



# ***AIPC***

# ***COUNSELLOR ASSESSMENT PROCESS***

## **Application Kit**

For further information, please also refer to:

<http://www.aipc.net.au/enquiries/cap/>

## **What is the Counsellor Assessment Process?**

The Australian Counselling Association (ACA) is a leading counselling industry association in Australia. To ensure the standard of counselling practice and quality of counsellor skills is maintained at an appropriate level, ACA requires counsellors applying for membership to meet certain education and experience standards. Underpinning this is the requirement that members have completed a counselling course accredited by ACA, thereby satisfying the education requirements for membership.

Counsellors whom have not completed a counselling course accredited by ACA are able to complete AIPC's Counsellor Assessment Process. We have specifically developed this assessment process to determine if the Counsellor's level of knowledge and skill is at a sufficient standard to satisfy educational requirements of ACA's membership standards.

## **What does completing the Counsellor Assessment Process Involve?**

Counsellors participating in the Counsellor Assessment Process complete a workbook which covers key knowledge areas, therapeutic concepts and application of counselling skills and knowledge. Key topics include the client-counsellor relationship, the counselling process and therapeutic approaches.

The assessment involves writing short- and long-answer responses to questions, and applying counselling knowledge to address case studies. Counsellors will be required to draw on their knowledge and application of 6 counselling therapeutic approaches. Three of these approaches are Cognitive-Behavioural Therapy, Person Centred Therapy and Solution Focussed Therapy.

We recognise that Counsellors may have learned a variety of therapies during their counselling studies and may have preferences in relation to which therapies they use when counselling clients. Hence, the remaining three therapeutic approaches can be chosen by the Counsellor undertaking the Counsellor Assessment Process.

Once a Counsellor has successfully completed the workbook, a practical assessment is undertaken. The practical assessment is completed by submitting video recording of role plays on DVD or video. The assessment will require the Counsellor to demonstrate their application of counselling skills in three role plays using three therapeutic approaches: Cognitive-Behavioural Therapy, Person Centred Therapy and Solution Focussed Therapy.

## **Who can undertake the Counsellor Assessment Process?**

Counsellors whom have completed an accredited counselling qualification offered by Registered Training Organisations or private providers of Higher Education are able to apply to undertake the Counsellor Assessment Process with AIPC. Accredited means the course is/was a nationally recognised training program, or has been recognised by state accreditation authorities as an accredited course under relevant vocational or higher education legislation.

Counsellors whom have not completed an accredited course are advised to enrol into an ACA-accredited counselling program and to apply for Recognition of Prior Learning (RPL) of current counselling skills and knowledge against the units and outcomes of the program.

## **What are the Benefits of Undertaking the Counsellor Assessment Process with AIPC?**

AIPC has 20 years experience in educating Counsellors and currently offers accredited counselling programs at Diploma, Bachelor and Vocational Graduate levels. AIPC recognises the unique needs and time constraints of today's students and Counsellors. Hence, AIPC offers its courses through flexible, blended educational methods using specially developed and high quality course materials. You complete the written assessment at your own pace and in your own time as your schedule permits, and you can complete the practical assessment via submission of a recording on DVD or video at your convenience.

AIPC's Counsellor Assessment Process has been specifically aligned with ACA's educational requirements and ensures an accurate demonstration and assessment of Counsellor competencies. You can clarify the intent and wording of assessment questions by calling AIPC's Study Assistance Line on 1300 139 239 between 9am and 5pm Monday to Friday (AEST), or emailing an AIPC Education Adviser on [tutor@aipc.net.au](mailto:tutor@aipc.net.au).

## **How much does AIPC's Counsellor Assessment Process Cost?**

AIPC's Counsellor Assessment Process normally costs \$1,290. However, for a limited time, we are offering the Counsellor Assessment Process at a significantly reduced price of \$990.

## **How do I Apply For Entry to AIPC's Counsellor Assessment Process?**

To apply to undertake AIPC's Counsellor Assessment Process, simply detach and complete the attached Application Form. During completion of the form, you will be asked to provide a certified copy of your accredited counselling qualification and academic transcript for this course. A certified copy means that photocopies must be certified a true copy by a Justice of the Peace or Commissioner of Declarations.

After completing the Application Form, simply post to the address of your nearest Student Support Centre shown on the Application Form.

## **What Happens After I Apply For Entry to AIPC's Counsellor Assessment Process?**

Upon receipt of your application, AIPC staff will assess your eligibility to undertake the Counsellor Assessment Process by validating the certified copy of the accredited counselling qualification and academic transcript you submitted with your application.

If you satisfy this entry requirement you will be sent your Assessment Pack, which includes your workbook, to complete and submit to AIPC for marking. If your application for entry is not accepted, you will be advised in writing.

After completing the assessment questions in the workbook, you submit them for marking. If you have responded to the assessment questions satisfactorily, you will be provided with details on the practical assessment to submit via video recording on DVD or video.

## **What Happens After I Complete AIPC's Counsellor Assessment Process?**

Upon successful completion of both the workbook and practical assessment, AIPC will provide a certificate to you that confirms your successful completion of the AIPC Counsellor Assessment Process. You can then provide a certified copy of this certificate with your application for membership to ACA.

Please note that successfully completing AIPC's Counsellor Assessment Process means that you meet the educational requirements to gain membership of ACA. Successful completion of AIPC's Counsellor Assessment Process does not necessarily mean that you meet all ACA requirements for membership of ACA. Your ACA membership application will be assessed by ACA against all their membership requirements.

If you do not successfully complete all parts of the workbook and practical assessment, AIPC will provide a letter to you recommending which units of AIPC's Diploma of Counselling to complete in order to satisfy all educational requirements of ACA membership.



# AIPC COUNSELLOR ASSESSMENT PROCESS

## Application Form

✓ **Please accept my application for entry to the AIPC Counsellor Assessment Process. Details of my application are as follows and I understand that upon acceptance of my application and fee you will send me my assessment material. The information I have given on this application Form is truthful and confidential, and will be viewed by AIPC or their nominee only. I accept the decision of AIPC regarding my acceptance as final.**

### Personal Details:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Suburb/Town \_\_\_\_\_  
 Postcode: \_\_\_\_\_ State: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Suburb/Town \_\_\_\_\_  
 Postcode: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: Male/Female (please circle)

### Qualifications:

To assess your eligibility to undertake the AIPC Counsellor Assessment Process, please include details of your accredited counselling qualification:

Date of Completion	Course Name	Course Code (if applicable)	Provider Name	Provider Number (if applicable)

Please provide a certified copy of your accredited counselling qualification and academic transcript to include with this completed Application Form. The copies need to be certified by a Justice of the Peace or Commissioner of Declarations.

### Investment Method:

I wish to pay the \$990 Assessment Fee by: (please tick one)

- Cheque   
  Money Order   
  Mastercard   
  Visa   
  Bankcard   
  American Express
- I enclose my cheque / money order for \$ \_\_\_\_\_  
 Please debit my credit card to the value of \$ \_\_\_\_\_ (details of which are below)

Credit Card Number:

Card Holder's Name: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In making this application I agree, state and acknowledge that:

The Institute will assess my application for entry and advise of my acceptance or non-acceptance. I understand that if my application is not accepted by the Institute, I will not be charged any fees and any fees paid will be returned in full. Upon acceptance of my application for entry, I acknowledge my commitment to the Institute and understand the initial and ongoing costs incurred by the Institute in respect of my assessment. I agree that should I cancel my application within 14 days of making my application, then I will receive a refund less a \$250 Administration Fee. If I cancel my application more than 14 days after making my application, I understand that I am liable for the full amount of the assessment. To cancel my application, I must submit my request in writing and return all assessment materials including workbooks, practical assessment information and any other items bearing the name of the Institute before my cancellation is processed.

All Books, Logos, Concepts and Documents which are received by me from the Institute are protected by copyright and will not be sold, reproduced, copied or loaned to any other person or institution. This assessment is subject to changing ACA course accreditation requirements and I acknowledge that the assessment I am enrolled in may change from time to time.

The relationship between the Institute and myself shall not constitute a relationship of partnership or joint venture or any other relationship where the Institute or agent of the Institute can be held responsible in any way for any actions or words of myself or associates or employees and should my Application be refused the Institute shall, without providing a reason, refund any money paid in full.

Any usage of the Marks and the Name Australian Institute of Professional Counsellors and any other goodwill established thereby shall ensure to the exclusive benefit of the owner of the Marks and the Name. I will follow the policies of the Institute unless approval to do otherwise is received in writing.

I will respect the good name of the Institute and will maintain the highest possible standards of confidentiality, ethics and behaviour in all relevant practices concerning my clients and the Institute, and will at no time take any action or utter any words which might in any way damage the Institute or its Agents.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Please send your completed form to:

<b>Brisbane, NT, Tas</b> PO Box 425 Carina QLD 4152 Ph: (07)3843 2772 Fax: (07)3843 3599	<b>Regional QLD</b> PO Box 200 Moffat Beach QLD 4551 Ph: (07)5493 7455 Fax: (07)5493 7466	<b>Gold Coast</b> PO Box 9069 Lighthouse Beach Port Macquarie NSW 2444 Ph: (07)5571 1811 Fax: (02)6581 5117	<b>Sydney</b> PO Box 238 Parramatta NSW 2124 Ph: (02)9687 9688 Fax: (02)9687 9698	<b>Regional NSW &amp; ACT</b> PO Box 9069 Lighthouse Beach Port Macquarie NSW 2444 Ph: (02)6581 5112 Fax: (02)6581 5117	<b>Victoria</b> GPO Box 417 Melbourne VIC 3001 Ph: (03)9670 4877 Fax: (03)9602 3832	<b>South Australia</b> PO Box 3027 Rundle Mall SA 5000 Ph: (08)8232 7511 Fax: (08)8232 4242	<b>Western Australia</b> PO Box 631 Suite 1 110-116 East Parade East Perth WA 6004 Ph: (08)9228 3026 Fax: (08)9227 6648
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