

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

Employability Skills Qualification Summaries At the Certificate IV Level 80882ACT Certificate IV in Christian Counselling

ES = Employability Skills

ES	AQF4	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>				
Communication		<ul style="list-style-type: none"> Listening to and understanding client's needs and supervisor's feedback Speaking clearly / directly to clarify information and manage counselling process and referrals Reading and interpreting workplace related documents such as policies, procedures, legislation, research Writing to address audience needs such as assessment, referrals and support networks Interpreting the needs of internal/external customers by analysis of client assessment data Applying numeracy skills to the workplace requirements such as calculating counselling session requirements and costs for the client Establishing and using networks for client support and/or for referral; or for counsellor support and/or supervision Sharing information and knowledge with client, peers, and supervisor Negotiating responsively with clients, colleagues, supervisor and support staff Persuading effectively with network volunteer support workers Being appropriately assertive when challenging and checking immediacy with clients Empathising with clients during of the counselling process. 				
		Teamwork		<ul style="list-style-type: none"> Working as an individual and a team member while providing network support for client or during team counselling with a supervisor Working with diverse individuals and groups whilst establishing support networks Applying knowledge of own role as a part of a team within client support group Applying team work skills to a range of situations within client support group Identifying and utilising the strengths of other team members within client support group or making referrals Giving feedback, coaching, and mentoring clients and members of client support group 		
				Problem Solving		<ul style="list-style-type: none"> Developing practical and creative solutions to workplace problems while researching, planning and facilitating counselling sessions and referring clients Showing independence and initiative in identifying problems while assessing and counselling clients Solving problems individually or in teams to work effectively with the client and their presenting issues Applying a range of strategies in problem solving at the diagnostic and resolution phases of counselling Using numeracy skills to solve problems such a. time management, available resources and costs Testing assumptions and taking context into account with an awareness of the client's history Listening to and resolving concerns in relation to workplace issues including own or clients issues Resolving customer concerns relative to workplace responsibilities including associates or clients.

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

ES	AQF4	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>
Initiative and Enterprise		<ul style="list-style-type: none"> Adapting to new situations as new presenting issues arise during counselling Being creative in response to workplace challenges such as team counselling with a supervisor to accelerate skills enhancement Identifying opportunities that might not be obvious to others such as team counselling with a specialist therapist to accelerate skills enhancement Generating a range of options in response to workplace matters such as managing own and others stress Translating ideas into action within organisation functions and the counselling process Developing innovative solutions while providing support, hope and expertise that meets the client's needs Developing a strategic, creative, long-term vision for professional development and supervision
Planning and Organising		<ul style="list-style-type: none"> Collecting, analysing and organising information from clients and from other professionals. Using basic business systems for planning and organising such as scheduling clients, debriefing and research Being appropriately resourceful with internal and external clients and resources to meet client needs Taking initiative and making decisions within workplace role to manage counselling schedules / workload Participating in continuous improvement and planning process such as reflective practice and evaluative processes, including supervisor feedback Working within or establishing clear work goals and deliverables such as setting work plans with clients and others Determining or applying required resources for their allocated client cases Allocating people and other resources to tasks and workplace requirements in relation to tasks required for own role and responsibilities Managing time and priorities in relation to own role Adapting resource allocations to cope with contingencies to accept or refer clients
Self management		<ul style="list-style-type: none"> Being self-motivated in relation to autonomous work role Articulating own ideas and vision for self and the team Balancing own ideas, values and vision with workplace values and requirements while maintaining counselling ethics and boundaries Monitoring and evaluating own performance such as Professional evaluative processes and supervisor feedback Taking responsibility at the appropriate level, including fulfilling counselling responsibilities to client; maintaining regular counselling supervision; and adhering to organisational policy and procedures.
Learning		<ul style="list-style-type: none"> Being open to learning new ideas and techniques as a part of practitioner/ professional development requirements Learning in a range of settings including informal learning and self-directed research Participating in ongoing learning fulfilling the professional development requirements of a counselling practitioner Learning in order to accommodate change including new and emerging counselling techniques and approaches Learning new skills and techniques as the new, emerging counselling techniques and approaches became available Taking responsibility for own learning as part of the necessary practitioner professional development requirement Contributing to the learning of others by sharing knowledge and experience gleaned from professional development activities

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

ES	AQF4	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>
		<ul style="list-style-type: none">• Applying a range of learning approaches as necessitated by the availability or non-availability of professional development opportunities• Developing own learning pathways by taking responsibility for own professional development• Developing own learning plans for professional practice management under registration requirements
Technology		<ul style="list-style-type: none">• Using technology and related workplace equipment within scope of own role• Using basic technology skills to organise data as organisational best practice requires• Adapting to new technology skill requirements such as on-line delivery modes for professional development• Applying OHS knowledge when using technology• Applying technology as a management tool such as Outlook; digital diaries; word processing research and case reports

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

Course Code Numbers changed 05.08.09 to include the re-accredited course code numbers. Courses are accredited from 01.01.2009 until 31.12.2013.

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

Employability Skills Qualification Summaries At the Diploma Level 80883ACT Diploma of Counselling and Family Therapy (Christian)

ES = Employability Skills

ES	AQF5	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>
Communication		<ul style="list-style-type: none"> • Listening to and understanding complex client(s) needs • Speaking clearly / directly to clarify information and manage counselling process and referrals • Reading and interpreting workplace related documents such as policies, procedures, legislation, and research materials • Writing to address audience needs such as referrals and support networks • Interpreting the needs of internal/external customers by analysis of client assessment data • Applying numeracy skills to the workplace requirements like calculating therapy session requirements and costs for the client • Establishing and using networks for client support and/or referral; therapist support and/or supervision • Sharing information and knowledge with client, peers, supervisors, trainees and support staff • Negotiating responsively with clients, colleagues, support staff and specialist family therapists • Persuading effectively such as persuading clients to complete their negotiated, therapeutic exercises between counselling sessions • Being appropriately assertive with clients at the immediacy stage of counselling • Empathising with clients of the therapy process
Teamwork		<ul style="list-style-type: none"> • Working as an individual and a team member while providing network support for client • Working with diverse individuals and groups while providing family therapy and in particular to extended family structures • Applying knowledge of own role as a part of a team while providing family therapy through team counselling arrangements • Applying team work skills to a range of situations while providing family therapy services to both the abused and the abuser • Identifying and utilising the strengths of other team members while providing family therapy services to both the abused and the abuser • Giving feedback, coaching, and mentoring to clients, team members and trainee counsellors
Problem Solving		<ul style="list-style-type: none"> • Developing practical and creative solutions to workplace problems <i>while researching, planning and facilitating therapy and referring clients</i> • Showing independence and initiative in identifying problems <i>while assessing and counselling clients</i> • Solving problems individually or in teams <i>to work effectively with the client and their presenting issues</i> • Applying a range of strategies in problem solving <i>when determining the strengths and limitations of the client's coping skills, and while facilitating support services accordingly</i> • Using numeracy skills to solve problems such as <i>time management, available resources and costs</i> • Testing assumptions and taking context into account <i>with an awareness of complex, client contexts</i> • Listening to and resolving concerns in relation to workplace issues <i>including own, associates or clients issues</i> • Resolving customer concerns relative to workplace responsibilities for either <i>associates or clients</i>

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

ES	AQF5	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>
Initiative and Enterprise		<ul style="list-style-type: none"> Adapting to new situations with diverse client groups Being creative in response to workplace challenges such as team counselling with a specialist family therapist to accelerate skills enhancement Identifying opportunities that might not be obvious to others such as team counselling with a specialist therapist to accelerate skills enhancement or identifying client development opportunities Generating a range of options in response to workplace matters including managing own and others stress or collectively brainstorming available options Translating ideas into action within organisational functions or the counselling process Developing innovative solutions to providing support, hope and expertise that meets the client's needs Developing a strategic, creative, long-term vision for counselling services, client support networks, professional development or supervision
Planning and Organising		<ul style="list-style-type: none"> Collecting, analysing and organising information from clients and other professionals, and often of a complex nature; and for clients from research data. Using basic business systems for planning and organising such as scheduling clients, debriefing with supervisor, and research Being appropriately resourceful with internal and external clients and resources to meet client needs Taking initiative and making decisions within workplace role to manage counselling schedules / workload Participating in continuous improvement and planning process using reflective practices and evaluative processes, including supervisor feedback Working within or establishing clear work goals and deliverables for setting work plans with clients and others Determining or applying required resources for their allocated client cases, while working within budget Allocating people and other resources to tasks and workplace requirements in relation to tasks required for own role and responsibilities Managing time and priorities in relation to own role Adapting resource allocations to cope with contingencies needed to manage staff or colleague absences/inability to service clients)
Self management		<ul style="list-style-type: none"> Being self-motivated in relation to autonomous work role Articulating own ideas and vision for self and the team Balancing own ideas, values and vision with workplace values and requirements while maintaining counselling ethics and boundaries Monitoring and evaluating own performance through professional evaluative processes and supervisor feedback Taking responsibility at the appropriate level for fulfilling counselling responsibilities to client; maintaining regular counselling supervision; and adhering to organisational policy and procedures.
Learning		<ul style="list-style-type: none"> Being open to learning new ideas and techniques as a part of practitioner, professional development requirements Learning in a range of settings including informal learning self-directed research Participating in ongoing learning as a part of practitioner's professional development requirements Learning in order to accommodate change in new and emerging counselling techniques and approaches Learning new skills and techniques for new and emerging counselling techniques and approaches

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

ES	AQF5	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>
		<ul style="list-style-type: none"> • Taking responsibility for own learning as part of the necessary practitioner professional development requirements • Contributing to the learning of others by sharing knowledge and experience from professional development and counselling experience • Applying a range of learning approaches as necessitated by the availability or non-availability of professional development opportunities • Developing own learning pathways by taking responsibility for own professional development • Developing own learning plans as part of professional practice management under registration requirements
	Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment with in scope of own role • Using basic technology skills to organise data as organisational best practice requires • Adapting to new technology skill requirements such as teleconferencing with associates or supervisors) • Applying OHS knowledge when using technology • Applying technology as a management tool such as Outlook; Excel; Access; digital diaries; word processing research and case reports

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

Course Code Numbers changed 05.08.09 to include the re-accredited course code numbers. Courses are accredited from 01.01.2009 until 31.12.2013.

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

Employability Skills Qualification Summaries At the Advanced Diploma Level 80884ACT Advanced Diploma of Counselling and Family Therapy (Christian)

ES = Employability Skills

ES	AQF6	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>				
Communication		<ul style="list-style-type: none"> • Listening to and understanding complex client needs • Speaking clearly / directly to clarify information and manage counselling process and referrals • Reading and interpreting workplace related documents such as policies, procedures, legislation, research • Writing to address audience needs such as assessment; referrals or support networks • Interpreting the needs of internal/external customers by analysis of client assessment data • Applying numeracy skills to the workplace requirements by calculating therapy session requirements and costs for the client • Establishing and using networks for client support and/or referral; therapist support and/or supervision • Sharing information and knowledge with client, peers, supervisors, trainees and support staff • Negotiating responsively with clients, colleagues, support staff and specialist therapists • Persuading effectively with agitated, traumatised, or grieving clients who are not able to think clearly; or with clients at the immediacy stage; and other service providers • Being appropriately assertive with agitated, traumatised, or grieving clients who are not able to think clearly; or with clients at the immediacy stage • Empathising with clients in the therapy process 				
		Teamwork		<ul style="list-style-type: none"> • Working as an individual and a team member while providing network support for client • Working with diverse individuals and groups while providing family therapy • Applying knowledge of own role as a part of a team while providing family therapy through team counselling • Applying team work skills to a range of situations while facilitating support networks and family therapy services • Identifying and utilising the strengths of other team members through team counselling in the provision of family therapy services to both the abused and the abuser • Giving feedback, coaching, and mentoring to clients, team members and trainee counsellors 		
				Problem Solving		<ul style="list-style-type: none"> • Developing practical and creative solutions to workplace problems (e.g. while researching, planning and facilitating therapy and referring clients) • Showing independence and initiative in identifying problems (e.g. while assessing clients) • Solving problems individually or in teams to work effectively with the client and their presenting issues • Applying a range of strategies in problem solving when determining the strengths and limitations of the client's coping skills, and while facilitating support services accordingly • Using numeracy skills to solve problems such as time management, available resources and costs • Testing assumptions and taking context into account with an acute awareness of complex client contexts

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

ES	AQF6	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>
		<ul style="list-style-type: none"> Listening to and resolving concerns in relation to workplace issues including own, associates or clients Resolving customer concerns relative to workplace responsibilities including own, associates or clients.
Initiative and Enterprise		<ul style="list-style-type: none"> Adapting to new situations with diverse client groups Being creative in response to workplace challenges such as crisis or trauma counselling, or training others Identifying opportunities that might not be obvious to others in a supervision, team building or mentoring role Generating a range of options in response to workplace matters such as managing own and others stress Translating ideas into action within the family therapy process Developing innovative solutions while providing support, hope and expertise that meets the grieving client's needs Developing a strategic, creative, long-term vision for professional development and supervision
Planning and Organising		<ul style="list-style-type: none"> Collecting, analysing and organising information from clients and others and often of a complex nature Using basic business systems for planning and organising client's schedules, counsellor debriefings, and research work Being appropriately resourceful with internal and external clients and with resources to meet client needs Taking initiative and making decisions within workplace role to manage therapy schedules / workload Participating in continuous improvement and planning process through reflective practice and evaluative processes Working within or establishing clear work goals and deliverables by setting work plans with clients and others Determining or applying required resources in the allocation of client cases, resources while working within budget Allocating people and other resources to tasks and therapy requirements Managing time and priorities in relation to own role Adapting resource allocations to cope with contingencies relating to managing staff or colleague absences or inability to service clients needs
Self management		<ul style="list-style-type: none"> Being self-motivated in relation to autonomous work role and therapy preparation Articulating own ideas and vision for self and the team Balancing own ideas, values and vision with workplace values and requirements while maintaining counselling ethics and boundaries Monitoring and evaluating own professional performance through evaluative processes and supervisor feedback Taking responsibility at the appropriate level for fulfilling counselling responsibilities to client; maintaining regular counselling supervision; and adhering to organisational procedures.
Learning		<ul style="list-style-type: none"> Being open to learning new ideas and techniques as a part of practitioner, professional development requirements Learning in a range of settings including informal learning and self-directed research Participating in ongoing learning as a part of practitioner, professional development requirements Learning in order to accommodate change with new and emerging counselling techniques and approaches Learning new skills and techniques in new and emerging therapy techniques and approaches Taking responsibility for own learning as part of the necessary practitioner professional development requirement

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

ES	AQF6	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>
		<ul style="list-style-type: none">• Contributing to the learning of others by sharing knowledge and experience from professional development and counselling experience• Applying a range of learning approaches as necessitated by the availability or non-availability of professional development opportunities• Developing own learning pathways by taking responsibility for own professional development• Developing own learning plans as part of professional practice management under registration requirements
Technology		<ul style="list-style-type: none">• Using technology and related workplace equipment with in scope of own role• Using basic technology skills to organise data as organisational best practice requires• Adapting to new technology skill requirements such as teleconferencing with clients, associates or supervisors• Applying OHS knowledge when using technology• Applying technology as a management tool such as Outlook; Access/Excel software; digital diaries; word-processing reports

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

Course Code Numbers changed 05.08.09 to include the re-accredited course code numbers. Courses are accredited from 01.01.2009 until 31.12.2013.

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

Employability Skills Qualification Summaries At the Vocational Graduate Certificate Level 80896ACT Vocational Graduate Certificate in Counselling and Family Therapy (Christian)

ES = Employability Skills

ES	AQF8	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>				
Communication		<ul style="list-style-type: none"> Listening to and understanding <i>complex client needs</i> Speaking clearly/directly (<i>e.g. to clarify information and manage counselling process and referrals</i>) Reading and interpreting workplace related documentation, (<i>e.g. policies, legislation and research</i>) Writing to address audience needs, <i>such as assessment reports</i> Interpreting the needs of internal/ external customers <i>by analysis of information provided through assessment</i> Applying numeracy skills to workplace requirements (<i>e.g. Professional Development Expense calculations, statistical calculations and interpretation of research methods</i>) Establishing and using networks <i>with broad range of specialist services</i> Sharing information and <i>knowledge as a practitioner with other colleagues and specialist services</i> Negotiating responsively <i>with clients, colleagues and specialist services</i> Persuading effectively (<i>e.g. with clients and other services providers</i>) Being appropriately assertive (<i>e.g. with clients and other services providers</i>) Empathising (<i>e.g. in relation to clients of the counselling process</i>) 				
		Teamwork		<ul style="list-style-type: none"> Working as an individual and a team member (<i>e.g. in group supervision, mentoring, networking, or case management</i>) Working with diverse individuals and groups Applying knowledge of own role as part of a team (<i>e.g. in group supervision, mentoring, networking or case management</i>) Applying teamwork skills to a range of situations (<i>e.g. in group supervision, mentoring, networking or case management</i>) Identifying and utilising the strengths of other team members (<i>e.g. in group supervision, mentoring, networking or case management</i>) Giving feedback, coaching and mentoring. (<i>e.g. as leader, mentor or manager to less experienced team members</i>) 		
				Problem Solving		<ul style="list-style-type: none"> Developing practical and creative solutions to workplace problems or professional development Showing independence and initiative in identifying problems (<i>e.g. in clinical supervision frameworks</i>) Solving problems individually or in teams Applying a range of strategies in problem solving Using numeracy skills to solve problems (<i>e.g. time management, cost/benefit analysis of professional development opportunities</i>) Testing assumptions and taking context into account (<i>i.e. with an awareness of complex client contexts</i>) Listening to and resolving concerns in relation to workplace or client issues Resolving concerns relative to workplace responsibilities

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

ES	AQF8	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i>
Initiative and Enterprise		<ul style="list-style-type: none"> Adapting to new situations <i>with diverse client groups and application of changing legislation requirements</i> Being creative in response to workplace challenges (<i>e.g. in supervision process</i>) Identifying opportunities that might not be obvious to others (<i>e.g. in a mentoring or supervision role</i>) Generating a range of options in response to workplace matters (<i>e.g. managing own and others stress</i>) Translating ideas into action <i>within the counselling process</i> Developing innovative solutions (<i>e.g. for managing complex and high numbers of client cases</i>) Developing a strategic, creative, long-term vision (<i>e.g. for counselling professional development and supervision</i>)
		<ul style="list-style-type: none"> Collecting, analysing and organising information <i>from clients and others, often of complex nature and relating to professional development planning and evaluating</i> Using basic business systems for planning and organising (<i>client counselling allocations and reporting, professional development planning and costing</i>) Being appropriately resourceful (<i>e.g. in designing cost effective professional development</i>) Taking initiative and making decisions within workplace role <i>to manage counselling and professional development</i> Participating in continuous improvement and planning processes (<i>e.g. reflective practice and applying evaluation methods</i>) Working within or establishing clear work and learning goals (<i>e.g. setting work plan, training plans and contracts with clients and others</i>) Determining or applying required resources (<i>e.g. in the planning and participating in professional development</i>) Allocating people and other resources to tasks and workplace requirements (<i>i.e. in relation to tasks required for own role, including managing the resource data base</i>) Managing time and priorities (<i>i.e. in relation to tasks required for own role</i>) Adapting resource allocations to cope with contingencies (<i>e.g. if scheduled professional development activities are postponed or cancelled</i>)
		<ul style="list-style-type: none"> Being self-motivated(<i>e.g. in relation to initiating professional development</i>) Articulating own ideas and vision (<i>i.e. within a team, or with supervisor or tutor</i>) Balancing own ideas and values and vision with workplace values and requirements (<i>e.g. self awareness in counselling context</i>) Monitoring and evaluating own performance (<i>i.e. within a team or supervised work context</i>) Taking responsibility at the appropriate level (<i>e.g. for own Professional development</i>)
		<ul style="list-style-type: none"> Being open to learning new ideas and techniques (<i>e.g. as a part of practitioner professional development requirements</i>) Learning in a range of settings including informal learning Participating in ongoing learning <i>as a part of practitioner professional development requirements</i> Learning in order to accommodate change (<i>e.g. new and emerging counselling techniques and approaches</i>) Learning new skills and techniques(<i>e.g. new and emerging counselling techniques and approaches</i>) Taking responsibility for own learning (<i>e.g. planning own professional development</i>)

Australian Institute of Family Counselling Ltd.

Employability Skills Qualification Summaries

ES	AQF8	Facets Addressed: <i>Industry / enterprise requirements for this qualification include the following facets</i> <ul style="list-style-type: none">• Contributing to the learning of others (<i>e.g. by sharing information and mentoring</i>)• Applying a range of learning approaches• Developing own learning pathways• Developing own learning plans (<i>e.g. as part of professional practice management and registration as required</i>)
Technology		<ul style="list-style-type: none">• Using technology and related workplace equipment (<i>i.e. within scope of own role</i>)• Using basic technology skills to organise data• Adapting to new technology skill requirements (may not be applicable)• Applying OHS knowledge when using technology• Applying technology as a management tool (<i>e.g. for the resource data base</i>)

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

The course is accredited from 01.07.2009 until 30.6.2014.