- Equity Research
- Initiatives of Change
- Lee Hecht Harrison Career Coaching

ACAP courses that have a Student Placement

- Graduate Diploma of Counselling
- Graduate Diploma of Elite Athlete Mentoring (Please refer to the Elite Athlete Mentoring brochure).
- Master of Applied Social Science (Counselling)
- Master of Psychology (Clinical)

Why is a student placement important?

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

For many of our students, their placement leads to permanent employment with the organisation in which they complete their placement. Student placements can help you to:

- Identify where you would like to work
- Increase your confidence and your skills
- Put the theory you have learned into practice
- Network with industry professionals
- Gain experience in your chosen field

Choosing a student placement that suits you

ACAP has links with over 600 organisations across Australia, giving you an opportunity to choose a workplace that matches your personal and professional interests. Below is a list of some of the organisations where our students have undertaken placements:

- Carers NSW
- Enough is Enough
- Blackdog Institute
- YWCA
- Quest for Life



ACAP campuses

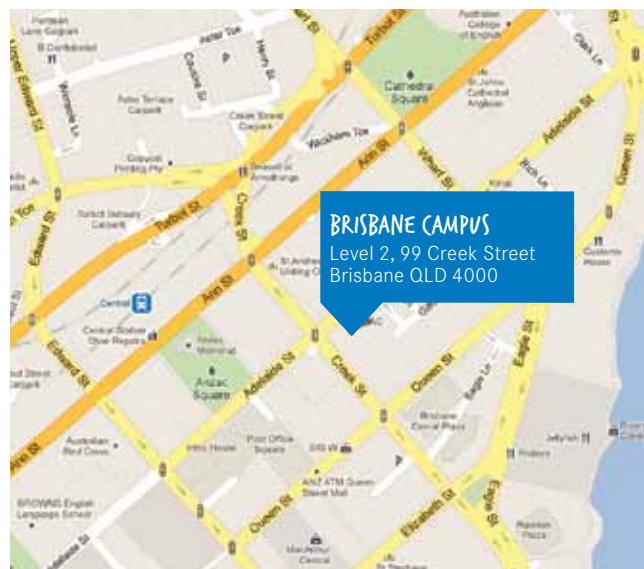
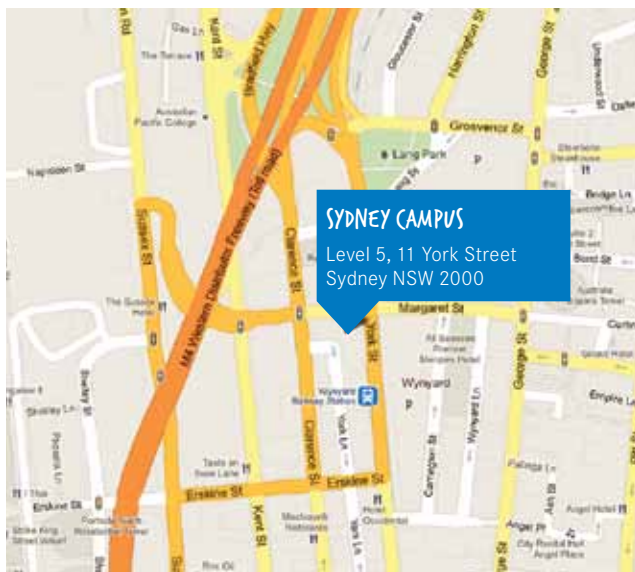
ACAP has three city campuses in Sydney, Melbourne and Brisbane. Each campus offers a unique experience while delivering the same course content and quality teaching. You can also combine your on-campus learning with studying by flexible delivery.

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

Our Sydney campus is located in the centre of the city, above Wynyard Station, and is the largest of our campuses.

Our Brisbane campus is just five minutes' walk from the Brisbane River so you can enjoy the relaxed, sunny lifestyle Brisbane has to offer.

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



Studying at ACAP

At ACAP, you can study on-campus or by flexible delivery. Regardless of the mode of delivery, the units use the same curriculum and term structure.

On-campus study

On-campus study requires you to attend one three hour class per week on-campus for each of the units you are studying. So, if you are taking three units you will spend nine hours in classes per week.

On-campus classes

Typically, there are three hour classes in the morning, afternoon and evenings, with some weekend classes. Each campus may run classes at different days and times. Not all units are available at all times in all modes on all campuses. Check the ACAP website for further information, visit currentstudents.acap.edu.au

Flexible education

Flexible delivery is the umbrella term used at ACAP to describe its off-campus study modes. Studying flexibly offers you the chance to study anywhere, anytime and is best suited to students who are self-motivated and/or are unable to attend on-campus classes on a regular basis.

If you choose to study one or more units by flexible delivery, you will still be allocated into a class with a dedicated educator, the same as if you were studying face-to-face. You will still need to devote the same number of hours per week (per unit or module) to reading the course material, interacting with your classmates and educator, completing activities and assessment. However, instead of attending a class at a set time each week, you will have access to a 'virtual classroom' where you will access your course materials and readings, undertake activities and interact with your educator and fellow class members. You will also submit all assessment and receive grades and feedback via this online class space.

Note: If undertaking all or part of your course by flexible delivery you may be required to attend the relevant Workshops at an ACAP campus.

Your 'virtual' classroom

ACAP's online class spaces are the centre for learning and interaction for those who study by flexible delivery. The class space contains all of your course materials, the profiles of your fellow class members and

educator and is the place where your educator makes announcements and provides guidance and support. Discussion forums allow students to consider questions and work on activities together, often assisting each other and sharing their experiences and thoughts, while 'Live Chat' and 'Telephone Tutorials' provide opportunities to connect with your classmates and educator in real time.

Course resources are available through written readings and the course manual, which you can read on-screen, print, or in most cases, hard copies can be purchased from selected bookstores. Video and audio resources are increasingly available via the online class spaces.

Technology required

If you study by flexible delivery you need to have ready access to the internet and a basic understanding of how to use the web and email. Familiarity with programs such as Microsoft word is also required for preparing and submitting assignments.

Custom made study options

We understand you have other commitments outside of study, so you can choose your campus and class times, and you can also mix and match your study modes – subject to availability by course. You can choose your mode of study for each unit (subject to availability) at the beginning of each term, but once the term commences you must complete each unit in the mode in which you began.



ACAP Teaching Staff

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

ACAP has over 100 teaching staff delivering courses face-to-face, on-campus and by flexible delivery. They are experts in their field, chosen on the basis of their academic qualifications, proven career experience and their ability to engage and interact with students and share their knowledge. They also take a genuine interest in the development of students, watching them grow, not only as practitioners, but as people.

School of Counselling staff

Professor Ione Lewis

Doctor of Philosophy; Graduate Diploma In Continuing Education; Diploma In Psychotherapy; Bachelor of Social Studies (Social Work)

Ione is the Foundation Professor of Counselling and Psychotherapy and Head of School of Counselling. Ione has been involved in undergraduate and postgraduate counselling, psychotherapy and supervision education and training and supervision of higher degree research students for 17 years and has practised clinically for over 26 years. She is an active researcher in professional identity, the relationship between sexual health and violence, gender, evaluation of women's health services, supervision and consumer participation in research. Her other research areas include quality of private higher education, the use of client reference groups in research, client perceptions of counselling outcomes, professional identity of counsellors and psychotherapy and parent learning programs.

Elizabeth Day

Doctor of Philosophy; Bachelor of Arts (Honours); Advanced Diploma of Relational Gestalt Psychotherapy

Elizabeth is Senior Lecturer in Counselling and Psychotherapy and Deputy Head of the School of Counselling. She has 20 years of Higher Education teaching experience including at the University of Melbourne and Victoria University and, for the last two years, at ACAP. She has research and practice interests in post modern theories of the

subject, phenomenology, field theory and intersubjectivity. Elizabeth is committed to the development and delivery of curriculum that integrates academic theory with experiential rigour in the training of counsellors. She practises psychotherapy with an orientation to mindfulness and relational dialogue, and supports clients' enquiry into their present-moment and enduring subjective experience, including work with gender and sexual identity, loss, intimacy and existential anxiety.

Eileen Davis

Master of Arts (Psychology); Master of Arts (Education); Bachelor of Arts (Psychology); Diploma of Clinical Hypnotherapy; Certificate of Teaching

Eileen is the Senior Lecturer in Counselling and Psychotherapy (Teaching Scholarship). She was formerly the Academic Director of another training institution for eight years and prior to this was the Director of Studies at ACAP for six years. She has over 35 years' experience as an educator and approximately 20 years' experience as a Registered Psychologist. Eileen runs a small private practice in Sydney, specialising in working with loss, anxiety and panic attacks, post traumatic stress disorder, stress management and accelerated learning.

Elizabeth Riley

Master of Counselling; Graduate Diploma of Counselling; Bachelor of Science; Diploma of Homoeopathy; Certificate IV in Assessment and Workplace Training

Elizabeth is a Senior Educator at ACAP and is near completion of her PhD titled: 'The Needs of Gender Variant Children and Their Parents' at the University of Sydney. Elizabeth has a private practice specialising in sexuality and gender identity, runs a group for transgender teens and is a counsellor and trainer for the St James Ethics Centre. Elizabeth has four published papers in peer-reviewed journals and has presented numerous papers, workshops and training in the areas of sexuality, gender identity and ethics, both locally and internationally.

Roslyn Smart

Doctor of Philosophy; Bachelor of Arts (Honours, Psychology); Associate Diploma in Community Welfare

Roslyn has been associated with ACAP for the past 11 years in a variety of roles, the main role being an Educator. Roslyn received the ACAP Teaching Excellence Award in 2010. Roslyn is a registered psychologist running a private practice which includes consulting, counselling and supervision. Roslyn completed her PhD almost 20 years ago and spent a number of years employed as a traditional academic where she successfully secured research grants, funding a variety of research studies published in a range of international journals. In addition, Roslyn has successfully supervised several PhD, Masters, Honours, and Graduate Diploma theses to completion. Roslyn is an accredited supervisor and has successfully supervised several probationary psychology registrants to full registration with the Queensland Board of Psychology.

Denise Lavell

Master of Counselling; Certificate IV in Training and Assessment

Denise is a practitioner in the field of counselling. She has a clinical supervision and counselling practice in Sydney working with individuals, agencies and organisations around emotional and psychological wellbeing. She has held many roles in organisations, Aged Care, Cancer Support, Alcohol and other Drugs, Child Protection and facilitates private and corporate workshops. Denise is currently focused on teaching and is very passionate about the role education plays in shaping future professionals.

John Clark

Master of Counselling; Graduate Certificate in Counselling; Diploma of Health Administration; Certificate IV in Assessment and Workplace Training; Clinical Member of the Counsellors and Psychotherapists Association (CAPA) of NSW

John is a Flexible Delivery Educator who received the ACAP Excellence in Teaching (Flexible Delivery) Award in 2008. John has a private counselling practice, consults for a Foster Care Agency and is an Accreditation Surveyor of mental health services. The range of John's work experience (including counselling, help-lines, human

resources, general management, workplace training and patrolling remote areas of PNG) allows him to readily facilitate experiential learning in his student groups and integrate practical applications into theory.

Jenny Coburn

Bachelor of Arts (Honours); Master of Arts (Communications); Graduate Certificate of Higher Education; Certificate IV in Assessment and Workplace Training

Jenny is the Associate Lecturer at the Melbourne campus. Her research interests include what supports student engagement across the student life-cycle, and how educator engagement can affect the learning experience of the student. Jenny is a Registered Psychologist with 16 years of counselling and assessment experience, predominantly in the alcohol and other drug sector. She has worked in leadership roles in private and public organisations, and has over ten years of managerial experience. Jenny has 20 years of experience in teaching and training, having worked with diverse groups in registered training organisations, vocational education and higher education. She is passionate about adult learning and was awarded the 2010 Teaching Excellence Award for her outstanding contribution to education.

School of Psychological Sciences staff

Professor Mike Innes

Doctor of Philosophy;
Master of Arts (Honours)

Mike is the Head of School of Psychological Sciences and has taught psychology over many years at several universities in the United Kingdom, Australia and the United States, including the University of Adelaide, James Cook University and Murdoch University. Mike is a social psychologist, with interests in areas including the study of persuasion, political behaviour, the behaviour of individuals in groups and organisations and in how thinking, feeling and action intertwine in the lives of people.

Associate Professor Lynne Harris

Doctor of Philosophy; Master of Psychology (Clinical) Honours; Bachelor of Science (Psychology) Honours

Lynne joined ACAP as Associate Professor of Psychological Sciences after 18 years at the Faculty of Health Sciences, University

of Sydney and continues to run a clinical psychology practice part-time. Her research includes studies focused on depression, anxiety (specific phobia, social phobia and obsessive compulsive disorder), work stress and responses to serious medical diagnoses.

Megan Willis

Doctor of Philosophy;
Bachelor of Psychology (Honours)

Megan joined ACAP as a lecturer in the School of Psychological Sciences after completing her PhD in Cognitive Science. Her primary research interests are in social cognition, emotion processing and cognitive neuropsychology.

Fiona Papps

Doctor of Philosophy; Bachelor of Arts (Honours)

Fiona is a lecturer whose primary teaching interests are in the areas of social, personality and developmental psychology. Her research interests are around the topics of sexuality, representation and embodiment and she has a strong background in the use of qualitative methods in exploring these themes.

Tim Chambers

Doctor of Philosophy; Bachelor of Science (Human Movement) Honours; Bachelor of Science (Psychology) Honours; Graduate Certificate in Career Counselling for Elite Performers

Tim is a Lecturer and Program Manager of the Elite Athlete Mentoring Program. He spent several years working in the sporting industry, as a coach, performance enhancement consultant, and a career and education officer. His research interests include positive psychology, mentoring and coaching, and human factors.

Associate Professor Ronnie Zuessman

Doctor of Philosophy; Professional Diploma (Counselling); Master of Education (Counselling); Bachelor of Arts (Psychology and Education)

Ronnie has 30 years practice in professional psychology, including postgraduate teaching, research and clinical service delivery. He has held key leadership and management roles in services in Australia and New Zealand. Currently, he is the Clinical Associate Director for the School of Psychological Sciences. He also works in private practice and provides clinical supervision services in the USA, New Zealand and Australia.



Student support

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

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

Academic support

If you have not studied recently, you might need to refresh your skills in academic writing, referencing or how to find the right information. To help you in these areas we offer Academic Skills Workshops during the first few weeks of each term as well as online resources. Topics covered include:

- Academic writing and referencing
- Understanding assessment requirements
- Researching, note taking and reading skills

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

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

Personal support

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

Library services

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

Orientation

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



Accreditation and Quality Assurance

ACAP is a nationally registered training organisation (RTO) with the Australian Skills Quality Authority (ASQA). ACAP is also a registered higher education provider (HEP) and provider of higher education to overseas students in the States of New South Wales, Queensland and Victoria.

All courses delivered by ACAP that lead to a vocational education and training or higher education qualification issued by ACAP are fully accredited and are recognised in the Australian Qualifications Framework. For further details refer to our website acap.edu.au.

Industry association membership

ACAP is a Member of the Australian Council for Private Education and Training (ACPET) and adheres to ACPET's Code of Ethics.

Course assurance

ACAP is a member of ACPET's Student Tuition Assurance Scheme (ASTAS-HE, ASTAS-VET and OSTAS). This assures that if for any reason the college is not able to deliver courses, enrolled students will be guaranteed continuity of their tuition in the same or a similar course. For information visit acpet.edu.au

Compliance with Commonwealth, State or Territory Legislation and Regulatory Requirements

ACAP ensures that its policies and procedures meet the requirements of Commonwealth or State and Territory legislation which are relevant to our operations, including the:

- Higher Education Support Act 2003 (HESA)
- Education Services for Overseas Students (ESOS) Act 2000
- Tertiary Education Quality and Standards Agency Act 2011
- Higher Education Standards Framework of the Tertiary Education Quality and Standards Agency (TEQSA)
- National Vocational Education and Training Regulator Act 2011
- VET Quality Framework of the Australian Skills Quality Authority (ASQA)
- National Protocols for Higher Education Approval Processes and National Guidelines for Higher Education Approval Processes (MCEETYA), and
- Various other Commonwealth and State legislation, including that concerning Information Privacy, Personal Privacy, Occupational Health and Safety, Access and Equity, Workplace Harassment, Victimisation and Bullying, Anti-discrimination, Equal Opportunity, and Human Rights. For further details visit acap.edu.au

College staff are provided with information about legislation that affects their duties through College policy, guidelines, briefing sessions, and through the my.acap web portal under Faculty Resources. Students are provided with information about

legislation that affects their participation in their studies through College policy, the Student Handbook, at orientation, on administrative forms, and through our website at acap.edu.au.

Professional registration of courses

ACAP seeks accreditation of its programs with relevant professional bodies for quality assurance purposes and to ensure our courses meet the relevant educational and training standards that allow graduates to seek recognition and to practise as a professional.

Counselling courses

ACAP's Master of Applied Social Science (Counselling), Graduate Diploma of Counselling, and Bachelor of Applied Social Science (Counselling) courses are accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) which gives graduates of these courses certainty that they meet the training standards of PACFA.

Psychology courses

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

ACAP scholarships

ACAP offers one postgraduate scholarship, The Nora Huppert Scholarship, each year to a student starting the Graduate Diploma of Counselling.

To be eligible for this scholarship you must be starting the Graduate Diploma of Counselling and be an Australian citizen or holder of a permanent humanitarian visa.

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

Graduate Diploma of Counselling

The Graduate Diploma of Counselling (GradDipCouns) will provide you with a solid understanding of the theoretical and practical aspects of counselling as well as an understanding of the ethical issues involved.

Graduate Diploma of Counselling

Available

On-campus in Sydney, Brisbane, Melbourne or by flexible delivery

Duration

2 years full-time, or part-time equivalent

Units

16

Student placement

2 placements totalling 200 hours

Entry requirements

- Undergraduate Degree, and
- Given the sensitive nature of the counselling industry students are required to successfully undertake an Assessment of Readiness for the Counselling Profession before they are accepted into the course.

Government FEE-HELP available

Please see page 26

Why study this course?

If you already have a degree in another discipline and want to qualify as a Counsellor without undertaking an undergraduate qualification then you should consider this course.

Professional recognition

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



Workload

For each unit we recommend an average of 10 hours of study per week. This is made up of:

One 3 hour class (on-campus units), or 3 hours of self-directed learning and interaction with your educator and fellow students (flexible delivery units), and

A minimum of 7 hours per week of self-study, assessment preparation and general research.

Counsellor development workshops

To ensure that you meet the requirements of the counselling industry, students undertaking the Graduate Diploma of Counselling who study exclusively by flexible delivery, or who complete fewer than three counselling units (from a set list) on-campus, must attend three separate weeks of face-to-face Counsellor Development Workshops (CDWs) over the duration of their course. These workshops provide an opportunity to apply the skills and knowledge learned during the course in a highly dynamic and interactive environment.

Assessment

Assessment types vary with each unit. However in keeping with ACAP's philosophy, the majority mirror real-life conditions, such as reports and written

Electives (select two)

- Alcohol and Other Drugs Counselling
- Crisis Intervention
- Cross Cultural Counselling
- Existential Counselling
- on-campus only
- Family and Relationship Counselling
- Groupwork Theory and Practice
- Trauma Counselling
- Working with Adolescents
- Working with Children

assignments, critical reflections, group work, role plays and supervised work placements (Student Placements).

Most units involve the submission of two or three formal pieces of assessment. Some units may require examinations.

Further study

As a graduate of this course you are well placed to move into the Master of Applied Social Science (Counselling) at ACAP with advanced standing equivalent to five units.



Potential career paths

As a graduate of this course you will be able to work in a variety of areas in counselling and counselling related professions. This includes employment in areas such as: casework and case management, pastoral care, child and youth services, community welfare and support services, conflict resolution and, community volunteer programs. You will also be prepared to work in professional positions in specialist areas such as aged care, addiction, bereavement and loss, migrant services and family and relationship counselling.

Course Sequence and Structure†

To complete this course you must successfully complete 16 units of which 12 are core, two are electives and two are Student Placements.

Typical course of study

First year

Term 1	Term 2	Term 3
Counselling Skills 1	Counselling Skills 2 Pre-requisite: Counselling Skills 1	Student Placement 1 Pre-requisite: Counselling Skills 2 This unit is conducted over two consecutive terms
Conflict Management	Counselling Methods 1 Pre-requisite: Counselling Skills 1	Social, Legal & Ethical Issues Pre-requisite: Counselling Skills 2
Developmental Psychology	Counselling in Loss Co-requisite: Counselling Skills 2	Elective 1 Pre-requisite: Counselling Skills 2

Second year

Term 1	Term 2	Term 3
Theory and Practice of Supervision Pre-requisite: Counselling Skills 2 Co-requisite: Commencement of a Student Placement with client contact and clinical supervision	Mental Health Issues Pre-requisite: Counselling Methods 2	Professional Development and Reflective Practice Pre-requisites: Counselling Methods 2; Social, Legal & Ethical Issues; Theory and Practice of Supervision
Counselling Methods 2 Pre-requisite: Counselling Methods 1	Elective 2 Pre-requisite: Counselling Skills 2	Continue Student Placement 2 (Clinical)
Student Placement 1 Continued after Counselling Methods 2	Student Placement 2 (Clinical) Pre-requisites: Student Placement 1 Co-requisite: Theory and Practice of Supervision	Integrative Project Pre- and Co-requisite: Professional Development and Reflective Practice



† Course structure is correct as at December 2011 and is subject to change.

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

Master of Applied Social Science (Counselling)

The Master of Applied Social Science (Counselling) [MAppSocSci(Couns)] responds to the needs of the counselling industry to allow Counsellors to develop specialised skills in a given field and to update their skills.

Master of Applied Social Science (Counselling)

Available

On-campus in Sydney, Brisbane or by flexible delivery

Duration

2 years full-time, or part-time equivalent

Units

12

Entry requirements

- An undergraduate degree with a credit average or above in a relevant area, and
- Participation in an interview focusing on past and current work experience and professional training. The interview will contribute to the admission assessment, and
- Given the sensitive nature of the counselling industry students are required to successfully undertake an Assessment of Readiness for the Counselling Profession before they are accepted into the course

Government FEE-HELP available

Please see page 26

Counselling electives

- Existential/Humanistic Therapy
- Psychodynamic Psychotherapy
- Cognitive/Behavioural Therapy

Course overview

The high level academic rigour combined with the practical nature of this course results in graduates who will be highly regarded for their ability to integrate theory into practice as well as for their ethics and professionalism.

Workload

For each unit we recommend an average of 13 hours of study per week. This consists of:

- One 3 hour class (on-campus units), or 3 hours of self-directed learning and interaction with your educator and fellow students (flexible delivery units), and
- A minimum of 10 hours per week of self-study, assessment preparation and general research.

Potential career paths

This course is particularly relevant for those who wish to gain employment in areas such as: counselling or counselling-related fields such as the caring and welfare professions, human service delivery, family support services, youth work and mental health work.

Counsellor development workshops

To ensure that you meet the requirements of the counselling industry, students undertaking the Graduate Diploma of Counselling who study exclusively by flexible delivery, or who complete fewer than three counselling units (from a set list) on-campus, must attend three separate weeks of face-to-face Counsellor Development Workshops (CDWs) over the duration of their course. These workshops provide an opportunity to apply the skills and knowledge learned during the course in a highly dynamic and interactive environment.

Assessment

Assessment types vary with each course. However in keeping with ACAP's philosophy, the majority mirror real-life conditions, such as reports and written assignments, critical reflections, group work, and role plays. Most units involve the submission of two or three formal pieces of assessment. Some units may require examinations.

Professional recognition

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



Why study this course?

This course is designed for those who already work as Counsellors and want to develop their knowledge and skills in a specific area of counselling, or upskill to understand the latest developments in the field.

Course structure†

To complete this course you are required to successfully complete 10 core units and 2 specialisation electives over a minimum of two years.

Typical course of study

	Term 1	Term 2	Term 3
First Year			
Theories of Contemporary Society	Advanced Counselling Applications	Approaches to Therapy 2	
Counselling Skills	Approaches to Therapy 1	Advanced Counselling Placement and Supervision 1	
Second year			
Development Throughout the Lifespan (PACFA)	Advanced Counselling Placement and Supervision 2	Counselling Specialisation Elective 1	
Research Practices and Methodologies	Independent Project Pre-requisite: Research Practices and Methodologies	Counselling Specialisation Elective 2	

† Course structure is correct as at Term 1, 2012 and is subject to change.

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

Master of Applied Social Science (Management)

The Master of Applied Social Science (Management) [MAppSocSci(Mgmt)] responds to the demands of industry for well-rounded graduates who can work effectively with people, understand and apply practical and theoretical social science, and think critically and analytically.

Why study this course?

This course is designed for graduates who wish to develop their knowledge and skills in areas of management that focus on working or communicating with people.

It is ideally suited if you are already working in a management or leadership capacity and want to qualify your skills or better understand how to be a successful manager or leader.

Workload

For each unit we recommend an average of 13 hours of study per week. This is made up of:

- One 3 hour class (on-campus students), or 3 hours of self-directed learning and interaction with your educator and fellow students (flexible delivery students), and

- A minimum of 10 hours per week of self-study, assessment preparation and general research.

Assessment

Assessment types vary with each unit. However in keeping with ACAP's philosophy, the majority mirror real-life conditions, such as reports and written assignments, critical reflections, group work, and role plays.

Most units involve the submission of two or three formal pieces of assessment. Some units may require examination assessments.

Course structure†

To complete this course you are required to successfully complete 8 core units, 2 electives and 2 specialisation electives over a minimum of two years.

Potential career paths

As a graduate of this course you will be trained to be a reflective business and organisational people manager and well-suited for employment in a range of management positions.

Areas a graduate of this course might work in include: administration, project management or leadership, small business ownership, recruitment, operations management, workforce planning, organisational support, career advice and human resources.

Electives

- Managing Cultural Complexity
- Supervision for Managers

Management specialisation electives

- Change Management/Agent
- Coaching in Organisations

Master of Applied Social Science (Management)

Available

On-campus (Sydney, Brisbane) or by flexible delivery

Duration

2 years full-time, or part-time equivalent

Units

12

Entry requirements

An undergraduate degree with a credit average or above

Government FEE-HELP available

Please see page 26

Typical course of study

Term 1	Term 2	Term 3
First Year		
Theories of Contemporary Society	Society and Culture in Organisational Behaviour	Managing Groups in Organisations
Complexities of Change	The Challenges of Leadership	Elective 1
Second year		
Elective 2	The Contextualised Self	Management Specialisation Elective 1
Research Practices and Methodologies	Independent Project Pre-requisite: Research Practices and Methodologies	Management Specialisation Elective 2

† Course structure is correct as at December 2011 and is subject to change.

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

Note: You can also choose electives from both Counselling and Management streams for a Master of Applied Social Science.

How to apply for admission into a postgraduate course with the School of Counselling

Step 1

Complete the application form, which you can download from our website or complete online at acap.edu.au.

Attach a 150 word statement describing how your interest in an ACAP course related to your career aspirations (where applicable).



Step 2

Attach copies of the following documents:

- proof of age (this can be a birth certificate, passport or driver's license) and,
- transcript of results.
- **Graduate Diploma of Counselling** (proof of completion of undergraduate degree)
- **Master of Applied Social Science** (proof of completion of undergraduate degree)
- transcript of results
- current CV

Copies of these documents must be supplied to ACAP before your application is processed. If your documentation is in a language other than English, a certified English translation must be included along with the original.

Copies can be certified by:

- A Justice of the Peace,
- An authorised ACAP representative, or
- A lawyer, solicitor, police officer, teacher or university professor.



Step 3

Send your application and enrolment form by mail or fax, including all attachments.



Step 4

If your application is successful, within approximately ten days you will receive a letter of acceptance from ACAP explaining the course you have been accepted into, the fees payable and the commencement date.

Send your application and enrolment form by mail or fax, including all attachments, to:

For Sydney Campus and Flexible Delivery

ACAP Admissions
Locked Bag 11
Strawberry Hills NSW 2012

T 1800 061 199
F +61 2 8236 8071

For Brisbane Campus

ACAP Admissions
PO Box 10469 Adelaide St
Brisbane QLD, 4000

T +61 7 3234 4400
F +61 7 3236 0037

For Melbourne Campus

ACAP Admissions
PO Box 12322 A'Beckett Street
Melbourne VIC 8006

T +61 3 8613 0600
F +61 3 8613 0698

Or submit your application online at acap.edu.au and click on How to Apply. Alternatively, email your application to info.acap@navitas.com.

"I learnt so much from my **student placement** that I had not thought of while studying. I actually got to practise all the knowledge and theory I learnt during my course."

Connie Li Graduate Diploma of Counselling

Bachelor of Psychological Science (Honours)

The Bachelor of Psychological Science (Honours) [BPsychSc(Hons)] is a one-year degree that provides a fourth year of accredited study in psychology. The degree is suitable if you have already completed an accredited three-year sequence of study and wish to continue your training towards registration as a psychologist in Australia.

The Bachelor of Psychological Science (Honours)

Available

On-campus in Sydney

Duration

1 year full-time, or part-time equivalent

Units

6

Entry requirements

- Completed an Australian Psychology Accreditation Council accredited 3 year psychology sequence within the last 10 years, and
- Achieved a credit average in second and third year units, including a credit in the majority of psychology units

Government FEE-HELP available

Please see page 26

Why study this course?

This course will suit you if you are seeking employment in areas that value a knowledge of psychology and a more advanced level of research and writing skills or you wish to continue your training towards registration as a psychologist.

Professional recognition

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

Further study

Completion of this course provides the necessary qualification to apply for further study in psychology and for provisional registration as a psychologist. Graduates may be eligible to apply for postgraduate study in psychology at the masters or doctoral levels, or one year of postgraduate study followed by one year of supervised practice, or two years of supervised practice. Each of these pathways leads to full registration as a psychologist. Alternatively graduates may choose to pursue a range of other career options in the government and private sectors.

Workload

For each 4 credit point unit we recommend an average of 12 hours of study per week. This is made up of:

- Attending 3 hours (1 hour for the thesis units) of on-campus classes, and
- Completing at least 9 hours (11 hours for the thesis units) of independent study.

Assessment

Coursework units involve the submission of one or two formal pieces of assessment and an exam. Students will also prepare a 12,000 word thesis.

Course structure†

To undertake the Bachelor of Psychological Science (Honours) you must complete 6 units of study, or 24 credit points including an independent research project under supervision as well as advanced coursework.

Potential career paths

This course is particularly relevant for those who wish to gain employment in organisations such as health and social welfare, social or market research, human services, mental health, disability and ageing services, juvenile justice, immigration and refugee support services, business, such as human resources, training, marketing or management, corporations, including consulting firms, market research companies, recruitment firms, test development corporations, community based organisations, government departments and agencies, non-government organisations, hospitals, rehabilitation agencies, substance abuse services, youth services, police force, law courts and prisons, and counselling services.

Typical course of study

	Term 1	Term 2	Term 3
Year 1			
Psychology: An Evidence-Based Approach 4	Advanced Topics in Psychology	Honours Thesis C	
Advanced Psychological Assessment	Honours Thesis B	-	
Honours Thesis A	-	-	

† Course structure is correct as at December 2011 and is subject to change.

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

Graduate Diploma of Psychology

The Graduate Diploma of Psychology (GradDipPsych) is a one-year degree that provides a fourth year of accredited study in psychology. The degree is suitable if you have already completed an accredited three-year sequence of study and wish to continue your training towards registration as a psychologist in Australia.

Why study this course?

This course will suit you if you are seeking employment in areas that value a knowledge of psychology and a more advanced level of research and writing skills or you wish to continue your training towards registration as a psychologist.

Professional recognition

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

Further study

Completion of this course provides the necessary qualification to apply for further study in psychology and for provisional registration as a psychologist. Graduates may be eligible to apply for postgraduate study in psychology at the masters or doctoral levels, or one year of postgraduate study followed by one year of supervised practice, or two years of supervised practice. Each of these pathways leads to full registration as a psychologist. Alternatively graduates may choose to pursue a range of other career options in the government and private sectors.

Workload

For each 3 credit point unit we recommend an average of 9 hours of study per week. This is made up of:

- Attending 3 hours of on-campus classes, and
- Completing at least 6 hours of personal study and assessment preparation.

Assessment

Coursework units involve the submission of one or two formal pieces of assessment and an exam. Students will also prepare a 10,000 word thesis.

Course structure†

To undertake the Graduate Diploma of Psychology you must complete seven units of study, or 24 credit points including an independent research project under supervision as well as advanced coursework.

Graduate Diploma of Psychology

Available

On-campus Sydney

Duration

1 year full-time, or part-time equivalent

Units

7

Entry requirements

- Completed an Australian Psychology Accreditation Council accredited 3 year psychology sequence within the last 10 years, and
- Achieved a credit average in second and third year units, including a credit in the majority of psychology units

Government FEE-HELP available

Please see page 26

Typical course of study

	Term 1	Term 2	Term 3
Year 1			
Psychology: An Evidence-Based Approach 4		Advanced Topics in Psychology	Graduate Diploma Thesis C
Advanced Psychological Assessment		Applications of Psychology	-
Graduate Diploma Thesis A		Graduate Diploma Thesis B	-

Potential career paths

This course is particularly relevant for those who wish to gain employment in organisations such as health and social welfare, social or market research, human services, mental health, disability and ageing services, juvenile justice, immigration and refugee support services, business, such as human resources, training, marketing or management, corporations, including consulting firms, market research companies, recruitment firms, test development corporations, community based organisations, government departments and agencies, non-government organisations, hospitals, rehabilitation agencies, substance abuse services, youth services, police force, law courts and prisons, and counselling services.

† Course structure is correct as at December 2011 and is subject to change.

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

Graduate Diploma of Psychological Science

The Graduate Diploma of Psychological Science (GradDipPsychSc) will suit you if you already have an undergraduate degree that includes accredited first year psychology subjects and want to re-orient your career and pursue a recognised qualification in psychology.

Graduate Diploma of Psychological Science

Available

On-campus Sydney (with an optional online component)

Duration

1 year full-time, or part-time equivalent

Units

8

Entry requirements

Standard Admission

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

Alternative admission

- An undergraduate degree in any field of study that does not include first year psychology units accredited with the Australian Psychology Accreditation Council completed in the last 10 years, and
- Completion of the following ACAP units before enrolling:
 - Psychology: An Evidence-Based Approach 1
 - Introduction to Psychology: Biology, Learning and Cognition
 - Introduction to Psychology: The Individual, Society and Culture.

Government FEE-HELP available

Please see page 26

Why study this course?

This course provides a comprehensive foundation for understanding the theoretical basis of the scientific discipline of psychology, for the development of skills in critical and analytical thinking, for understanding the underpinnings of the professional applications of psychology and for developing capabilities to design, conduct and evaluate psychological research.

Professional recognition

This course is recognised by the Australian Psychology Accreditation Council, the body that sets the standards for psychology education in Australasia.

Further study

As a graduate of this course you may be eligible for the Bachelor of Psychological Science (Honours), the Graduate Diploma of Psychology, or graduate-entry degrees in areas such as health sciences, community services, business and accounting, and policy.

Workload

For each unit of study we recommend an average of 9 hours of study per week. This is made up of:

- 3 hours of classes (on-campus), and
- A minimum of 6 hours per week of self-study, assessment preparation, general research and reading.

Assessment

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

Course structure†

To undertake the Graduate Diploma of Psychology Science you must complete 8 units of study, or 24 credit points. All courses are second and third level psychology units.

Typical course of study

	Term 1	Term 2	Term 3
Year 1			
Psychology: An Evidence-Based Approach 2	Psychology Elective: Life Span Development, Social Psychology, or Psychopathology	Psychological Measurement and Assessment	
Perception and Cognition	An Evidence-Based Approach 3	Intercultural Diversity and Indigenous Psychology	
Learning and Memory	Professional Issues and Applications in Psychology	-	

Potential career paths

This course is particularly relevant for those who wish to gain employment in organisations such as health and social welfare, social or market research, human services, mental health, disability and ageing services, juvenile justice, immigration and refugee support services, business, such as human resources, training, marketing or management, corporations, including consulting firms, market research companies, recruitment firms, test development corporations, community based organisations, government departments and agencies, non-government organisations, hospitals, rehabilitation agencies, substance abuse services, youth services, police force, law courts and prisons, and counselling services.

† Course structure is correct as at December 2011 and is subject to change.

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

Graduate Diploma of Professional Psychology

The Graduate Diploma of Professional Psychology (GradDipProfPsych) includes coursework and practical work and is sequenced to promote an integration of knowledge and skill development. Students will complete a minimum of 300 hours of practical/skills training and receive at least one hour of supervision per 7.5 hours of practical work. The practical/skills training is completed at our on-campus clinic and/or at external locations.

Graduate Diploma of Professional Psychology

Available

On-campus Sydney

Duration

1 year full-time, or part-time equivalent

Units 8

Entry requirements

Qualifications equivalent to an Australian Psychology Accreditation Council accredited four-year undergraduate sequence within the last 10 years and eligible for registration with the Psychology Board of Australia as a provisional psychologist (qualifications must be assessed by the Australian Psychological Society (APS) for equivalence and evidence of assessment provided).

Government FEE-HELP available

Please see page 26

Further study

Graduates with a distinction average are eligible to apply to enrol in the ACAP Master of Psychology (Clinical) with credit for up to 8 units of study. You may be required to complete additional assessments prior to entry to the Master of Psychology (Clinical) and may be required to undertake additional supervised clinical practice during the program to ensure that they meet the requirements for the APS College of Clinical Psychologists.

Workload

For each 3 credit point unit we recommend an average of 10.5 hours of study per week. This is made up of:

- Attending 3.5 hours of on-campus classes, and

Completing at least 7 hours of personal study and assessment preparation.

Professional recognition

This course is recognised by the Australian Psychology Accreditation Council, and is accredited with the NSW Department of Education and Communities.

Assessment

The types of assessments vary across units of study. They are designed to assess the theoretical and applied components of the course and across the year will include: reflective journal; role play; literature review; essay; administering, scoring and reporting the findings of standardised psychological tests; log book of professional practice; supervisors report; response to case studies; case presentations; examinations.

Potential career paths

This course is particularly relevant for those who wish to gain employment in organisations such as hospitals, community health centres, specialist services (e.g. disability, drug and alcohol, pain management, rehabilitation).

Please note: Graduates who complete this course and an additional one year Psychology Board of Australia approved internship and achieve general registration will be able to work as psychologists in Australia.

Why study this course?

The Graduate Diploma of Professional Psychology is a new qualification in Australia and provides you with the 5th year of the 5th and 6th years of professional training required for general registration as a psychologist in Australia. Graduates of this course can then complete an additional one-year Psychology Board of Australia approved internship to have the 5th and 6th years of training required for general registration as a psychologist in Australia.

Typical course of study

	Term 1	Term 2	Term 3
Year 1			
Counselling, Communication and Culture	Lifespan Psychopathology: Adulthood and Ageing	Research Methods for Professional Psychology	
Psychology, Health and Wellbeing	Lifespan Psychopathology: Children and Adolescents	Psychology Practice 2: Working with Clients	
Psychological Assessment for Professional Psychology	Psychology Practice 1: Ethical, Legal and Professional Issues	-	

* Course structure is correct as at December 2011 and is subject to change.

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.

Master of Psychology (Clinical)

Students in the Master of Psychology (Clinical) [MPsych(Clin)] study specialist areas of clinical psychology as well as developing skills and knowledge in core professional areas. The course is sequenced to promote an integration of knowledge and skill development.

Master of Psychology (Clinical)

Available

On-campus Sydney

Duration

2 years full-time, or part-time equivalent, or Fast Track option is also available

Units

16

Entry requirements

Qualifications equivalent to an Australian Psychology Accreditation Council accredited four-year undergraduate sequence within the last 10 years, with a grade equivalent to second class Honours (2A) or higher, and eligible for registration with the Psychology Board of Australia as a provisional psychologist (qualifications must be assessed by the Australian Psychological Society (APS) for equivalence and evidence of assessment provided).

Government FEE-HELP available

Please see page 26

Why study this course?

The MPsych(Clin) provides a 5th and 6th year sequence of professional training in psychology required for general registration as a psychologist in Australia. Graduates of this course will be eligible for endorsement as clinical psychologists after completing a further two years of supervised full-time equivalent practice.

Course overview

The MPsych(Clin) includes coursework, independent research leading to the submission of a thesis and practical placements. Students complete a minimum of 1000 hours of practical/skills training at our on-campus clinic as well as external locations.

Professional recognition

This course is recognised by the Australian Psychology Accreditation Council (APAC) and the Australian Psychological Society (APS) College of Clinical Psychologists and is accredited with the NSW Department of Education and Communities.

Workload

For each 3 credit point unit we recommend an average of 10.5 hours of study per week. This is made up of:

- Attending 3.5 hours of on-campus classes, and
- Completing at least 7 hours of personal study and assessment preparation.

Assessment

The types of assessments vary across units of study. They are designed to assess the theoretical and applied components of the course and across the year will include: reflective journal; role play; literature review; essay; administering, scoring and reporting the findings of standardised psychological tests; log book of professional practice; supervisors report; response to case studies; case presentations; examinations; research proposal; ethics submission; research thesis (manuscript).



Typical course of study

Term 1	Term 2	Term 3
First Year		
Counselling, Communication and Culture	Psychopathology and Interventions: Adulthood & Ageing	Research Methods for Professional Psychology
Psychology, Health and Wellbeing	Psychopathology and Interventions: Children & Adolescents	Psychology Practice 2: Working with Clients
Psychological Assessment for Professional Psychology	Psychology Practice 1: Ethical, Legal & Professional Issues	Research Project 1
Second year		
Human Neuropsychology and Neuropsychiatric Disorders	Research Project 3	Research Project 4
Research Project 2	Psychology Practice 4: Placement	Psychology Practice 5: Placement
Psychology Practice 3: Placement	-	-

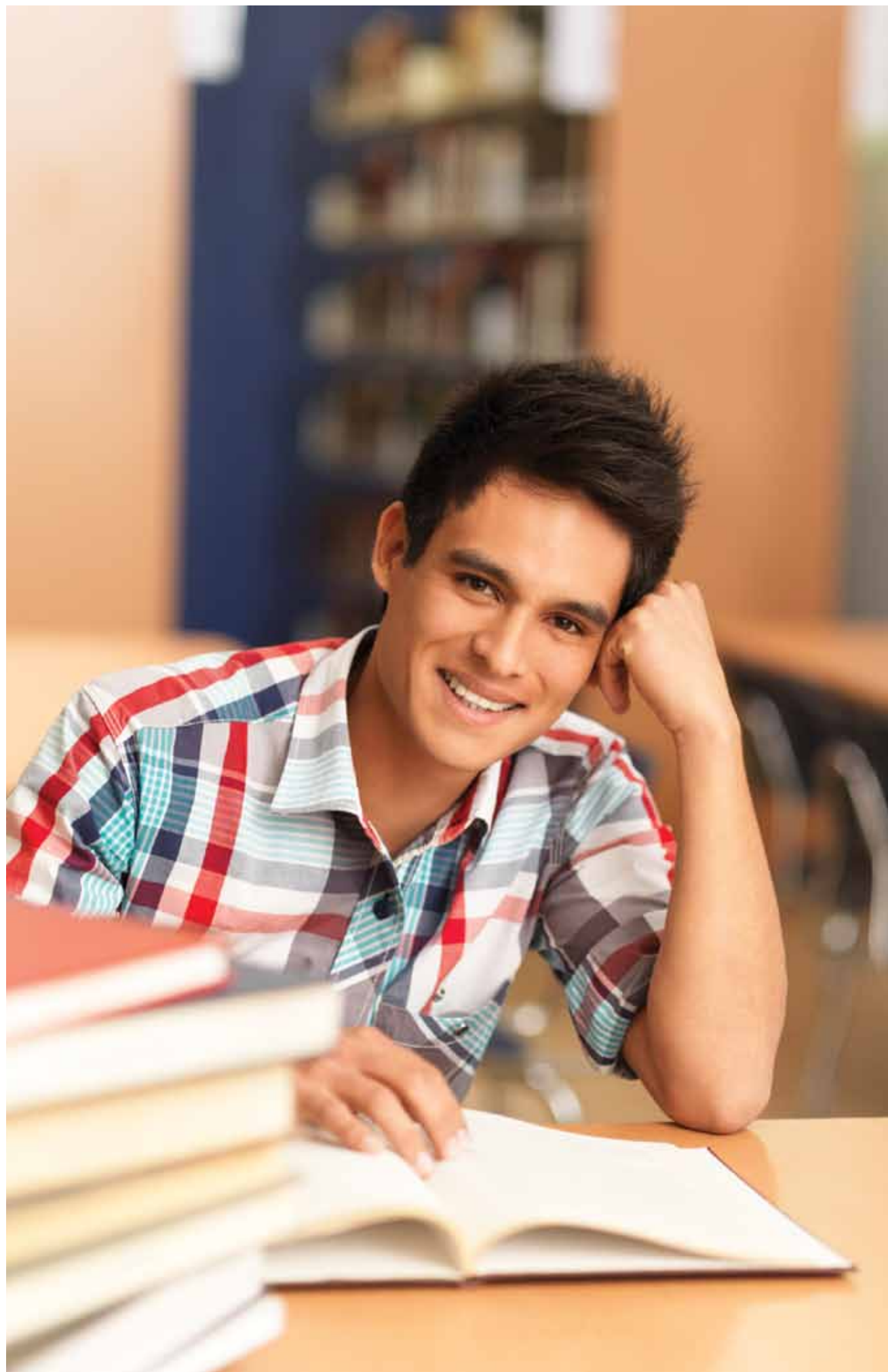
**Potential career paths**

Graduates who achieve general registration will be able to work as psychologists in Australia. Psychologists are employed in a range of settings including hospitals, community health centres, specialist services (e.g. disability, drug and alcohol, pain management, rehabilitation), secondary and post-secondary education, organisations and businesses.

After two years of further supervised practice graduates are eligible to be endorsed as clinical psychologists.

* Course structure is correct at December 2011 and is subject to change

Important: You cannot take a unit unless you have successfully completed the relevant pre-requisites. Visit acap.edu.au for details.



How to apply for admission into a postgraduate course with the School of Psychological Sciences

Step 1

To apply for the Graduate Diploma of Professional Psychology or the Master of Psychology (Clinical), please contact the College on 1800 061 199 or info.acap@navitas.com.

For all other psychology courses, complete the application form, which you can download from our website or complete online at acap.edu.au.



Step 2

Attach copies of supporting documents as follows:

- copies of relevant academic transcripts (such as a degree testamur)
- Where documentation is in a language other than English a certified English translation must be included along with the original.

Copies can be certified by:

- A Justice of the Peace,
- An authorised ACAP representative, or
- A lawyer, solicitor, police officer, teacher or university professor.



Step 3

Send your application and enrolment form by mail or fax, including all attachments.



Step 4

Your application will be considered by a panel of staff from the School of Psychological Sciences who will contact you directly about your application.

Send your application and enrolment form by mail or fax, including all attachments, to:

ACAP Admissions

Locked Bag 11
Strawberry Hills NSW 2012

T 1800 061 199
F +61 2 8236 8071

Or submit your application online at acap.edu.au and click on How to Apply. Alternatively, email your application to info.acap@navitas.com.

Fees and financial assistance

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

Domestic students

The following fees apply to domestic students, which include:

- Australian citizens
- Permanent residents
- New Zealand citizens
- Permanent Humanitarian visa residents.

Textbooks and readings

Students often like to purchase their own copies of text books or unit guides and you may want to factor this into your costs.

Copies of the required unit guides and readings are made available to students for download from the web at no cost.

Text books and readings cost approximately A\$100 - A\$150 per unit and can be purchased from selected Co-op bookstores (in Sydney and Brisbane) and RMIT bookshop (in Melbourne).

Note: Higher Education students usually require one text book per unit.

Technology

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

Financial Assistance

FEE-HELP and VET FEE-HELP

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

Youth Allowance

Youth Allowance is available to eligible students who are 16–24 years old and studying at least 75 percent of a full-time workload in an approved course, and eligible persons who are 16–20 years old and looking for full-time work or undertaking a combination of approved activities including training, vocational, and personal development activities. For more information visit centrelink.gov.au.

Austudy

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

Abstudy

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

2012 Domestic student fees

Course	Duration	Number of Units	Cost per Unit \$AUD
Bachelor Psychological Science (Honours)	1 year full-time	6	6 x \$3430
Graduate Diploma of Psychological Science	1 year full-time	8	8 x \$1625
Graduate Diploma of Psychology	1 year full-time	7	4 x \$3430, 2 x \$2575, 1 x \$1720
Graduate Diploma of Counselling	2 years full-time	16	14 x \$1625, 2 x \$815**
Master of Applied Social Science	2 years full-time	12	12 x \$1745
Graduate Certificate in Elite Athlete Mentoring*	1 trimester full-time	4	4 x \$1625
Graduate Diploma of Elite Athlete Mentoring*	2 trimesters full-time	8	8 x \$1625
Graduate Diploma of Professional Psychology	1 year full-time	8	6 x \$3250, 1 x \$4334, 1 x \$2166
Master of Psychology (Clinical)	2 years full-time	16	10 x \$3250, 3 x \$4334, 3 x \$2166

* For further information on this course, refer to the Elite Athlete Mentoring brochure.

** Student Placements



Conditions of enrolment

The following is a summary of the College's policies. Detailed information can be obtained from the "Policies" page on the ACAP website currentstudents.acap.edu.au.

Fees - General

1. Your Offer Letter will list the fees you should pay: tuition fees and any other general charges levied by ACAP. All required fees must be paid in advance for each term.
2. The tuition fee per unit for each course can be found at acap.edu.au/costs.html. Fees are reviewed annually, any changes to the schedule of fees will be updated on the website as they become available. As a student of ACAP, you understand that you may be liable for any changes to ACAP's fees.
3. Fees are correct at the time of printing. ACAP reserves the right to vary its fees at any time.
4. Should it be necessary for you to repeat a unit, the full unit fee is payable.
5. Course fees only cover the cost of your tuition.

Refund policy

Once you accept a place offered by ACAP and pay the fees due for your enrolment period, a binding agreement has been created between you and ACAP. If you intend to defer or withdraw from your studies, ACAP will not refund your tuition fees unless you have met the conditions within ACAP's refund policy. For further information, refer to your Offer Letter or our refund policy at acap.edu.au/costs.html

Withdrawal

If you have paid fees to ACAP and subsequently wish to withdraw your enrolment, you will be subject to the ACAP refund policy. Notification of withdrawal from your course must be made in writing to ACAP via submission of a Withdrawal from Study form to the Administration Department. This form can be obtained by emailing info.acap@navitas.com

Deferral

If you have paid fees to ACAP and wish to defer your admission until a later term due to compassionate or compelling circumstances you must advise ACAP in writing. ACAP will hold any fees paid in advance until commencement of that term, for further information refer to currentstudents.acap.edu.au

Complaints

If you have a complaint or inquiry regarding refunds, please refer to the College's Academic Grievances and Appeals Policy and Procedures or the Non-Academic Grievances and Appeals Policy and Procedures which can be found at currentstudents.acap.edu.au

Tuition Assurance

The College is a Member of the Australian Council for Private Education and Training (ACPET) and adheres to ACPET's Code of Ethics. As a member of ACPET's Australian Students Tuition Assurance Scheme (ASTAS) and Overseas Students Tuition Scheme (OSTAS) an enrolled student is assured that if for any reason the College is not able to deliver

courses, that they will be guaranteed continuity of tuition in the same or a similar course. Further information available at acap.edu.au/costs.html

Other conditions

1. You are expected to attend all classes, undertake all assessment and examinations during your course, and abide by the rules and regulations of ACAP that are in force at any time.
2. ACAP may, by written notice, vary the conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the States of New South Wales, Queensland, South Australia and Victoria.
3. In the event of circumstances requiring urgent medical care and where it is not possible to contact the parent/guardian, ACAP is authorised as a matter of urgency to seek and provide appropriate medical care.
4. ACAP reserves the right to withdraw a course from offer at its discretion. If you are unable to enrol in a similar course(s) at ACAP and the enrolment is cancelled, any fees paid in advance will be refunded.
5. You are expected to read the ACAP Student Handbook available online at currentstudents.acap.edu.au. Acceptance into an ACAP course is conditional upon your agreement to be bound and abide by the policies, procedures and terms set out in the ACAP Student Handbook.



Creating opportunities for success

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

With over 100 Navitas and SAE Institution locations across the globe, and over 55,000 international students currently studying with us, we understand the world's learning needs.

We've become one of the most trusted providers of education and training in the world.

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

- English language training
- High school studies
- University preparation and programs
- Post-secondary education for creative media technology

- Career advancement programs
- Student recruitment
- Workforce recruitment and placement
- Migrant settlement services

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



Members and affiliates of Navitas:

Australia

- ACAP (Australian College of Applied Psychology)
- ACN - La Trobe University, Sydney
- ATTC (Australian TESOL Training Centre)
- CELUSA (Centre for English Language in the University of South Australia)
- Curtin College - Curtin University, Perth
- Curtin University Sydney
- Cytech Intersearch
- Eynesbury - The University of Adelaide and University of South Australia
- Hawthorn-Melbourne
- La Trobe Melbourne - La Trobe University
- MIBT - Deakin University, Melbourne
- MQC - Macquarie University, Sydney
- Navitas English (formerly ACE/ACL)
- Navitas Health Skills Australia
- NCPS (Navitas College of Public Safety)
- Navitas Workforce Solutions
- NIC - The University of Newcastle
- PIBT - Edith Cowan University, Perth
- QIBT - Griffith University, Brisbane and the Gold Coast
- SAE Institutions/Qantm Colleges
- SAIBT - University of South Australia, Adelaide
- SIBT - Macquarie University, Sydney

Canada

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

United Kingdom

- CRIC - Anglia Ruskin University, Cambridge
- EIC - Edinburgh Napier University
- HIC - University of Hertfordshire, Hatfield
- ICP - University of Portsmouth
- ICRGU - Robert Gordon University, Aberdeen
- ICWS - Swansea University
- LIBT - Brunel University, London
- PDIC - Plymouth University
- SAE Institutions/Qantm College

United States of America

- Navitas at UMass Boston - University of Massachusetts Boston
- Navitas at UMass Dartmouth - University of Massachusetts Dartmouth
- Navitas at UMass Lowell - University of Massachusetts Lowell
- Navitas at WKU - Western Kentucky University (WKU)
- Navitas at UNH - University of New Hampshire
- SAE Institutions

Africa

- SAE Institute, South Africa
- AUSI - Edith Cowan University, Kenya

Asia

- ACBT - Edith Cowan University, Sri Lanka
- Curtin Singapore (The Singapore Campus of Curtin University)
- MIBT Indonesia - Deakin University
- SAE Institutions - India, Indonesia, Malaysia, Singapore, Thailand/Qantm College - Singapore

Europe

- SAE Institutions/Qantm Colleges - Austria, Belgium, France, Germany, Greece, Italy, Netherlands, Sweden, Switzerland, Slovenia, Spain, Turkey

Middle East

- SAE Institutions - Jordan and Kuwait

New Zealand

- SAE Institute, Auckland

Central America

- SAE Institute, Mexico

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