

Application for Acceptance into Counselling Specialisation

This form is to be used by Bachelor of Applied Social Science students applying for provisional or confirmed acceptance into the Bachelor of Applied Social Science (Counselling).

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

Background

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

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

'Presence of fundamental human capacities' (p.2)

Self awareness

Capacity to relate to others

Capacity to understand and practice ethical behaviour

The ability to reflect upon and learn from life experience, including 'being open to positive and challenging feedback' from others (p.2)

PACFA Training Standards January 2009, Psychotherapy and Counselling Federation of Australia, retrieved from <http://www.pacfa.org.au/resources/cid/2/parent/0/t/resources/l/layout> 6th March 2009.

How Do I Apply?

There is a two stage entry process to assess each student's readiness for counsellor training. This process ensures that students are observed in a **face-to-face environment** and given the opportunity to practice their counselling skills prior to being assessed. The development of such skills is fundamental to effective counselling practice, in which observation and face to face interactions play an important role.

Stage 1: PROVISIONAL ACCEPTANCE

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

On Campus Students:

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

Flexible Delivery Students:

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

- ✓ Complete the unit Counselling Skills 2 COUN1021
- ✓ Attend Counsellor Development Workshop 1
- ✓ During the workshop, complete the Student Self Assessment Questions on page 4 of this form (type in your answers).
- ✓ Submit your answers and this form to your Workshop educator **before** the end of the workshop. Late applications will not be accepted.
- Your educator will complete Educator Assessment and forward the application to the College.
- A specialised committee will make a final decision on each application and inform each student of the outcome in writing.

Students who are declined provisional acceptance, or do not apply at this stage, may apply at Stage 2.

Stage 2: CONFIRMED ACCEPTANCE

Occurs during or after the unit Social, Legal and Ethical Issues, depending on your mode of study. A minimum grade of Pass must be achieved in Social, Legal and Ethical Issues.

On Campus Students:

- ✓ Complete the Student Self Assessment Questions on page 4 of this form (type in your answers).
- ✓ Hand this to your Social, Legal and Ethical Issues educator **before** the end of your unit. Late applications will not be accepted.
- Your educator will complete Educator Assessment and forward the application to the College.
- A specialised committee will make a final decision on each application and inform each student of the outcome in writing.

Flexible Delivery Students:

Again, to provide Flexible Delivery students with hands on skills practice and the opportunity to be observed in person, students who undertake Social, Legal and Ethical Issues as a Flexible Delivery class must attend Counsellor Development Workshop 2 prior to lodging their application:

- ✓ Complete the unit Social, Legal and Ethical Issues
- ✓ Attend Counsellor Development Workshop 2.
- ✓ During the workshop, complete the Student Self Assessment Questions on page 4 of this form (type them in).
- ✓ Hand this to your Workshop educator **before** the end of the end of the workshop. Late applications will not be accepted.
- Your educator will complete Educator Assessment and forward the application to the College.
- A specialised committee will make a final decision on each application and inform each student of the outcome in writing.

Students transferring from the BASS to BASSIX:

Students who transfer from the BASS (Counselling) into the BASSIX are still required to follow the application process above should they wish to enter the counselling specialisation. In situations where a student has already completed the units Counselling Skills 2 and Social, Legal and Ethical Issues *prior* to transferring into the BASSIX, they will be required to complete 'Counsellor Development Workshop 1' and apply for **Confirmed Acceptance** upon completion of Counsellor Development Workshop 1. Students will be required to inform their educator that they are applying for **Confirmed Acceptance** at this stage to ensure that their educator assesses them appropriately.

Maintaining your enrolment in the Bachelor of Applied Social Science (Counselling)

A student may be withdrawn or excluded from the course at the discretion of the Committee for failure to uphold ACAP policies and/or PACFA guidelines, including:

- ACAP Student Code of Conduct
- Academic and Non-Academic Misconduct Policies
- Student Placement Code of Conduct
- PACFA standards and guidelines

Appeals

Appeals must be lodged in writing and be a maximum of 750 words detailing the grounds for appeal. A copy of the **marked** unit assessment relating to the application must also be submitted. Those applying for provisional acceptance, this is Counselling Skills 2 COUN1021 Assessment 2. For those applying for confirmed acceptance it is Social, Legal and Ethical Issues BESC2051, Assessment 1. Both the reflective essay and practice session must be submitted.

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

FAQs

What if I am unsure about which specialised program to choose and wish to decide later?

Students who do not apply at stage 1 for provisional acceptance have the opportunity to apply at stage 2.

How will I know the outcome of my application?

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

What if my application is unsuccessful?

Students who do not receive confirmed acceptance may complete the Bachelor of Applied Social Science without specialisations or apply for one of the other specialised programs.

For all other enquiries contact your local campus:

SYDNEY

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

MELBOURNE

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

BRISBANE

ACAP
PO Box 10469, Adelaide Street
Brisbane QLD 4000
Ph: (07) 3234 4400
Fx: (07) 3236 0037

Counselling Specialisation Application Form

1 – STUDENT DETAILS

ACAP student ID number

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Title _____ **Family Name** _____ **Given Name(s)** _____

Phone _____ **Email** _____

Address _____

2 – APPLICATION CHECKLIST

- I am applying for Provisional Acceptance
 I am applying for Confirmed Acceptance

Unit Details:

Unit	Term	Year	Class (FD/OC)	Campus (Syd, Bris, Mel)
Counselling Skills 2				
Social Legal and Ethical Issues				

Workshop Details (*Distance Education and Online students only*):

- I have completed Counsellor Development Workshop 1 or 2 at:
- Sydney Campus
 - Brisbane Campus
 - Melbourne Campus

- I have attached my PACFA Self-Assessment
 I have included a blank copy of the Educator PACFA Assessment

3 – DECLARATION AND SIGNATURE

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

Student Signature

X	SIGN HERE
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Date

D	D	/	M	M	/	Y	Y	Y	Y
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Date Received

Office Use Only	Office Use Only	Office Use Only	Office Use Only
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OFFICE USE ONLY

	Date	Signature
Received by College:		
CS2/ SLEI Mark		
Committee Meeting Date:		
Outcome:		
<input type="checkbox"/> Ready <input type="checkbox"/> Not Yet Ready		
Student Advised of Outcome:		

Student Self Assessment against PACFA Training Standards

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

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

Application for Provisional Acceptance: Complete questions 1-10

Application for Confirmed Acceptance: Complete questions 11-12. Students who have not applied for Provisional Acceptance or who were deemed 'not yet ready' should complete questions 1-12.

Each answer should be one to two paragraphs in length.

- 1) What attracts you to studying counselling and why do you think this specialisation is important in your life?
- 2) While completing this unit or course, what are some ways that you have grown in self awareness? What insight does this give you about yourself, your interest and readiness for counsellor training? Please give examples.
- 3) While completing this unit or course, what are some ways that your ability to relate to others has developed? How might others see you as a counsellor?
- 4) What are your strengths in relating to others? What are some of the challenges that still lie ahead for you in this area? Please give examples.
- 5) Counsellors are often required to relate to others in many different ways, including complex, challenging or emotionally charged situations. What have you learned about how to develop the therapeutic relationship in the counselling of all clients? Please give examples.
- 6) While completing this unit or course, please give examples of the types of feedback, both supportive and constructive, that you have received.
- 7) What have you learned about yourself as a result of this feedback, and what actions will you take in response to this?
- 8) How might your response to feedback affect your readiness to enter counsellor training in the counselling specialisation?
- 9) Studying counselling can be a rewarding experience however it can also prove to be stressful especially when combining work, study, family and other relationships. Study can at times also invite students to reflect on their own story and challenge their personal awareness. If your own study became overwhelming, how would you approach this situation?
- 10) If triggered by personal situations or study material, how would you handle this situation?

The following questions are to be completed when applying for confirmed acceptance:

- 11) While completing this unit or course, what are some ways that your ability to perceive ethical dilemmas and work with others in an ethical way has developed? Please give an example while respecting the confidentiality of others and protecting their identity wherever possible.
- 12) Explain how you would see yourself upholding the PACFA principles of the profession and working professionally and respectfully with clients and colleagues. Please give examples.

Educator Assessment against PACFA Training Standards

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

None – no development evident

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

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

Strong – well developed capacity evident

Level of Development Evident	None	Limited	Sufficient	Strong	Comment
Personal Awareness	1	2	3	4	
Ability to Relate to Others (genuine, empathic, respectful, present to client, appropriate pace)	1	2	3	4	
Awareness of Ethical Issues (respects client choices, refrains from problem solving, leading, judging, advising client)	1	2	3	4	
Open to and interested in feedback	1	2	3	4	

Ability to Practice in an Ethical Manner, including ability to develop the Therapeutic Alliance <i>(applications for confirmed acceptance only)</i>	1	2	3	4	
Ability to uphold the PACFA principles of the profession and to work professionally and respectfully with clients and colleagues <i>(applications for confirmed acceptance only)</i>	1	2	3	4	

Educator Comments

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

Educator Recommendation <i>(Please circle)</i>	Ready	Not Yet Ready
Educator Name <i>(Please Print)</i> Signature		
Date		