

STUDENT HANDBOOK 2019

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From the CEO

Welcome to aifc and thank you for choosing to study with us.

aifc began in response to a strong demand for counsellor training with a distinctly Christian focus. With over 25 years of history and experience, our passionate staff are here to support you achieve a rewarding career pathway. We want to equip you to become a counsellor and family therapist, transforming lives to transform communities. aifc is an outstanding provider of vocational education and training provider, offering flexible study options and currently providing national accredited training from Diploma to Graduate Diploma level. On behalf of the Board and staff at aifc, I wish you the best in your studies and congratulate you for taking the first step towards a new future.

Nicholas Marks

How to use this handbook

This handbook is something that you should carefully study. It contains details of aifc and its policies, Code of Ethics, fees, learning outcomes, and student rights and responsibilities. It is updated on a regular basis so check our website to ensure you are reading the most current version.

Handbook structure

This handbook is made up of four sections:

Part A is an introduction to and overview of aifc

Part B covers everything you need to know about our course structures and accreditations Part C

outlines everything you need to know about the course delivery and fees

Part D provides information on student services and policies

Part A: An introduction to the aifc

Why aifc

The Australian Institute of Family Counselling Limited (aifc) is one of the pioneers of counselling in Australia and is a professional training organisation engaged solely in counselling and family therapy training. Its primary objective is to transform lives to transform communities. One way we do this is by offering superior counselling training at reasonable cost to the Christian community. As a multi- denominational organisation, we are not connected with any specific Christian denominational structure. The organisation administration is operated through the aifc National Office in Canberra, with training centres in Brisbane, Melbourne, Perth and Sydney. In addition, we offer Online Supported Mode (including overseas students). Intensive teaching seminars are conducted in well-equipped venues providing excellent professional services. Regional Directors have been trained and appointed to conduct the course in their respective local centres.

aifc is committed to multiplication and in late 2007 helped launch the Ugandan Institute of Family Counselling (UIFC) based on the aifc program. aifc continues to assist UIFC in running their courses.

aifc is an independent public company limited by guarantee registered under the Corporations Act 2001. It is also a registered training organisation (RTO) with Australian Skills Quality Authority (ASQA), registered provider number 88037. An advisory panel of industry experts advise the aifc Training Committee. aifc meets the Standards for Registered Training Organisations (RTO) 2015 established by the National VET Regulator (NRV), competency based training of the ASQA, and the requirements of the VET Provider Guidelines of the Australian Department of Education and Training.

A brief history

In the early 90s, Dr Bruce and Nellie Litchfield found themselves fielding increasing requests from church leaders to deliver seminars on Christian counselling. They had both been through their own journey of brokenness and renewal, which had prompted them to complete counselling studies, and they had started to share what they had learnt from their years as Marriage and Family Therapists. By 1992, after several years of intense work, both in Australia and in the USA, and spurred on by a deep God-given passion for the health and restoration of individuals and families, the seminars were expanded and formalised into short course training.

Two years later, the program was brought under the banner of Family Ministries, Youth With A Mission (YWAM) and accredited as an Advanced Certificate in Christian Counselling and Family Therapy. Then, with additional development, in 1997 the courses were accredited as a Certificate IV and Diploma in Christian Counselling and Family Therapy.

Through restructuring, in 1999, the courses were transferred to the Family Resource Centre Australia, Institute for the Nations (YWAM) Canberra (the local expression of YWAM's international University of the Nations); but due to its remarkable growth, in 2001 the study program was taken out of YWAM and given its own identity as the newly formed Australian Institute of Family Counselling Limited.

In 2003, the Diploma was upgraded to an Advanced Diploma of Counselling and Family Therapy (Christian), and in 2010, a three year Vocational Graduate Certificate (VGC) in Counselling and Family Therapy (Christian) was introduced; which was later replaced by the Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual).

aifc now delivers Seminar Blended Modes Australia-wide through centres in Brisbane, Melbourne, Perth and Sydney. We also offer an Online Supported Mode program for students who are unable to attend training via study centres.

aifc co-founder, Dr. Bruce Litchfield passed away on 2 July, 2018.

Our Purpose Statement

Transforming lives to transform communities.

Our Mission Statement

Transformed lives, flourishing relationships and changed communities through Christian counselling and equipping people for life.

Our Vision

To be trusted leaders in Christian counselling. We provide life changing personal and professional education and training to individuals and organisation. We create vibrant learning communities and build effective partnerships to equip and grow people to be released into their vocation.

Our Values

- Transformational growth:
- We foster and embrace ongoing, life giving, restorative and transformational growth in ourselves, our students, our organisation and our communities.
- People and relationships:
- Healthy relationships are foundational for every aspect of life. Valuing people is intertwined into the fabric of our learning communities and is modelled through our broader partnerships.
- Steward leadership:
- We have been greatly entrusted with the people, platform and resources in aifc. We seek to humbly and intentionally steward and grow our leadership capability and invest into the lives of our students and communities.
- Authentic faith:
- Our Christian faith is the foundation of what we believe and how we live. Our courses are Bible- based and Christ-centred, and our teams and students are motivated by living out a genuine expression of our Christian faith, committed to the ongoing journey of discipleship.
- Professional excellence:
- As a leading, accredited, national education provider we are committed to the highest level of professional excellence. This is demonstrated through the quality of our educators and the process, delivery and outcomes of everything we do.

Part B: aifc Courses

Vocational Education and Training (VET)

Through our courses you will be trained to counsel both Christians and non-Christians. aifc is a Registered Training Organisation (RTO), operating across Australia, under the jurisdiction of the Australian Skills Quality Authority. As an RTO we are required to be compliant with all components of the Vocational Education and Training (VET) Quality Framework:

- Standards for Registered Training Organisations (RTOs) 2015
- Australian Qualifications Framework
- Fit and Proper Person Requirements
- Financial Viability Risk Assessment Requirements 2011
- Data Provision Requirements 2012.

Course structure

The VET courses that will be offered to students in 2019 are:

- CHC51015 Diploma of Counselling
- 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian)
- 10134NAT Graduate Diploma in Counselling and Integrated Psychotherapy (Spiritual)

The overall flow of the aifc courses is to teach a general model of Christian counselling in the Diploma, a model of Family Therapy in the Advanced Diploma (integrating theology, psychology and spirituality), and an intensive practical application with specialised counselling, psychotherapy and leadership skills in the Graduate Diploma.

CHC51015 Diploma of Counselling

The Diploma of Counselling equips you with the basic knowledge and people helping skills required in professional counselling. Incorporating a Christian worldview throughout, this course prepares you to work with clients using established counselling modalities whilst considering theological, psychological and spiritual dimensions to people's problems. There is a deliberate focus on students' personal and spiritual development and equipping as foundational before being able to help others. In the first semester of the course, Diploma students are encouraged to undertake their own personal counselling with an Advanced Diploma Student. This involves meeting with an Advanced Diploma student for seven x 1 hour sessions during the first 6 months of the course.

The Diploma is nationally-accredited, developed to agreed industry standards, and responsive to the current and future demand for counselling skills – both within the local church and in the broader Australia society. You will learn essential communication, micro-counselling, interviewing and intervention skills that will equip you to be an effective counsellor in a number of settings, including faith communities, not-for-profit organisations, community health centres, education agencies and government departments.

This course is offered via seminar blended mode and online supported mode.

(Note: New part-time students in 2019 will undertake 'Year A' units only, while full-time students will undertake Year A + B units)

Term	Unit of Competency	Core / Elective	
1	A	CHCCOM002	Use communication to build relationships
1	A	CHCPRP003	Reflect and Improve upon Professional Practice
1	B	CHCLEG001	Work Legally and Ethically
1	B	CHCCSL004	Research and apply personality theories
2	A	CHCMHS011	Assess and promote social, emotional and physical wellbeing
2	A	CHCCSL002	Apply specialist interpersonal and counselling interview skills
2	B	CHCDIV001	Work with diverse people
2	B	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
2	B	CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues
3	A	CHCCSL001	Establish and confirm the counselling relationship
3	A	CHCCCS019	Recognise and respond to crisis situations
3	B	CHCCSL006	Select and use counselling therapies
3	B	CHCCSL007	Support counselling clients in decision-making processes
4	A	CHCCSL005	Apply learning theories in counselling
4	A	CHCCSM005	Develop, facilitate and review all aspects of case management
4	B	CHCCCS017	Provide loss and grief support
4	B	CHCCSL003	Facilitate the counselling relationship and process

Upon successful completion, students will receive the: CHC51015 Diploma of Counselling

10486NAT Diploma of Counselling (Christian)

Note: This qualification is not available for new enrolments.

The information below is for Part Time Students who commenced this qualification in 2018.

The Diploma prepares you to informally assist others. You will learn to fulfil the primary command of Jesus, which is to love God and love others. You won't just grow in your knowledge of counselling skills, Diploma graduates are also equipped to be a well-trained friend and discerning listening ear. Many students also go through transformational change personally and in their relationship with Jesus. You will learn that reconciliation through forgiveness and understanding Christian identity is essential. Applying these principles in your personal life enables you to understand how to provide this for others.

These foundational characteristics enable Diploma students to be of enormous assistance in church communities, provide family relationship assistance, and the skills developed are transferable to any workforce. The Diploma is essential in equipping students in the helping ministry and is a pre-requisite for the Advanced Diploma.

This course is offered via online supported mode only.

Note: Part Time Students who started in 2018 will complete Year B units only in 2019.

Term	Part Time Year	Unit of Competency		Core / Elective
1	A	COCCDF501A	Apply Christian discipleship foundations	Core
1	A	COCALS595A	Apply active listening skills from a Christian perspective	Core
1	B	COCTPS502A	Integrate theories of theology, psychology and spirituality relevant to counselling	Core
1	B	CHCCSL508B	Apply legal and ethical responsibilities in counselling practice	Core
2	A	CHCCS514B	Recognise and respond to individuals at risk	Core
2	A	CHCCSL502A	Apply specialist interpersonal and counselling interview skills	Core
2	B	COCRED530A	Apply redemptive truth in counselling	Core
2	B	COCTMP505A	Evaluate theories and models of psychotherapy	Core
3	A	CHCCSL501A	Work within a structured counselling framework	Core
3	A	CHCCSL512A	Determine suitability of client for counselling services	Core
3	B	CHCCSL507B	Support clients in decision-making processes	Core
3	B	COCCBT520A	Evaluate and apply Cognitive Behaviour Therapy	Core
4	A	HLTHIR403C	Work effectively with culturally diverse clients and co-workers	Core
4	A	HLTWHS300A	Contribute to WHS processes	Core
4	B	CHCCSL503B	Facilitate the counselling relationship	Core
4	B	COCGCM512A	Apply the aifc General Counselling Model	Core

Upon successful completion, students will receive the: 10486NAT Diploma of Counselling (Christian)

10487NAT Advanced Diploma of Counselling and Family Therapy (Christian)

The Advanced Diploma deepens the work already completed in the Diploma of Counselling and leads to over 20 hours of one-on-one counselling, where essential skills in listening, empathy and building trusting relationships are taught and assessed.

We develop a specific model of counselling, including systems theory, working with families and several electives that are essential for a well-rounded and comprehensive counselling qualification. Individual therapy, family therapy, stress management, case management, grief and addictions are explored and assessed in practical and easy to understand ways, whilst being incorporated into the aifc Family Therapy Model.

You will begin your outward focussed journey in counselling via one-on-one sessions with clients and you can explore a number of elective units to suit your personal circumstances and calling. Depending on your Association membership at the successful completion of the Advanced Diploma, you can begin attracting clients and be paid according to PACFA and/or ACA guidelines. Students are given comprehensive knowledge and skills throughout the course and opportunities to work with clients under professional qualified supervisors.

This course is offered via seminar blended mode and online supported mode.

(Note: New part-time students in 2019 will undertake 'Year A' units only, while full-time students will undertake Year A + B units)

Term	Part Time Year	Unit of Competency		Counselling Hours
1	A	CFTRFP610A	Evaluate and apply models of relationships, family and parenting to therapy	
1	A	CFTMFT625A	Use a specific model of family therapy	3
1	B	CFTSMT645A	Apply stress management in therapy	
1	B	CHCCSL504A	Apply personality and development theories	
2	A	CFTATC604A	Apply theology in counselling	
2	A	CFTCFT691A	Conduct family therapy with an individual	4
2	B	CHCCM503C	Develop, facilitate and monitor all aspects of case management	
2	B	CHCCSL505A	Apply learning theories in counselling	
3	A	CFTCFT692A	Conduct family therapy with families	
3	A	CHCFCS802B	Provide relationship counselling	10*
3	B	CHCFCS803B	Provide grief and loss counselling	10
3	B	CFTMDS650A	Evaluate and apply therapy for mental disorders	
4	A	CFTADD655A	Provide therapy for clients with addiction issues	
4	A	Elective		
4	B	Elective		
4	B	CHCCSL506A	Apply counselling therapies to address a range of client issues- Work Shop Only	
2019 Advanced Diploma Electives include:				
4	A	CHCGROUP807B	Implement group interventions	5
4	A	CHCCCS027	Visit client residence	5
4	A	CFTSEX675A	Provide therapy for clients presenting with sexual problems	

4	B	CFTABS665A	Provide therapy for issues relating to abuse	
4	B	CHCCM705C	Work effectively with families and carers in complex situations	3

* The 10 counselling hours required for unit CHCFCS802B are divided between both CFTCF692A (6 hours) and unit CHCFCS802B (4 hours).

Upon successful completion, students will receive the:
10487NAT Advanced Diploma of Counselling and Family Therapy (Christian)

Practical hours

To complete the Advanced Diploma of Counselling and Family Therapy (Christian), a certain number of counselling hours must be completed. These hours relate to specific units. Some elective units also require counselling hours, thus students may be required to complete more than the minimum, depending on the electives that are undertaken.

For aifc purposes, counselling is defined as an intentional, professional relationship between two people, one of whom is the helper and the other is seeking help, which includes an expectation of confidentiality and therapeutic benefit.

All counselling hours in the Advanced Diploma must be conducted face to face with the counsellor and client present in the same room. Under special circumstances the Regional Director may grant a small percentage of the sessions to be conducted face to screen, however this should be avoided where possible.

All individual counselling sessions must be undertaken with an individual over the 18 years of age. aifc does not provide student placements or internships for these hours. However, we do have relationships with some organisations and counselling clinics that are often willing to take aifc students as counsellors during their training. Local staff members may provide the details of these organisations.

Prior to the commencement of the first counselling session, a Pre-counselling Hazard Checklist (found in the Student information/Student Forms section in Moodle) must be completed for each location in which you conduct any counselling. This will need to be uploaded to the Student Records on Moodle.

To fulfil ethical requirements all counselling hours must be accompanied by professional supervision. For every 4 hours of client counselling, students must complete 1 hour of Professional Supervision. In addition, current working with children check, professional counselling indemnity insurance and membership of a counselling association are required before counselling may commence in semester one. WWCC, supervision, insurance and association membership will be obtained at the student's own cost.

Membership of a Counselling Association

All students are required to register with one of the counselling governing bodies, either the Australian Counselling Association (ACA) or a member organisation of the Psychotherapy and Counselling Federation of Australia (PACFA) such as the Christian Counsellor's Association of Australia (CCAA) at the start of the Advanced Diploma before you conduct any counselling. There are no restrictions on the Counselling Association that students can join.

Upon successful completion of the 10486NAT Diploma of Counselling (Christian) students are eligible to apply for Level 1 Membership with the Australian Counselling Association (ACA) and any external counselling hours that you complete in the second semester will go towards toward professional registration recognition. Note that Advanced Diploma Students cannot join ACA at student level, rather they must join at Level 1.

Upon successful completion of the 10486NAT Diploma of Counselling (Christian) students are eligible to apply for Diploma Member with CCAA. It is important to note that at membership level students may not advertise his

or her counselling services in the CCAA website or publicly advertise him- or herself as a professionally qualified counsellor who is a CCAA member. Client contact hours and supervision hours shall not contribute to the client contact and supervision requirements for Graduate or Clinical membership, but it will contribute to client contact and supervision requirements for Provisional membership.

Christian Counsellor's Association of Australia (CCAA)

<http://www.ccaa.net.au>

Australian Counselling Association (ACA)

<http://www.theaca.net.au>

Psychotherapy and Counselling Federation of Australia (PACFA)

<http://www.pacfa.org.au>

Ongoing Professional Development

Students will need to attend at least one hour of Professional Development to meet the course requirements of the Advanced Diploma. The CCAA offers Christian based training in each state and information can be found on their website.

Professional Counselling Indemnity Insurance

Students are required to have their own professional indemnity and public liability insurance before any therapy is undertaken in the Advanced Diploma. There are no restrictions to the insurance broker that you use and some companies are listed below.

Fenton Green & Co

www.fentongreen.com.au

Focus Insurance

www.focusinsurance.com.au

Note that some insurance policies are limited to your level of counselling association membership, and/or do not cover student counsellors and this should be investigated before purchasing any policy. For example: PACFA Master Insurance Policy (included in student membership), this is acceptable for the first 6 months of the Advanced Diploma, however this insurance policy does not cover students for the second half of the Advanced Diploma where external clients are being seen.

Supervision

1. Internal and External Supervision

In Semester one, the student's Advanced Diploma assessor will supervise students for units CFTMFT625A and CFTCFT691A, provided they have received training in clinical supervision.

In the second semester of the Advanced Diploma course, it is strongly preferred that clinical supervision be provided by a non-aifc trained supervisor. However, students can receive individual clinical supervision from any accredited aifc staff member provided that staff member is NOT their assessor, is interstate AND has the Regional Director's approval.

2. Group Supervision

Group supervision sessions run on behalf of aifc in the second semester and will be charged to students at the rate of \$50 per student for 1.5 hours. Staff running group supervision must be accredited supervisors.

3. Supervisor qualifications

In Second Semester of the Advanced Diploma, all individual supervisors must meet the following qualifications:

- Having completed at least three years' clinical practice with a minimum of 300 client hours AND

- Level 2 or above with ACA for two years OR graduate member of CCAA or PACFA for two years OR equivalent AND
- Completed an ACA or PACFA approved supervision course OR equivalent AND
- Member of ACA supervision college or CCAA or PACFA approved supervision register OR equivalent and having regular supervision of their supervision and PD on supervision every year

Students will need to ensure that they have found a suitable Supervisor by the end of semester one and completed the Supervisor Contract which is located on Moodle.

4. Ratio of client hours to supervision hours

Students must maintain a supervision hour to client hours ratio of 1:4. Advanced Diploma students must not undertake more than 6 client hours between supervision sessions.

- A maximum of 1.5 hours can be group supervision
- A maximum of 1 hour can be telephone consultation for supervision
- Face to screen supervision is considered the same as person to person

5. Mandated clinical supervision hours over the duration of each course

In the second semester of the Advanced Diploma, regardless of full time or part time, students must have monthly supervisory sessions, or a minimum of 5 individual clinical supervision with the same supervisor. This starts in July and ends in November. Other supervisory hours necessary to maintain a 1:4 ratio can be completed through additional individual or group sessions.

6. Supervisors Report

All students must have their individual Supervisor complete the Supervisor Report and upload it to Moodle in the last two weeks of the year. This applies to both Full Time and Part Time students and must show that students have had 5 individual sessions as outlined by point 5 of this section.

Log of Counselling Hours

In order to facilitate students to track their counselling and supervision hours, students will keep an aifc log available to download from Moodle. It is also recommended that students use their member associations log to record their hours and professional development every year.

At completion of the term 4 students are required to provide a Statutory Declaration, declaring that the number of counselling and supervisions hours list on the Counselling Log is true and correct.

Cost

Course fees are invoiced on a per unit basis. For unit course cost and additional cost refer to page 28.

10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual)

The Graduate Diploma provides an environment where students will develop in exercising influence and leadership in counselling and therapy, becoming experts in their field. aifc's aim is to train Christian counsellors who ethically and effectively integrate their faith and practice.

The Graduate Diploma is structured to have three specific goals for students including:

1. Enhance knowledge and skills of those already qualified in mental health or theology as a stand-alone professional development program.
2. Enhance the leadership ability of students in the counselling profession and the broader community.
3. Students who have completed the aifc Advanced Diploma or hold another undergraduate (or higher) qualification in a theology (e.g. Theology, Ministry, Christian Studies, Divinity) or mental health (e.g., Psychology, Counselling, Social Work) field, demonstrating competence in counselling skills, grief and ethics, are eligible for entry into the Graduate Diploma.
4. Fulfil industry standards by providing a pathway for PACFA accreditation.

You will learn advanced cognitive, technical and communication skills and enhance your ability to evaluate and apply well known empirically tested therapies. The units provide an opportunity to develop in previously learned areas and investigate new avenues of learning. Workshop interactions are a source of rich peer learning in addition to receiving training from experts in relevant fields.

Areas of focus such as self-care, supervision, and specialty electives ensure you receive advanced therapy skills and are equipped to build and maintain a healthy vocational life.

This course is offered via seminar blended mode*

(Note: New part-time students in 2019 will undertake 'Year A' units only, while full-time students will undertake Year A + B units)

* Subject to enrolments, student may be asked to transfer to Online support mode.

Term	Part Time Year	Unit of Competency	
1	A	IPSSCP803A	Manage own self-care in professional practice
1	A	Elective	
1	B	BSBRES401	Analyse and present research information
2	A	MTMBUS702 A	Provide strategic leadership
2	B	IPSCTM801A	Evaluate and apply a variety of counselling or psychotherapy modalities in counselling practice
2	B	Elective	
3	A	IPSETH804A	Work with complex contemporary and ethical issues in integrated psychotherapy IPSSUP805A Provide professional supervision to supervisees
3	A	Elective	
3	B	BSBRES801A	Initiate and lead applied research
4	A	IPSNMC802A	Evaluate and synthesise and apply a new model of counselling or psychotherapy
4	B	IPSSUP805A	Provide professional supervision to supervisees
4	B	Elective	

2018 Graduate Diploma Electives include:	
CHCFC802B	Provide relationship counselling
CFTMDS650A	Evaluate and apply therapy for mental disorders
CFTABS665A	Provide therapy for issues relating to abuse
CFTSEX675A	Provide therapy for clients presenting with sexual problems
CHCGROUP807B	Implement group interventions
CHCCCS027	Visit client residence
IPSTRA806A	Provide counselling support in response to trauma reactions and critical incidents
CHCCSM003	Work with carers and/or families in complex situations
IPSPTS807A	Determine client need and provide complex case management services
IPSPSY808A	Evaluate and apply common psychotherapeutic approaches and spirituality
IPSCSP809A	Apply Christian Counselling to common spiritual issues
IPSIST810A	Synthesise a relevant biblical theological perspective and integrate into the counselling process

Upon successful completion, students will receive the:

10134NAT Graduate Diploma in Counselling and Integrated Psychotherapy (Spiritual)

Pathways of the Graduate Diploma Course

The level and type of accreditation is dependent upon the entry pathway into the Graduate Diploma:

- Professional development students who enter based on an 10487NAT aifc Advanced Diploma of Counselling and Family Therapy and then complete the aifc Graduate Diploma (including all the required person-to-person training hours) are eligible to receive the Psychotherapy and Counselling Federation of Australia (PACFA) accreditation - **PACFA accreditation at Intern level**. Note: students who completed their Advanced Diploma prior to 2015 will have to undertake specifically selected electives if they wish to achieve PACFA accreditation.
- Accreditation students who enter based on Bachelor (or Higher) qualifications in Spirituality or Mental Health who complete the aifc Graduate Diploma, may be eligible for membership with the Australian Counselling Association (ACA) - **Level 1 membership with ACA** or with the Christian Counsellors Association of Australia (CCAA) – **Provisional Level 1 membership**

PACFA is The Psychotherapy and Counselling Federation of Australia, a national peak body for counsellors and psychotherapists and for professional associations in the counselling and psychotherapy field in Australia. CCAA is a member of this peak body.

ACA is The Australian Counselling Association, a national progressive professional peak association of counsellors and psychotherapists.

Employment opportunities

Students who complete the Graduate Diploma as a stand-alone course are able to work in private practice as an accredited counsellor registered with the Australian Counselling Association.

Students who complete the Graduate Diploma following the aifc Advanced Diploma will have completed sufficient formal education to attain intern (and ultimately graduate and clinical) status with PACFA based on a three-year pathway of study. Some organisations require a minimum of three years training for employment in a counselling role.

Course outline

The course structure of the Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual) is below. It is required that students complete 8 core and 4 elective units for a total of 12 units. Units are offered in 4 terms per year, each of approximately 10 weeks' duration.

There are a variety of electives available to choose from depending on the pathway into the course:

- Students who have completed an aifc Advanced Diploma can choose any electives that they haven't already completed in their previous study with aifc from Group A (General) electives.
- Students who hold a qualification in a mental health field must complete Group C (Spirituality) electives plus any two from Group A (General) electives.
- Students who hold a theology qualification must complete Group B (Mental Health) electives plus any two from Group A (General) electives. Recognition of Prior Learning and Credit Transfer (RPL/ CT).

Unit Code	Unit Title	Delivery Code
MTMBUS702A	Provide strategic leadership	S
IPSCM801A	Evaluate and apply a variety of counselling or psychotherapy modalities in counselling practice (10 counselling hrs required)	S
IPSNMC802A	Evaluate, synthesise and apply a new model of counselling or psychotherapy (10 counselling hrs required)	S
BSBRES401	Analyse and present research information	S
IPSSCP803A	Manage own self-care in professional practice	I
IPSETH804A	Work with complex contemporary and ethical issues in integrated psychotherapy (10 counselling hrs required)	S
BSBRES801	Initiate and lead applied research.	S
IPSSUP805A or	Provide professional supervision to supervisees	I
IPSTRA806A	Provide counselling support in response to trauma reactions and critical incidents	O
CFTMDS650A	Evaluate and provide therapy for mental disorders	O
CHCCSM003	Work with carers and / or families in complex situations	O
CHCFCS802B	Provide relationship counselling (10 counselling hrs required)	O
CFTABS665A	Provide therapy for issues relating to abuse	O
CFTSEX675A	Provide therapy for clients presenting with sexual problems	O
CHCGROUP807B	Implement group interventions (4 group sessions required)	AR
CHCCCS027	Visit client residence (5 visitations required)	AR
IPSPTS807A	Determine client need and provide complex case management services (10 counselling hrs required)	O
IPSPSY808A	Evaluate and apply common psychotherapeutic approaches integrating psychology and spirituality (10 counselling hrs)	O
IPSCSP809A	Apply Christian counselling to common spiritual issues (10 counselling hrs required)	O
IPSIST810A	Synthesise a relevant biblical theology perspective into the counselling process (10 counselling hrs required)	O
DELIVERY CODE: O online; I intensive*; S seminar; A action; R reflection* *		

Seminar: Most core units in the Graduate Diploma commence with a one-day workshop delivery of the course content including role-play and modelling; as well as support, practical assessment and feedback. Additionally Students who wish to undertake any electives offered as part of the Advanced Diploma of Counselling and Family Therapy (Christian) have the option of joining these seminar sessions.

Online: Each of the workshops will also be accessible online which you may live-stream over the internet in real-time or access later via video.

Intensive: The course also involves multi-day workshops called Intensives. Units offered through intensives will not be offered online which means that you will need to travel to and participate in these intensives.

Action/Reflection: As part of your Graduate Diploma you will also be required to participate in Action/Reflection sessions at a homeless shelter, soup kitchen, women's refuge, or at a therapy group.

Recognition of Prior Learning and Credit Transfer (RPL/ CT).

Entry into the Graduate Diploma requires prior completion of the aifc 10487NAT Advanced Diploma of Counselling and Family Therapy or a relevant undergraduate or postgraduate qualification. Whilst students can apply for Recognition of Prior Learning (RPL) for units in the Graduate Diploma, students cannot 'double dip' by using units from their entry course for RPL into the Graduate Diploma. However, if a student has completed units of study in addition to the entry course these may be considered for RPL application. For example, a Graduate Diploma applicant who has completed aifc's Advanced Diploma and a Bachelor of Theology is able to use either of these courses for entry. They can then use units from the other course for consideration of RPL. The RPL application kit is located on the aifc website and needs to be completed four weeks prior to the commencement of the course.

Practical hours and placements

In order to complete the Graduate Diploma, a certain number of counselling hours must be completed. These hours relate to specific units. Three of the core units require 10 hours counselling each so the minimum counselling hours' requirement is 30 hours. Some elective units also require counselling hours, thus students may be required to complete more than the minimum, depending on the electives that are undertaking. The first 75% of the minimum counselling hours in the Graduate Diploma must be conducted face to face with the counsellor and the client present in the same room. Under special circumstances the Regional Director may grant some additional sessions to be conducted face to screen, however this should be avoided where possible. Counselling hours in excess of the minimum may be completed through alternative contract means as approved by the Regional Director.

For aifc purposes, counselling is defined as an intentional, professional, formal relationship between two people, one of whom is the helper and the other is seeking help, which includes an expectation of confidentiality and therapeutic benefit. If you are unsure of whether your circumstances in an adjunct profession such as chaplaincy would enable you to fulfil these requirements, please speak to your Regional Director. Counselling sessions are measured in hours, the norm being one hour in duration however in certain circumstances can range from minimum of 30 minutes a session to a maximum of 2 hours.

Prior to the commencement of the first counselling session, a Pre-counselling Hazard Checklist (found in the Student information/Student Forms section in Moodle) must be completed for each location in which you conduct any counselling. This will need to be uploaded to the Student Records on Moodle.

To fulfil ethical requirements all counselling hours must be accompanied by professional supervision. For every **4 hours** of client counselling, students must complete **1 hour** of Professional Supervision with a maximum of 6 counselling hours between supervision sessions. In addition, current working with children check (WWCC), professional counselling indemnity insurance and membership of a counselling association are required **before**

counselling may commence. WWCC, supervision, insurance and association membership will be obtained at the student's own cost.

aifc does not provide student placements or internships for these hours. However, we do have relationships with some organisations and counselling clinics that are often willing to take aifc students as counsellors during their training. Local staff members may provide the details of these organisations. In some units aifc asks students to make recordings using a Blackboard Collaborate training room with a link for their assessor to view.

Clearance to work with children

Students must provide proof of clearance to work with Children for the entire course. Evidence of this must be uploaded to Moodle. Clearance requirements differ between states and territories.

Victoria: Working with Children Check www.workingwithchildren.vic.gov.au/

NSW: Working with Children Check www.kidsguardian.nsw.gov.au

ACT: Working with vulnerable people www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

QLD: Working with Children Queensland Blue Card Service www.bluecard.qld.gov.au

SA: Child-Related Employment Screening <https://screening.dcsi.sa.gov.au/screening-process/types-of-screening/child-related-employment>

WA: Working with Children Check <https://workingwithchildren.wa.gov.au>

Professional counselling indemnity insurance

Students are required to have their own professional indemnity and public liability insurance before any counselling/therapy is undertaken. There are no restrictions to the insurance broker students use and some companies are listed below.

Fenton Green & Co www.fentongreen.com.au

Focus Insurance www.focusinsurance.com.au

Some insurance policies are limited to the level of counselling association membership and this should be investigated before purchasing any policy.

Membership of a counselling association

All students are required to register with one of the counselling governing bodies, at the start of the Graduate Diploma **before** any counselling is conducted. This may be through either the Australian Counselling Association (ACA) or a member organisation of the Psychotherapy and Counselling Federation of Australia (PACFA) such as the Christian Counsellor's Association of Australia (CCAA) or PACFA direct at the start of the Graduate Diploma **before** any counselling is conducted. There are no restrictions on the Counselling Association that students can join.

Professional Development students who enter the Graduate Diploma with successful completion of the 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian) are eligible to apply for Provisional Level 1 Membership with CCAA. Members holding this division of membership will not be able to advance to Graduate or Clinical membership unless they undertake further training that satisfies PACFA basic training requirements. A minimum of 40 hours of face-to-face counselling or psychotherapy practice (client contact) with 10 hours of supervision (related to client contact) within or after training is required.

Accreditation students who enter the Graduate Diploma with a Bachelor (or Higher) qualifications in Spirituality or Mental Health are able to apply for Student Membership with ACA. Students who have graduated from an ACA Accredited Course of study at minimum Diploma Level may apply for Level 1 Membership.

For more information on Membership and Levels of membership, refer to the following websites:

Christian Counsellor's Association of Australia (CCAA)

<http://www.ccaa.net.au>

Australian Counselling Association (ACA)

<http://www.theaca.net.au>

Psychotherapy and Counselling Federation of Australia (PACFA)

<http://www.pacfa.org.au>

Professional supervision

Professional Supervisors used with the course, must meet the following criteria:

- Completed at least three years' clinical practice with a minimum of 300 client hours AND
- Level 2 or above with ACA for two years OR graduate member of CCAA or PACFA for two years OR equivalent AND
- Completed an ACA OR PACFA approved supervision course OR equivalent AND
- Member of ACA college of supervisors OR CCAA or PACFA approved supervision register OR equivalent and having regular supervision of their supervision and PD on supervision every year

Clinical practice is defined as at least 100 hours counselling per year since qualification completed. Students will need to ensure that they have found a suitable Supervisor before commencing counselling sessions and completed the Supervisor Contract which is located on Moodle.

There is a required minimum number of hours of professional supervision over the duration of the course. Regardless of full time or part time, students must have monthly supervisory sessions, or a minimum of 7 individual clinical supervision hours with the same supervisor per year. Other supervisory hours necessary to maintain a 1:4 ratio can be completed through additional individual or group sessions. For every unit that requires 10 counselling hours, there is a requirement of 2.5 clinical supervision hours. These can be made up of a combination of individual and group supervision according to these guidelines:

- A maximum of 1.5 hours can be group supervision
- A maximum of 1 hour can be telephone consultation for supervision
- Face to screen (Skype etc) as a medium for supervision is considered the same as person to person

There is a requirement for the student's main supervisor to complete a supervision report twice in the course. For full time students the requirement is at the end of term 2 and 4.

Log of counselling hours

In order to facilitate students to track their counselling and supervision hours toward their professional registration, students will keep an aifc counselling and supervision log available to download from Moodle. The log will include a statutory declaration for students to sign. In addition, it is recommended that students use their member association's log to record their counselling and supervision hours and professional development every year.

Additional support mechanisms offered to students:

Mid-term study groups - students have the option to meet in the middle of each term under the guidance of an aifc trainer for support, extra learning and opportunities, assessment discussions, feedback and encouragement. These will be offered online.

Clinical Placements – Students may undertake clinical placement days that incorporate elements of co-therapy, individual client work, supervision, feedback and self-evaluation. Although there are no assessable tasks

associated with clinical placements, records of attendance are recorded in order to ensure students meet minimum requirements of 200 person-to-person training hours for PACFA accreditation. Students can minimise the number of clinical placement days they complete by attending more seminars, workshops, mid-term study groups and the like.

1 year full-time progression

The following table shows the regional seminar schedule and proposed intensives. Please note dependent on student numbers, some seminar and workshops may be offered online rather than face to face seminars.

	Quarter 1	Quarter 1	Quarter 2	Quarter 2	Quarter 3	Quarter 3	Quarter 4
	Term 1 Orientation	Term 1 BSBRES401	Term 2 MTMBUS702A	Term 2 IPSCTM801A	Term 3 BSBRES801	Term 3 IPSETH804A	Term 4 IPSNMC802A
Melbourne	Fri 22 nd Feb orientation	Sat 23 rd Feb seminar workshop	Fri 3 rd May seminar workshop	Sat 4 th May seminar workshop	Fri 26 th July seminar workshop	Sat 27 th July seminar workshop	Sat 21 st Sep seminar workshop
Sydney	Fri 15 th Feb orientation	Sat 16 th Feb seminar workshop	Fri 12 th Apr seminar workshop	Sat 13 th Apr seminar workshop	Fri 19 th July seminar workshop	Sat 20 th July seminar workshop	Sat 7 th Sep seminar workshop
Brisbane	Fri 1 st Mar orientation	Sat 2 nd Mar seminar workshop	Fri 10 th May seminar workshop	Sat 11 th May seminar workshop	Fri 26 th July seminar workshop	Sat 27 th July seminar workshop	Sat 19 th Sep seminar workshop
Perth	Fri 15 th Feb orientation	Sat 16 th Feb seminar workshop	Fri 12 th Apr seminar workshop	Sat 13 th Apr seminar workshop	Fri 19 th July seminar workshop	Sat 20 th July seminar workshop	Sat 7 th Sep seminar workshop

Intensives (dates may be subject to change & students to check with Regional Director prior to making arrangements)

Quarter 1 2019	IPSSCP803A Manage own self-care in professional practice		
19hrs 2.5 days 2 nights (Retreat)	Brisbane:	Tue 19 th → Thur 21 st March	1269 Mount Alford Rd, Mt Alford, Boonah.
	Sydney:	Wed 27 th Feb → Fri 1 st March	Edmund Rice Retreat & Conference Centre 1315 Mulgoa Rd, Winbourne at Mulgoa, NSW
	Melbourne:	Thurs 21 st → Sat 23 rd March	Don Bosco Retreat Centre, 465 Lysterfield Rd, Lysterfield, Vic
	Perth:	Wed 27 th Feb → Fri 1 st March	Camp Cooloongup, 861 Mandurah Rd, Baldivis, WA

Quarter 4 IPSSUP805A Provide professional supervision to supervisees

3 days (Day intensives)	Brisbane:	Dates to be confirmed, likely October 2019	Springlife, 178 Springwood Rd, Springwood Qld
	Sydney:		Stanmore House, 97 Cambridge St, Stanmore NSW
	Melbourne:		Stirling Theological College, 44-60 Jacksons Rd, Mulgrave, VIC
	Perth:		Technology Park Function Centre, 2 Brodie Hall Dr, Bentley, WA

2 Year part-time progression

	Year 1A	Year 2B
Term 1	IPSSCP803A Manage own self-care in professional practice	BSBRES401 Analyse and present research information
	Elective	
Term 2	MTMBUS702A Provide strategic leadership	IPSCTM801A Evaluate and apply a variety of counselling or psychotherapy modalities in counselling practice
		Elective
Term 3	IPSETH804A Work with complex contemporary and ethical issues in integrated psychotherapy	BSBRES801 Initiate and lead applied research
	Elective	
Term 4	IPSNMC802A Evaluate, synthesis and apply a new model of counselling or psychotherapy	IPSSUP805A Provide professional supervision to supervisees (prerequisites are MTMBUS702A, IPSETH804A, and IPSSCP803A)
		Elective

Course Entry Requirements

All students who wish to undertake training in an aifc VET program must:

- Obtain a Working with Children Check relevant to their state's legislative requirements (Advanced Diploma of Counselling and Family Therapy and Graduate Diploma of Counselling and Integrated Psychotherapy only).
- Be over 18 or have completed a Senior Secondary Certificate, and be willing to complete aifc's Student Support Questionnaire
- If you are otherwise eligible, want to access a VET Student Loan and have not completed your Year 12 Certificate or a Cert IV or above (in Australia), you will also be required to take a government prescribed LLN Assessment. For more information, please contact studentservices@aifc.com.au
- Applicants for the Advanced Diploma and Graduate Diploma must also meet admission requirements outlined in the 2014 PACFA Training Standards. These state that students entering an accredited course of study need to demonstrate self-awareness, a relational capacity, ethical

behaviour, and an ability to reflect on and learn from experience and feedback. An assessment of these requirements is made by aifc trainers and assessors throughout your training journey in earlier courses.

CHC51015 Diploma of Counselling

To gain entry to the CHC51015 Diploma of Counselling students are required to meet the following entry requirements:

- A Senior Secondary Certificate of Education or equivalent, or Mature Age (over 18 years and employment/life experience)
- Students may:
- Be seeking a career change and are seeking employment in a counselling role as listed above.
- Have experience in pastoral ministry and wish to further develop their counselling and pastoral care skills
- As the course is designed to train Christians, it is advantageous for students to have a genuine commitment to Jesus Christ and the Christian faith

Advanced Diploma of Counselling and Family Therapy (Christian)

To gain entry into 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian), students are required to meet the following entry requirements:

- Essential entry requirements are a Senior Secondary Certificate of Education or equivalent, or Mature Age (over 18 years and employment/life experience).
- Successfully completed 10486NAT Diploma of Counselling (Christian) or equivalent. This qualification provides the essential knowledge and skills required by entrants, including those specifically related to the application of the aifc General Counselling Model.
- Proof of clearance to Work with Children.
- As the course is designed to train Christians, it is advantageous for students to have a genuine commitment to Jesus Christ and the Christian faith.
- It is recommended that students have sufficient relevant work experience to indicate likely success at this level of qualification in a job role involving:
- The self-directed application of knowledge with substantial depth in some areas
- The exercise of independent judgement and decision-making
- The application of relevant technical and other skills.

These requirements are assessed at the completion of 10486NAT Diploma of Counselling (Christian) for all students and assessed via observation and performance over the whole course. These requirements must be met before a student is able to gain entry into the 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian).

It is recommended students be assessed for entry against the course Admission requirements outlined in section 1.1 of the Psychotherapist and Counselling Federation of Australia (PACFA) Training Standards (2014). These are assessed at the end of the 10486NAT Diploma of Counselling (Christian) course by the student's assessor via observation and performance of the student's progression throughout the whole course. Entry is open to participants regardless of gender, race or Christian denomination.

NOTE: Students must provide proof of clearance to Work with Children within the first 25% of completion of the course.

Clearance requirements differ between Australian states and territories. For example, Victoria (Working With Children check); Queensland (Blue Card); South Australia (Criminal History Check).

Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual)

Entrants to the 10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual) must:

- be over 18 years of age; and
- meet the requirements of working with children in the relevant Australian State/Territory.
- Demonstrate competence through a recognised training program or recognition process in the following units:
 - CHCCSL508B Apply legal and ethical responsibilities in counselling practice
 - CHCCSL502A Apply specialist interpersonal and counselling interview skills AND
 - CHCCCS017 Provide grief and loss support

AND

- Demonstrate competence through a recognised training program or recognition process, in the core units of competency from the 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian) or equivalent.
- OR
- Have undergraduate degree or higher qualification in Mental Health (e.g. counselling, psychotherapy, psychology, social work)
- OR
- Have undergraduate degree or higher qualification in Spirituality (e.g. Theology, Ministry, Divinity)
 - Entrants should have:
 - High level of language literacy and numeracy level – sufficient to:
 - Interpret complex documents and publish articles
 - Communicate with unwell individuals regarding complex personal issues
 - Have a range of emotional vocabulary to accurately describe a client's feelings

In order to comply with PACFA 2014 training standards students will be ineligible to enter this course if they lack fundamental human capacities such as:

- Self-awareness
- Capacity to relate to individuals or groups
- Ability to practice ethically
- Ability to learn from experience based on positive and challenging feedback.

For professional development students, those entering from aifc's 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian) these capacities are assessed by trainers and Regional Directors at the completion of the aifc 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian) through a recommendation to continuation interview process. For accreditation students, those entering from a recognised prior qualification, these capacities are assessed through the aifc 10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual) application interview process.

Your progress through our courses

The aifc courses are designed to take you on a very intentional journey with a specifically designed training module every semester.

Diploma of Counselling

Cornerstone

Semester 1

This group of units lay the foundation for your personal discipleship journey and the learning of basic counselling skills, ethics, and God's redemptive work in the life of the believer. We look at working with those from other cultures and some introductory interventions around depression and anxiety. Our guiding biblical text is Ephesians 2:19-22

Equip

Semester 2

We introduce you to a specific model of Christian counselling and the basics of Cognitive Behavioural Therapy which integrates theology, psychology and spirituality. We look at working with those who are suicidal and supporting those in grief. Our guiding text is Ephesians 4:11-13.

Advanced Diploma of Counselling and Family Therapy (Christian)

Plunder

Semester 1

We dig deep into the world of psychology including learning and personality development theories. We introduce you to stress management and a model of working with families. You start counselling a Diploma student under close supervision and learn the basics of case management. Our guiding text is Exodus 12:35-36.

Sent

Semester 2

Jesus had a season where He sent his disciples, so we have a transition season to prepare you for vocational work as a counsellor. You engage with external clients under external supervision. In this season you start to explore specialised topics of interest as well as covering foundational work with addiction, grief, loss and families. Our guiding text is John 20:21-23.

Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual)

Refined

Semester 1

You are no longer a student in training but a colleague doing professional development. We go on a journey of professional and personal refinement from counsellor to therapist, exploring new clinical approaches, grappling with contemporary ethical issues and learning specific leadership skills. Our guiding text is Daniel 11:33-35.

Lead

Semester 2

Through elective choices, professional practice and a research project, you are becoming a subject matter specialist in a particular therapy area. We take you through an externally accredited course to teach you to be a supervisor. Our guiding text is Judges 5:6-9.

Assessments

It is important that all courses offered under the Australian Qualification Framework have specific stages to assess skills, knowledge and application of skills and knowledge.

In order to ensure learners attain the necessary practical skills, the following evidence mechanisms are employed:

- Written assessment, e.g., short answer, research report, case study, documenting discussion with learning partner
- Learning Management System (LMS) enabled, e.g., forums, multiple choice questions
- Presentation, e.g., oral presentations on a counselling topic, power point
- Demonstration, e.g., observation of counselling skills either face to face or by video, simulated workplace activity
- Reflection, e.g., personal reflection on counselling skills efficacy, trainer and assessor guided reflection on personal bias, discussion with peers, goal-setting journal, therapy report
- Third party report, e.g., supervisor's report, placement reports, logbooks
- Recognition of Prior Learning according to aifc's Recognition of Prior Learning and Credit Transfer policies

The information regarding the number and kind of assessments for each subject unit will be presented on the Study Planner and on Moodle.

Students upload assessments to the Moodle platform according to the Study Planner for each term.

Students must submit assessments in an easy to read font, similar to Times New Roman or Calibri, double-spaced and using the APA referencing style. See Moodle for a guide to this style of referencing.

All written assessments require in-text citations of relevant referenced material with a Reference List at the end of the task in APA style. The correct citation is required even where the question provides a text for comment and whenever the answer relates to a text included in the reference list. References may include books, periodicals or journal articles, online sources or visual media.

Extension Request

Extensions can be granted throughout your studies for extenuating circumstances and to assist you in this progress students will be asked to complete an online form prior to the due date. A notification is sent to your assessor for approval. Assessors can approve up to 3 days extension, anything over this timeframe approval will be determined by the Regional Director who may request additional information such as a medical certificate. If you do not request an extension you may be liable for an Administration Fee.

This link will be sent to you at the commencement of each term.

Further to this, students who struggle to meet due dates may be placed on a Support Plan to ensure both the trainer and student are clear in their responsibilities.

Volume of Learning

To meet the Volume of Learning requirements for each course, students will be required to complete a Learner Workbook for each unit. The Learner Workbook contains learning content, learning activities and reading reflection activities.

Professional recognition of aifc's courses

aifc offers some of the few counselling courses that are recognised by the Australian Counselling Association (ACA) and the Psychotherapist and Counselling Federation of Australia (PACFA). Each of these organisations has different standards that must be met. Where these standards conflict, aifc meets the higher of the two. The Christian Counsellors Association of Australia (CCAA), a member association of PACFA, also recognises aifc qualifications.

Summary

aifc's courses are recognised in the following way:

- The CHC51015 Diploma of Counselling and the 10486NAT Diploma of Counselling (Christian) attains Level 1 ACA membership, and Diploma membership of CCAA.
- 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian) attains CCAA Provisional Level 1 with additional hours of counselling and supervision.
- 10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual) attains ACA membership. It also attains PACFA recognition for students who have completed all of aifc's three-year training program, including CCAA Provisional Level 2.

- Students who complete the Graduate Diploma by direct entry with a prior undergraduate course, will only be able to achieve ACA Level 1 and CCAA Provisional Level 1.
- Students are strongly encouraged to become student members of ACA or CCAA during their Diploma studies. Advanced Diploma and Graduate Diploma students are required to become members in order to help attain relevant insurances for counselling practice and for good ethical practice.

Other Courses

Master of Counselling Students:

aifc also offers a Master of Counselling for students.

It is an award accredited by the University of Divinity, delivered through a partnership with Stirling Theological College, and is not a VET course.

Entry into the Master of Counselling program requires successful completion of aifc's 10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual). Applicants must also achieve a minimum grade requirement, attend an interview and have access to suitable clinical experience.

The course may be completed by distance from anywhere in Australia, with lectures being offered in Brisbane, Perth, Melbourne and Sydney. Students will be required to undertake clinical experience involving at least 70 hours of counselling during their studies. Students in Melbourne and/or Sydney may have access to a broader number of elective units through classroom study.

For more information, please visit: <https://www.counselling.divinity.edu.au/>

Part C: Course Delivery

What our courses involve

aifc courses emphasise personal application and growth, as well as personal equipping through training and activities. Being competency-based, our courses will train you in counselling skills and how to effectively use a counselling and family therapy model.

Student orientation

At the start of the course you will be taken through an orientation program as set out in the student orientation checklist.

This may be done face-to-face or face to screen. Some of the points covered include:

- Questions about this handbook, such as information on fees and refunds, recognition of prior learning, program orientation, student support, students' rights and responsibilities, etc.
- Information on workplace health and safety

The approximate workload for a student, over and above the time spent in formal learning (i.e. structured online classes or in seminar classes) is 20-25 hours per week for full-time study and 10-15 hours per week for part-time study which is essentially a half time load. The time required will vary between individual students based on their experience. As the courses increase with level of qualification, there is a higher expectation on students to reflect, evaluate and engage with course content.

Students studying with aifc require reasonable IT skill in order to allow them to complete and submit their course requirements. Internet connectivity at a level that is able to accommodate live-streaming of face to screen interactions is essential. A device with a webcam and microphone is required to be

able to participate in various learning opportunities. Students require word processing skills and the ability to cut and paste content, download and save documents with different names. aifc staff provide assistance at orientation for students to familiarise themselves with out IT systems, however it is recommended that students seek further external help should they not feel confident with the requirements.

Course delivery

1. VET Courses: aifc offers two delivery modes for the accredited VET courses.

Each of these delivery modes is explained below

Seminar Blended Mode

(4 x 3 day intensives plus a 1 day intensive at the end of the year for Diploma and Advanced Diploma).

Each term commences with an intensive training seminar or workshop. The training year starts on the first day of the first term. This means term one starts on the first day of the first seminar, term two starts with the second seminar and so on. The seminars are held at slightly different times in different locations, and therefore the term dates are not identical around Australia. Where possible, term dates are designed to allow for a one or two week break in the middle of the year. Please see the aifc website for seminar, VET Student Loan census dates, and details regarding your study location.

If you apply for the Seminar Blended Mode, you will be required to commit to the following:

- Detailed study of readers and other assigned textbooks.
- Attend the 3-day seminars once a term and the final assessment day in November.
- Engage with other aifc students and staff as directed by your trainer and assessor to enable you to complete your assigned tasks.
- Work with your assigned learning partner in order to complete assigned tasks and basic counselling skills exercises.
- Meet face to face with other aifc students to complete assessments.
- Complete all prescribed assessment tasks, which may be modified for individual learners as appropriate.

Your assessor will provide you with the same level of support as they do to all their students, regardless of location. In addition to the formal support available from aifc, you can set up your own supportive local learning environment by co-opting family, friends, local professionals, aifc graduates and people from your church community. As well as enhancing the quality of your learning experience, this will facilitate the learning of others involved.

Online Supported Mode (OSM)

Supported online study is an option available to all students.

It must be kept in mind that the training program is competency-based and not simply an academic exercise. It includes personal and professional skills development involving class interaction, sharing, tutorial groups, personal mentoring, demonstrations, videos, skills exercises and other activities which we adapt to be able to attain within an online program. Online Supported students are welcome to attend seminars on occasion with prior arrangement. Official commencement dates for OSM are in February and July.

If you apply for the Online Supported Mode, you will be required to commit to the following:

- Detailed study of readers and other assigned textbooks.

- Online live engagement with other aifc students and staff as directed by your trainer and assessor to enable you to complete your assigned tasks.
- Work with your assigned learning partner in order to complete assigned tasks and basic counselling skills exercises.
- Meet face to face or face to screen with other aifc students to complete assessments.
- Watch any forwarded recordings which may be sent to you on processes and unit teaching.
- Complete all online supported mode prescribed assessment tasks, which may be modified for individual learners as appropriate.
- Attend where possible the assessment day once a term at the local regional seminar location to complete any face to face assessment requirements.

Your assessor will provide you with the same level of support as they do to all their students, regardless of location. In addition to the formal support available from aifc, you can set up your own supportive local learning environment by co-opting family, friends, local professionals, aifc graduates and people from your church community. As well as enhancing the quality of your learning experience, this will facilitate the learning of others involved.

Masters course

The course (as delivered by Stirling Theological College and accredited by the University of Divinity) may be completed by distance from anywhere in Australia, with lectures being offered in Brisbane, Perth, Melbourne and Sydney. Students will be required to undertake clinical experience involving at least 70 hours of counselling during their studies. Students in Melbourne and/or Sydney may have access to a broader number of elective units through classroom study.

For more information, please visit: <https://www.counselling.divinity.edu.au/>

What do our VET courses involve?

All students will be provided with Readers, Learner Workbooks and Assessment materials for the course they are enrolled in. Access to these materials is via aifc's online learning platform. Regardless of the way you will be completing your course i.e. whether you choose OSM, or Seminar Blended Mode, you will learn in a range of ways including through:

- Interactive theory and practical classes (face to face or online) that include learning and ongoing assessment
- Tutorial sessions
- Study groups
- Working with a Learning Partner
- Self-study (reading, research, action /reflection* and completion of learning and assessment activities)

In the second half of the Advanced Diploma and Graduate Diploma courses students are required to source clients with whom to complete some counselling sessions. Student may choose to find clients through their own networks or establish themselves with a volunteer or paid placement. Aifc has partnerships in some states with organisations that offer volunteer placements for Graduate Diploma students.

Graduate Diploma Students also attend a 3 day retreat during the program.

2019 Fees

aifc course fees are reviewed and subject to change on an annual basis. This applies to both current and incoming students. For further information of aifc's fees, please visit our website. All fees are in Australian Dollars.

2019 – CHC51015 Diploma of Counselling

2019 Full Time Student (1 Year)

Unit of Study	Unit Fee	Payment Options	Term Total
CHCCOM002	\$520.00	Self-funded or VSL available	\$2080.00
CHCPRP003	\$520.00	Self-funded or VSL available	
CHCLEG001	\$520.00	Self-funded or VSL available	
CHCCSL004	\$520.00	Self-funded or VSL available	
CHCMHS011	\$520.00	Self-funded or VSL available	\$2600.00
CHCCSL002	\$520.00	Self-funded or VSL available	
CHCDIV001	\$520.00	Self-funded or VSL available	
CHCDIV002	\$520.00	Self-funded or VSL available	
CHCMH5005	\$520.00	Self-funded or VSL available	
CHCCSL001	\$520.00	Self-funded or VSL available	\$2080.00
CHCCCS019	\$520.00	Self-funded or VSL available	
CHCCSL006	\$520.00	Self-funded or VSL available	
CHCCSL007	\$520.00	Self-funded or VSL available	
CHCCSL005	\$520.00	Self-funded or VSL available	\$2080.00
CHCCSM005	\$520.00	Self-funded or VSL available	
CHCCCS017	\$520.00	Self-funded or VSL available	
CHCCSL003	\$520.00	Self-funded or VSL available	
Fully Self-funded total: \$8,840.00 or VET Student Loan amount:			\$8,840.00

2019 Part Time Student (Year 1/A)

CHCCOM002	\$520.00	Self-funded or VSL available	\$1040.00
CHCPRP003	\$520.00	Self-funded or VSL available	
CHCMHS011	\$520.00	Self-funded or VSL available	\$1040.00
CHCCSL002	\$520.00	Self-funded or VSL available	
CHCCSL001	\$520.00	Self-funded or VSL available	\$1040.00
CHCCCS019	\$520.00	Self-funded or VSL available	
CHCCSL005	\$520.00	Self-funded or VSL available	\$1040.00
CHCCSM005	\$520.00	Self-funded or VSL available	

2019 Part Time Student (Year 2/B)

CHCLEG001	\$520.00	Self-funded or VSL available	\$1040.00
CHCCSL004	\$520.00	Self-funded or VSL available	
CHCDIV001	\$520.00	Self-funded or VSL available	\$1560.00
CHCDIV002	\$520.00	Self-funded or VSL available	
CHCMH5005	\$520.00	Self-funded or VSL available	
CHCCSL006	\$520.00	Self-funded or VSL available	\$1040.00
CHCCSL007	\$520.00	Self-funded or VSL available	
CHCCCS017	\$520.00	Self-funded or VSL available	\$1040.00
CHCCSL003	\$520.00	Self-funded or VSL available	

2019 – 10487NAT Advanced Diploma of Counselling and Family Therapy (Christian)

2019 Full Time Student (1 Year)

Unit of Study	Unit Amount	Payment Option	TOTAL
CFTRFP610A	\$370.00	Self-funded	
CFTMFT625A	\$370.00	Self-funded	
CFTSMT645A	\$588.00	Self-funded or VSL available	\$1916.00
CHCCSL004*/CHCCSL504A	\$588.00	Self-funded or VSL available	
CFTATC604A	\$370.00	Self-funded	
CFTCT691A	\$370.00	Self-funded	
CHCCSM005*/CHCCM503C	\$588.00	Self-funded or VSL available	\$1916.00
CHCCSL005*/CHCCSL505A	\$588.00	Self-funded or VSL available	
CHCPRP003*	\$588.00	Self-funded or VSL available	
ELECTIVE	\$700.00	Self-funded	
CHCFC803B	\$588.00	Self-funded or VSL available	\$2576.00
ELECTIVE	\$700.00	Self-funded	
CFTADD655A	\$588.00	Self-funded or VSL available	
ELECTIVE	\$700.00	Self-funded	
ELECTIVE	\$700.00	Self-funded	\$2576.00
CHCCSL006*/CHCCSL506A	\$588.00	Self-funded or VSL available	
Fully self-funded total: \$8,984.00		or VET Student Loan amount: \$4,704.00 plus Self-funded portion: \$4,280.00	

Part Time Student (Year 1/A)

CFTRFP610A	\$370.00	Self-funded	
CFTMFT625A	\$370.00	Self-funded	\$740.00
CFTATC604A	\$370.00	Self-funded	
CFTCT691A	\$370.00	Self-funded	\$740.00
CHCPRP003*	\$588.00	Self-funded or VSL available	
ELECTIVE	\$700.00	Self-funded	\$1288.00
CFTADD655A	\$588.00	Self-funded or VSL available	
ELECTIVE	\$700.00	Self-funded	\$1288.00

Part Time Student (Year 2/B)

CFTSMT645A	\$588.00	Self-funded or VSL available	
CHCCSL004*/CHCCSL504A	\$588.00	Self-funded or VSL available	\$1176.00
CHCCSM005*/CHCCM503C	\$588.00	Self-funded or VSL available	
CHCCSL005*/CHCCSL505A	\$588.00	Self-funded or VSL available	\$1176.00
CHCFC803B	\$588.00	Self-funded or VSL available	
ELECTIVE	\$700.00	Self-funded	\$1288.00
ELECTIVE	\$700.00	Self-funded	
CHCCSL006*/CHCCSL506A	\$588.00	Self-funded or VSL available	\$1288.00

* These unit codes are taught and co-assessed as part of your enrolment in the CHC51015 Diploma of Counselling.

2019 – 10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual)

2019 Full Time Student (1 Year)

Unit of Study	Unit Amount	Payment Option	TOTAL
IPSSCP803A	\$1,125.00	Self-funded	\$3050.00
BSBRES401	\$1,125.00	Self-funded or VSL available	
ELECTIVE	\$800.00	Self-funded or VSL available	
MTMBUS702A	\$1,125.00	Self-funded or VSL available	\$3050.00
IPSCTM801A	\$1,125.00	Self-funded or VSL available	
ELECTIVE	\$800.00	Self-funded or VSL available	
IPSETH804A	\$1,125.00	Self-funded	\$3050.00
BSBRES801	\$1,125.00	Self-funded or VSL available	
ELECTIVE	\$800.00	Self-funded or VSL available	
IPSNMC802A	\$1,125.00	Self-funded or VSL available	\$3050.00
IPSSUP805A	\$1,125.00	Self-funded or VSL available	
ELECTIVE	\$800.00	Self-funded or VSL available	
Fully Self-funded total: \$12,200.00 or VET Student Loan amount: \$9,950.00			
plus Self-funded portion: \$2,250.00			

Part Time Student (Year 1/A)

IPSSCP803A	\$1,125.00	Self-funded	\$1925.00
ELECTIVE	\$800.00	Self-funded or VSL available	
MTMBUS702A	\$1,125.00	Self-funded or VSL available	\$1125.00
IPSETH804A	\$1,125.00	Self-funded	\$1925.00
ELECTIVE	\$800.00	Self-funded or VSL available	
IPSNMC802A	\$1,125.00	Self-funded or VSL available	\$1125.00

Part Time Student (Year 2/B)

BSBRES401	\$1,125.00	Self-funded or VSL available	\$1125.00
IPSCTM801A	\$1,125.00	Self-funded or VSL available	\$1925.00
ELECTIVE	\$800.00	Self-funded or VSL available	
BSBRES801	\$1,125.00	Self-funded or VSL available	\$1125.00
ELECTIVE	\$800.00	Self-funded or VSL available	\$1925.00
IPSSUP805A	\$1,125.00	Self-funded or VSL available	

RPL Fees			
Course		Unit Type	Cost per unit
CHC51015 Diploma		Core and Elective Units	\$210.00
10486NAT Diploma		Core Units	\$128.00
10487NAT Advanced Diploma		Core Units	\$148.00
10487NAT Advanced Diploma		Elective Units	\$280.00
10134NAT Graduate Diploma		Core Units	\$450.00
10134NAT Graduate Diploma		Elective Units	\$320.00
Initial RPL Processing Fee			\$150.00
**Audit Costs per unit			
Course	Unit Type	Cost (OSM)	Cost (Seminar)
CHC51015 Diploma	Core and Elective Units	\$180.00	N/A
10486NAT Diploma	Core Units	\$180.00	\$200.00
10487NAT Advanced Diploma	Core Units	\$180.00	\$200.00
10487NAT Advanced Diploma	Elective Units	\$180.00	\$300.00
10134NAT Graduate Diploma	Core Units	\$180.00	\$250.00
10134NAT Graduate Diploma	Elective Units	\$180.00	N/A
Other Fees (mandatory) – paid to aifc			
Course	Item Description	Cost	
10134NAT Graduate Diploma	Self-Care Retreat (as part of the unit IPSSCP803A Manage own self-care in professional practice)	approx. \$350.00	
Other Fees (mandatory) – not paid to aifc			
Course	Item Description	Cost	
CHC51015 Diploma	Required Textbooks**	approx. \$300.00	
10487NAT Advanced Diploma	Required Textbooks**	approx. \$400.00	
10134NAT Graduate Diploma	Required Textbooks**	approx. \$400.00	
10487NAT Advanced Diploma and 10134NAT Graduate Diploma	Counselling Association Membership	approx. \$200.00 min per year	
10487NAT Advanced Diploma and 10134NAT Graduate Diploma	Professional indemnity and public liability insurance	approx. \$170.00 per year	

10487NAT Advanced Diploma	Students are required to attend a minimum of 5 Individual Supervision hours***	between \$50-\$150 per session
10134NAT Graduate Diploma	Students are required to attend a minimum of 7 Individual Supervision hours***	between \$50-\$150 per session
10134NAT Graduate Diploma	Travel and accommodation for the 3-day intensive, that is mandatory for all students when studying the unit "IPSSUP805A Provide professional supervision to supervisees"	No guide price available
<p>**Total cost dependent on individual seller/retail price</p> <p>*** aifc also offers Group Supervision Sessions for \$50.00 per session (please discuss this with your Regional Director)</p>		

Other Fees (Optional/Situational) – paid to aifc		
Course	Item Description	Cost
All courses	Transfer Fee (Transferring from Full-Time to Part-Time, between seminar locations, or going from Seminar blended to Online Supported Mode****)	\$200.00
All courses	Assignment Administration Fee (for the late submission or second resubmission of assessments)	\$65.00
All courses	Graduation Ticket	\$20.00 per adult \$10.00 Children 15 and under Children 6 and under
All courses	Reprint of Certificate, Record of Results or Statement of Attainment - This includes requesting a Statement of Attainment mid-way through your course - Statements of Attainment are only provided for \$0 to withdrawn students.	\$20.00 each
**** Please see page 26 for the course delivery transfer options available to each course type		

Recognition of prior learning

Australian Institute of Family Counselling acknowledges Recognition of Prior Learning (RPL). Only whole units of competency, not portions, may be considered for RPL. Where there is a credit transfer, a non-graded assessment result for that unit may appear on an aifc Statement of Attainment or Record of Results. RPL can be requested during enrolment. Please discuss with your Regional Director and refer to the RPL Student's Guide which is available on the aifc website, or <http://www.aifc.com.au/recognition-of-prior-learning/> if you are viewing this document online.

**Audit

Students may prefer to audit the course. This means that a student can attend the classes and read through the learning materials for the purpose of self enrichment or exploration of the topic, however the student will not receive any formal recognition of course completion.

Audit includes:

- A copy of the course notes
- Attending the delivery of the course (either by Seminar, Workshop or online for OSM)
- Involvement in the experiential elements of the course included in delivery (e.g. class discussion, triads etc.)
- Audit explicitly excludes:
- Assessment of work or feedback
- Involvement in assessment components of the course

Overdue Fees

Students need to pay their invoices within 14 days from the date that the invoice was issued. If you have overdue or outstanding fees at the end of each Term of study, your access to the eLearning (Moodle) system will be disabled. You will not be given access to the eLearning (Moodle) system, or be allowed to continue into your next term of study until all fees have been paid.

Non-payment of Fees

If you have a large debt with aifc, you will not be permitted to enter into another course of study until that debt is paid off. Additionally, you will not receive any copies of transcripts or certificates until all debts have been paid off.

Part D: Student services and policies

Student fee protection policy

Student fees paid in advance are placed in the aifc Student Fees Trust Fund Account for security in the unlikely event of sudden termination of the training program.

Fee refund policy

The fee refund policy for students who do not wish to continue with the course is, in brief:

- The withdrawal date is the date when the Change of Enrolment Form is received by Student Services (National Office).
- Each term of study has a census date. If you withdraw before this date, the fees associated with that term (VET Student Loan or upfront payment) will be refunded or re-credited to you.
- If you withdraw after the census date, you are not eligible for a refund. Only under Special Circumstances such as a serious illness can you apply to have your VET Student Loan balance re-credited or have upfront payments refunded.
- If you intend to withdraw before the course commences, you will need to submit a completed online Change of Enrolment form (please visit http://www.aifc.com.au/policies_forms/).
- If you intend to withdraw after census date, please discuss your situation with your assessor and/or Regional Director and submit a completed online Change of Enrolment form (please visit http://www.aifc.com.au/policies_forms/).
- The above requirements do not remove your right to take further action under Australia's consumer protection laws or to seek independent legal advice and pursue other legal avenues. Attention is also drawn to the Student Complaints and Appeals policy.
- Should a course offered by aifc be cancelled prior to, or after commencement, the following applies:
 - All fees paid in advance will be refunded in full.
 - Where a course is cancelled, refunds will be provided within two weeks of cancellation.

Program Transfers

As part of aifc's commitment to a flexible learning environment, you have the ability to transfer in any of the following ways:

- Permanently moving from one Seminar-based location to another Seminar-based location
- Moving from a Seminar Blended Mode to the Online Supported Mode (and vice versa):
 - A Change of Enrolment form needs to be submitted 8 weeks prior to movement
 - You can only move once in a single course enrolment
 - Mid-year OSM students cannot move into a Seminar-based program

- Moving from full-time study to part-time study
- Moving from part-time study to full-time study (not available after Census date of term 1)
- Each of these transfers comes with a \$200 (incl. GST) processing fee (not covered by VET Student Loans).

aifc does not offer the deferral of a course, a term of units, or single units

- The only students who are eligible to move a single unit are those who meet the “Special Circumstances” criteria (more information available on the aifc website), or those who have failed a unit and are required to study it again the following year.

Fees to redo a unit

If a student fails a unit, or withdraws from a unit after census date, they will be required to pay the full unit fee again if/when they decide to re-take the unit/s. Students accessing a VET Student Loan will not be able to utilise their VET Student Loan to cover the cost of the unit being re-taken.

Withdrawal from the course

- Students considering withdrawing from the course should first refer to the fee refund policy in this handbook. To withdraw from the course, students are required to complete an online Change of Enrolment form, available on our website, and follow carefully the process described. Student withdrawals may incur a financial penalty.
- Students are encouraged where possible to complete all assessment tasks for the current term before withdrawing. This will allow them to recommence the course at the beginning of new term in the future.

VET Student Loans

Approved Courses under VET Student Loans

- CHC51015 Diploma of Counselling
- 10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual)

VET Student Loans Resources

- VET Student Loans website – <https://www.education.gov.au/vet-student-loans>
- VET Student Loans information booklet 2017 - <https://docs.education.gov.au/node/42391>
- VET Student Loans debt complaints - <https://www.education.gov.au/debt-complaints>

What are VET Student Loans?

VET Student Loans commenced on 1 January 2017, replacing the VET FEE-HELP scheme. The new VET Student Loans program offers greater protection for students and focuses on courses that address industry needs, creating better opportunities for employment. VET Student Loans offers income contingent loan support to eligible students studying Diploma level and above vocational education and training qualifications.

VET Student Loans 2019 and 2019 Mid-year “Tuition Fees and Census Dates” are available on the aifc VET Student Loans website page – www.aifc.com.au/vet-student-loan-scheme/

Who is Eligible?

You are eligible for VET Student Loans if you:

- Are an Australian citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit) or a New Zealand citizen with a Special Category Visa (<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/faqs-nz>); **AND**
- Have not exceeded the FEE- HELP limit (see below); **AND**
- Are enrolled with aifc in an eligible unit of study by the census date for that unit.

For more information regarding eligibility requirements, read the VET Student Loans Information booklet, available on the publications page

(<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications#VETStudentLoans>)

VET Student Loan Entry Requirements

All students who intend to access VET Student Loans now need to complete the “Student Entry Procedure” prior to enrolment acceptance.

Students will need to provide aifc with a copy of their Senior Secondary Certificate of Education (Year 12 certificate, completed in Australia) or display a required level of competence in both reading and numeracy. If you have not completed Year 12 or equivalent but have completed a Cert IV or above in Australia, you will need to provide aifc with appropriate documentation as evidence. If you have neither Year 12 nor Cert IV or above, you will be required to complete an online assessment to provide an analysis of your literacy and numeracy level prior to the commencement of the aifc course.

The assessment will be conducted online through the Australian Council for Educational Research’s (ACER) approved Vocational, Adult and Workplace Education (VAWE) Language, Literacy and Numeracy (LLN) assessment tool.

Our students are our priority, so please do not hesitate to call us to discuss this further, as we are here to help you. For more information about the assessment tools and requirements, please visit:

https://docs.education.gov.au/system/files/doc/other/vet_student_information_221222_publication_version.pdf

VET Student Loans Ombudsman

The Australian Government established the new VET Student Loans program to replace the VET-FEE- HELP scheme from 1 January 2017. To complement the new program, the Australian Parliament passed the Education and Other Legislation Amendment Act (No.1) 2017

(<https://www.legislation.gov.au/Details/C2017A00031/Amends>). This established the VET Student Loans Ombudsman function within the Office of the Commonwealth Ombudsman to manage and investigate complaints regarding both the VET FEE-HELP scheme and the new VET Student Loans program.

The Commonwealth Ombudsman can now investigate complaints about the Vocational Education and Training (VET) Student Loans program and VET FEE-HELP scheme. If you or someone you know has an issue or complaint regarding your VET FEE-HELP or VET Student Loans training provider, you have the right to lodge a complaint with the VET Student Loan Ombudsman.

For more information, or to lodge a complaint, visit the VET Student Loan Ombudsman website (<http://www.ombudsman.gov.au/about/vet-student-loans-ombudsman>).

VET Student Loans Engagement and Progression

A student engagement and progression requirement applies to your continued access to a VET Student Loan. An invitation email with login details to the eCAF system will be sent to you requesting that you indicate your study intent and complete a short survey. Depending on the duration of your course and the length of time you take to complete the course, you may be requested to complete this form more than once during the length of your course. **If you do not complete the form and survey, you may be ineligible to continue accessing VET Student Loans to pay for the remainder of your course tuition fees.**

VET Student Loan Repayment

Your VET Student Loan debt forms part of your accumulated HELP debt. You must start repaying your Debt through the tax system when your income is above the compulsory repayment threshold which is adjusted each year. The amount you repay each year is calculated as a percentage of your total income. You can also make voluntary repayments at any time. For further information please visit www.studyassist.gov.au

Processes and Procedures related to VET Student Loans

The following student related processes and procedures are available on the aifc VET Student Loans web page (www.aifc.com.au/vet-student-loan-scheme/)

- Statement of Tuition Assurance
- Tuition Assurance Processes
- New Student Enrolment Procedure
- Continuing Student Enrolment Procedure
- Student Complaint Procedure
- Student Complaint Policy
- Appeals Policy
- Student Re-credit Procedure
- Withdrawal Procedure
- Information Handling Procedure

Special Circumstances Application Form

The Student Re-Credit Procedure and Special Circumstances Application Form are available on the aifc Policies and Forms web page (http://www.aifc.com.au/policies_forms/).

Austudy/Abstudy

From the 1st of January, 2018, changes were introduced regarding student eligibility to access a Austudy/Abstudy/Centrelink payments.

For a Vocational Education Training (VET) course at Diploma level or above to be approved for a student payment, it must be a VET Student Loan (VSL) approved course and be done with a provider qualified for VSL. aifc is an approved provider of VSL, however, only our CHC51015 Diploma of Counselling and 10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual) are approved VSL courses.

You do not need to take out a VET Student Loan to be eligible for Austudy/Abstudy/Centrelink. Your course just needs to be an approved VSL course.

Students undertaking courses that no longer meet the VSL and HELP approval criteria part-way through their course will continue to receive their student payments unless there is a break in entitlement to the payments. For more information, visit (<https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/student-payments>)

Gaining access to your records

All past or current students who enrolled with aifc may apply for, and receive, a copy of personal information that aifc holds in relation to the student. All requests for information must be sent in writing to studentservices@aifc.com.au. All written requests for information from current or past students must be accompanied by proof of identification, which may include their current passport

OR driver's license and their aifc Student ID card (if a current student). All requests for information from third parties must be accompanied by a declaration from the students approving the release of their personal information.

Student support

aifc staff are committed to working together with you to achieve course competency.

Students in the CHC51015 Diploma, the 10486NAT Diploma and 10487NAT Advanced Diploma will be supported by an allocated assessor throughout the training program, during interviews at seminars and by personal mentoring. aifc Regional Directors are also available to assist in this. Furthermore, in the 10487NAT Advanced Diploma, you can discuss counselling issues with your counselling supervisor. Your assessor will inform you of the best time and manner to contact them. You are requested not to place unreasonable demands on your assessor or contact them at inappropriate times. Specifically, support in the CHC51015 Diploma, the 10486NAT Diploma and 10487NAT Advanced Diploma will include:

- mentoring sessions with your assessor at seminar
- attendance at mid-term studygroups
- at least one mentoring session mid-term

During enrolment or anytime throughout the students training, aifc seeks to respond to any identified student support issues through the development of a Student Support Plan (SSP) as required. The SSP identifies support needs, actions and strategies to assist and agreed responsibility to aifc or the student for the actions.

Students in the 10134NAT Graduate Diploma of Counselling and Integrated Psychotherapy (Spiritual) will be supported by a course coach, as well as other assessors.

On the following page is a list of services that can be accessed should you require any further assistance. In order to give you the best possible service, it is important you direct any queries you have to the right place.

Question Type	Graduate Diploma	Diploma and Advanced Diploma
Administrative - for example: <ul style="list-style-type: none"> • Course Enquiries • General Questions 	National Office Ph 1300 721 397 or (02) 6242 5111 Email info@aifc.com.au	
<ul style="list-style-type: none"> • Finances/Invoicing 	Email studentinvoices@aifc.com.au	
<ul style="list-style-type: none"> • VET Student Loans/CAN Notices • Change of Personal Details • Change of Enrolments • Complaints/Appeals and Special Circumstances • RPL or Credit Transfers 	Email studentservices@aifc.com.au	
Course Content - for example: <ul style="list-style-type: none"> • Content queries • Assessment questions • Requests for extension • Supervision requirements • Course feedback 	Assessor for respective Unit (contact via Moodle Message)	Trainer/Assessor (contact via Moodle Message)
Student journey - for example: <ul style="list-style-type: none"> • Personal difficulties / Withdrawal • Working with Children check • RPL • Moodle • ACA/PACFA recognition 	Course Coach (contact via @aifc.com.au email)	

Language, literacy and numeracy support

All new students undergo a Support Questionnaire, which will assess your Language, Literacy and Numeracy and other support needs. This will allow our staff to determine support needs and an individual Student Support Plan may be developed with you. Please note, an additional Language, Literacy and Numeracy assessment may be required if you are applying for a VET Student Loan. Students are required to reach a reasonable level of proficiency in these areas in order to complete the course.

Additional help

Students who may need additional help include, but are not limited to, those with disability, learning and language difficulties, those from other cultures, Aboriginal and Torres Straight Islanders, and South Sea Islanders. aifc is highly committed to equity and access principles to provide additional help should you need it. If necessary, course delivery and assessing methods may be modified. If you have a disability that may affect your studies, you will be asked to indicate this on your application for enrolment form and to inform your assessor at the start of the course. During the course, you are expected to seek advice, help or assistance before, rather than after, submitting assessment tasks. Individual Support Plans will be developed with students requiring additional help.

Training Centre Contact Details

State/Mode	Regional/Program Director	Contact Number
QLD/NSW/ACT	susan.daniel@aifc.com.au	0412 004 482
WA/SA/NT	steve.poisat@aifc.com.au	0413 613 889
VIC/TAS	sally.goldsmith@aifc.com.au	0439 890 023
Online Support Mode	amy.leeder@aifc.com.au	0433 174 636

Student rights and responsibilities

As an aifc student, you have the rights and responsibilities detailed below. They are directly connected with your participation in your studies with aifc.

Students have the right to:

- A good learning environment
- Receive from your assessor at the beginning of each term information on course structure, unit objectives and assessment requirements
- Undergo consistent, continuous and objective forms of assessment
- Receive an extension of time to submit work in the case of an emergency
- One free reassessment per unit
- Receive a full explanation of a result from the teacher assessing work
- Receive a regular progress report on overall performance
- Appeal against a result to your assessor or Regional Director
- Reasonable access to teachers and assessors to discuss course-related matters outside of class time
- Be free from discrimination on the basis of gender, race, family status, disability, age and beliefs
- Be free from harassment, bullying and victimisation
- Contribute to the evaluation of institute policies, practices and the course
- Learn without interference and interruption from other students
- Be taught by high quality educators who have a sound knowledge of the subject
- Learn in an environment of care, support and respect
- Copyright protection of your own work

You are responsible for:

- Ensuring that the work you submit for assessment is your own work
- Demonstrating a high standard of Christian conduct
- Following the guidelines in the Student Handbook
- Working seriously at your studies and being familiar with the information available to your course of study
- Observing attendance requirements and submitting written explanations for all absences
- Participating and cooperating in classes, tutorials and study groups
- Completing all learning activities and assessment requirements
- Maintaining strict confidentiality in relation to personal matters shared in the classroom, tutorials, study groups and in counselling
- Paying fees by the due-date
- Actively seeking learning support from teachers and assessors
- Treating fellow-students, institute staff and visiting speakers with respect
- Helping maintain aifc as a caring community
- Behaving in a responsible manner which acknowledges the rights of others as well as your own
- Wearing respectable, modest, clean and safe clothing at all times
- Respecting the property of the institute, staff and of fellow students
- Updating your personal contact details via the aifc portal
- Accepting and responding to feedback
- Applying aifc WHS policies and procedures
- Self-evaluating your work before submission
- Accepting a high degree of responsibility for the management of your online learning
- Familiarising yourself with the assessment requirements, criteria and due dates

Conduct

aifc is committed to maintaining a high standard of conduct with staff and students that is consistent with biblical and ethical standards. Misconduct includes (but is not limited to):

- disrupting the learning of others (in classroom, tutorial group, etc.)
- preventing institute staff or visiting speakers from performing their duties
- endangering the health and safety of staff or students
- any form of harassment and bullying, whether based on gender, race, age, or belief
- wilfully damaging the property of aifc staff and/or fellow students
- being under the influence of alcohol, prohibited drugs or substances
- cheating and plagiarism (see: academic honesty below)
- making a false representation as to a matter affecting student status
- breach of rules relating to assessment
- engaging in criminal activity

Academic honesty and dishonesty

During the online submission process, you make a declaration that the work you submit is your own and not that of any others except where acknowledged. Should you seek to gain an unfair advantage by copying other students' work, or allowing others to do their assessment tasks for them, you will be penalised. Plagiarism, this is using the work of other authors without giving credit to them, is viewed seriously in all educational organisations. Students who engage in this will be penalised. Students are

encouraged to consider that an indicator of one qualified to be a leader in the Christian community is a person who “does not pursue dishonest gain” (1 Timothy 3:8 ESV).

Disciplinary proceedings

If there is a concern or a formal complaint is received about the conduct of a student (or staff-person), the matter will be followed up as per our compliant and appeals process.

If a complaint is received against yourself will be given an opportunity to explain your behaviour and a decision will be made about what action will be taken at a meeting. If you are involved in inappropriate behaviour such as breaching standards of conduct or academic dishonesty, you can expect consequences such as:

- a verbal warning
- a formal warning (including a note on student file)
- financial penalty as described in the incidental fees
- request to redo a particular unit or component of the course
- removal from seminar or termination of access to aifc's information systems
- given a 'not yet competent' grade in a unit
- reporting to relevant authorities
- expelled from the course (indefinitely)
- suspended from the course (for a period of time or until a pre-condition is met)
- Examples of pre-conditions may include:
- Letter from relevant external source (e.g. therapist, government agency)
- Proof of access to external support such as Psychological help or IT support

Workplace health, safety and other governmental regulations

You need to be aware of Commonwealth and State governmental regulations in relation to:

- Workplace Health and Safety (WorkCover).
- <http://www.cgu.com.au/cgu/Pages/Home.aspx>
- QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws>
- NSW: <http://www.legislation.nsw.gov.au/#/>
- VIC: <http://www.worksafe.vic.gov.au/laws-and-regulations>
- W.A:
https://www.slp.wa.gov.au/legislation/agency.nsf/docep_%20main_mrttitle_1853_homepage.html
- ACT: http://www.worksafe.act.gov.au/health_safety
- S.A: <https://www.legislation.sa.gov.au/index.aspx>
- Workers Compensation Insurance covers all staff
- QLD: <http://www.workcoverqld.com.au/>
- ACT: <http://www.cgu.com.au/insurance/Business/Workers-Compensation>
- WA + VIC: <https://www.qbe.com.au/business/insurance-for-businesses/people/workers-compensation/>
- SA: <http://www.rtwsa.com/>
- NSW: <http://www.workcover.nsw.gov.au>
- Professional indemnity insurance covers staff while engaged in aifc duties and all students while counselling during the course
- <http://www.acsfinancial.com.au/>
- Workplace harassment, victimisation and bullying
- <http://www.worksafety.act.gov.au>

- Anti-discrimination, including equal opportunity, racial vilification and disability discrimination: <http://www.antidiscrimination.gov.au>
- Privacy: <http://www.privacy.gov.au/law/act>

Under the model legislation outlined by Safework Australia, you have a responsibility to:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any instruction that is given by aifc or its staff

Incidents

Should you be involved in an incident during an aifc related event (any traumatic event causing personal harm to yourself or others, such as an accident, injury, theft, damage to property, abuse, natural disaster and terrorism), you should report it to your assessor, who will complete an incident report with you and inform the aifc Regional Director who will send a copy to the Operations Manager. Any necessary actions/steps to be taken as a result of the incident will be recorded and followed up.

Student feedback (evaluation)

Feedback from students on the training program is important and taken seriously in view of the continuous improvement of the training program. If you wish to make recommendations about course improvement, you are required to submit them to your Regional Director.

Requirements to receive qualifications

- All course fees must be paid before graduation.
- To receive the Diploma of Counselling students must satisfactorily complete all the Diploma units in no more than two years (three years for Part Time students).
- To receive the Advanced Diploma of Counselling and Family Therapy (Christian) full time students must satisfactorily complete all the Advanced Diploma units in 18 months for February enrolments and no more than one year for Mid-Year enrolments.
- To receive the Graduate Diploma students must satisfactorily complete all the required Graduate Diploma units in no more than three years.
- A Statement of Attainment will be issued to those who only complete portions of the course.
 - Student's with outstanding debt will not receive a Statement of Attainment until the debt has been paid
- A graduation ceremony will be held in December each year in each seminar location. Online Supported Mode students will be invited to attend their closest location.

Certificates and Record of Results

- Upon satisfactory completion of your course and full payment of all fees you will receive a Certificate and a Record of Results listing the units that you have attained competence in.
- Additional copies of your Certificate and/or Record of Results may be obtained from the National Office at a cost of \$20 each.
- If you require any additional copies of your Certificate and/or Record of Results to be posted overseas, there will be an additional overseas postage fee applied.

Graduation ceremony

A graduation ceremony is held at the completion of each calendar year, normally in a conference room at the seminar course venue. Only students who have satisfactorily completed their relevant course and have no current debt with aifc will be awarded certificates at the ceremony. The ceremony is arranged and conducted by the Regional Director, who will give students further details as required.

There is a cost associated with attendance, approximately \$20.00 per adult, to cover the catering. You will also need to hire your graduation attire from an appropriate source. More information will be provided to you around one month before graduation.