

## PLACEMENT SUPERVISOR PROFESSIONAL DEVELOPMENT MODULE APPLICATION

This form is to be completed by eligible organisation supervisors and submitted directly to the Student Placement Department for processing. Enrolment must take place within 6 months of the completion of the third placement.

The Australian College of Applied Psychology (ACAP), in acknowledgment and appreciation of your organisation's considerable support to our students, offers you a 'Professional Development Opportunity'. In recognition of your valued support and involvement with ACAP students on their placement, ACAP offers to assist your staff in their own professional development and training.

### ACAP's offer

Organisations that accept and complete ACAP students for placements within an 18 month period for a total of 600 hours, are eligible to receive a complimentary enrolment into any one of our modules. This provides an invaluable staff training opportunity in the areas of Counselling, Communication, Human Resource Management, Case Management or Coaching. This can be undertaken by the placement supervisor or a nominated staff member of the organisation.

### How to apply

1. Select the units you wish to study and mode eg: On Campus or Flexible Delivery.

Information about each unit, timetables and term dates:

Unit Outlines: <http://www.acap.edu.au/SingleModules/index.html>

Academic Calendars & Timetables: <http://my.acap.edu.au/Timetable/>

2. Complete this 'ACAP Professional Development Opportunity' form and return to the ACAP Student Placement Department in your state for processing.
3. Once your application has been processed and approved, you will receive a letter from ACAP confirming your enrolment in your selected unit.

If you have any questions please call the Sydney Student Placement Department on 02 9964 6385.

### 1 – ORGANISATION DETAILS

Organisation		
Contact Name		
Position		
Telephone		Email

### 2 – STUDENTS SUPERVISED WITHIN THE ORGANISATION

Student Name	Date Completed	Number of Hours
1.		
2.		
3.		

### 3 – REQUESTED PROFESSIONAL DEVELOPMENT UNIT

ACAP unit you wish to enrol in: \_\_\_\_\_

To be studied:

Flexible Delivery

On campus: Day \_\_\_\_\_ Time \_\_\_\_\_

**To be completed by the  
4 – NOMINATED ORGANISATION SUPERVISOR OR STAFF MEMBER**

Name	
Telephone	
Email	
Qualifications	

**Employment**

Current role within the organisation: \_\_\_\_\_

**Language**

Do you speak a language other than English at home?     Yes                       No

If yes, please specify the language spoken: \_\_\_\_\_

Will you need help with English?                                       Yes                       No

**Ethnicity**

Are you an Australian Citizen?     Yes                       No

Are you of Aboriginal or Torres Strait Islander Origin?     Yes                       No

Were you born in Australia?     Yes                       No

If no, please specify the country you were born in: \_\_\_\_\_

**Disability**

Do you consider yourself to have a permanent and significant disability?     Yes                       No

- |  |  |
|--|--|
| <input type="checkbox"/> Visual/Sight/Seeing | <input type="checkbox"/> Physical        |
| <input type="checkbox"/> Intellectual        | <input type="checkbox"/> Chronic Illness |
| <input type="checkbox"/> Hearing             | <input type="checkbox"/> Other: _____    |

Do you require assistance because of this disability?     Yes                       No

**Nominated Student Signature**

X SIGN HERE

**Date**

DD	/	MM	/	YYYY
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**Date Received**

Office Use Only	Office Use Only
Office Use Only	Office Use Only

**Office Use Only**

Application Accepted:     Yes                       No

Approval granted by: \_\_\_\_\_ Date    /    /  
(Printed Name)                      (Signature)

Forward to Admissions: \_\_\_\_\_ Date    /    /

**Sydney • Distance • Online**

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