



Australian Counselling Association Inc - ABN 12 242 711 378

Application for approval of a short course - Qualification

The following form and attachments must be submitted prior to approval being given for a short qualification course to be ACA approved for eligibility purposes to an ACA College and/or registration purposes as a Supervisor.

ACA approval committee will require approximately two weeks to process your application and will notify you in writing or email of the outcome. Each short course will require a separate application.

Should your application be approved you will have the option of purchasing the rights to use the ACA Recognised Training logo (trademarked) to use on any advertising material. This logo makes recognition of your course to ACA members obvious and reflects that your course has been formally assessed.



APPLICANT DETAILS (Please provide ACN if company):

Course provider

SHORT COURSE / WORKSHOP DETAILS:

Name of the workshop/short course:

Lead Facilitator name: _____

Lead Facilitators qualifications (only those relevant to counselling and the specialty subject):

Secondary tutors name: _____

Secondary tutors qualifications (only those relevant to counselling and the specialty subject):

Date/s and length of proposed short courses: _____

Proposed location/venue of the event: _____

Cost per participant \$_____ Cost of parking \$_____

Will there be a credit card facility made available for payment to attend? Yes / No

Is there disabled parking and entry? Yes / No

Are meals included with the cost? Yes / No If yes what meals _____

Will you applying for ACA OPD points? Yes / No

ATTACHMENTS:

Please attach the following detailed information regarding your short course.

1. Objective of course: Explain the objective of the course, what knowledge or skills will be imparted to the students.

2. Course outline: Break up of the course eg; subject headings, how long each session goes for, breaks, what text book/s are used for theory purposes.

3. Course/Workshop content: Detailed information on the actual content of the course.

4. Hand-outs/workbooks/DVD: A copy of each hand out including workbooks or any media aides. These will be destroyed once the application has been assessed to protect your IP and copy rights. This does not include PowerPoint presentations.

5. Evaluation form: Attach a copy of the evaluation form to be issued to each participant.

6. ACA criteria: Outline how your course meets each of the required Supervision criteria as per the ACA Supervision policy (attachment 1).

If you have any questions regarding this process please call the ACA on 1300 784 333.

Please submit your application to:

CEO

ACA

PO Box 88

Grange Qld 4051

philip@theaca.net.au

Ph: 1300 784 333

Attachment 1.

ACA Supervision Training Course Criteria

All courses designed to qualify ACA counsellors to register as a Professional Supervisor must meet the below minimum criteria.

What constitutes a “Registered Supervisor”: An ACA registered supervisor is an ACA member who is a current member of the ACA College of Supervisors.

What constitutes an ACA “Recognised Supervisor”: An ACA “recognised supervisor” is a supervisor who is not registered with the ACA College of Supervisors however meets the ACA “Supervisor” criteria.

ACA Supervisor Criteria: ACA has two criteria, to be able to offer supervision to an ACA member a Supervisor must meet one of the following criteria:

1. Registered with the ACA College of Supervisors; or
2. Be eligible for membership to ACA at a minimum of level 2 membership and
 - a. Have a minimum of 3 years post qualification counselling experience; plus
 - b. Have completed a minimum of 50 hours of post qualification Supervision; plus
 - c. Have completed a Supervisor training course that meets ACA standards; plus
 - d. Undergoes regular supervision as a Supervisor; plus
 - e. Be registered with a peak body similar to ACA as a counsellor and/or supervisor.

What constitutes an “ACA Supervisor Training Course”: Counselling supervision is an essential safeguard for clients, a support for counsellors, and a process through which practitioners can develop their skill and competence. A trained Counselling Supervisor should be able to conduct supervision sessions using various supervision interventions, provide effective evaluation and feedback to supervisee’s and address the ethical and legal considerations of supervision. An ACA Supervisor Training Course will facilitate the development of supervisory knowledge and skills for experienced counsellors and equip practitioners with the specialist knowledge and skills necessary to be an effective supervisor.

An ACA Supervisor Training Course will enable the learner as a minimum to:

Define the role of a clinical supervisor; Identify the goals of supervision; Discuss and apply theories and models of supervision; Describe the supervisory relationship; Demonstrate the skills required for conducting different supervision interventions; Provide effective evaluation and feedback to supervisees; Successfully undertake a variety of supervisor administration tasks; and Address ethical and legal considerations of supervision.

An ACA Supervisor Training Course will cover as a minimum:

- An Introduction to Clinical Supervision
- An overview of Clinical Supervision
- Models of Supervision
- The Supervisory Relationship
- Advanced Skills in Clinical Supervision
- Types of Supervision
- Evaluation and Feedback
- Supervisor Administration Skills
- Ethical and Legal Considerations
- Applying Supervision Skills
- Final Assessment, minimum of a 60 minute live Supervision session

For a course in Supervision to meet ACA supervision standards it must meet **all** the following criteria as a minimum:

1. Must be delivered either face to face or a combination of face to face, online or distance training.
2. Must be run over a minimum of a 40 hour period with a minimum of 21 hours being face to face including the final assessment.
3. Final assessments must not be role played, pre-recorded or audio only.
4. All tutors/lecturers/assessors must be eligible for membership to the ACA College of Supervisors,