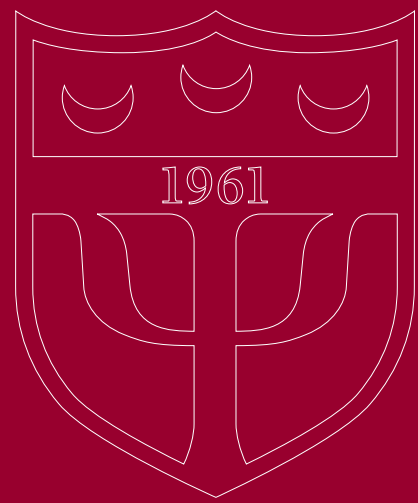




Cairnmillar
INSTITUTE



Course & Program Guide 2009





Cairnmillar
INSTITUTE

Treatment | Education | Research

Cairnmillar Institute has gained a unique position in the community as a provider of counselling and psychotherapy, learning and development programs, community education and professional training.

Our experience over 48 years informs our services and programs. Our staff are highly skilled and experienced professionals, they bring to the learning experience, specialist clinical and training skills.

At Cairnmillar, our interactive learning programs encourage both personal and professional excellence.

8

Accredited Programs

24

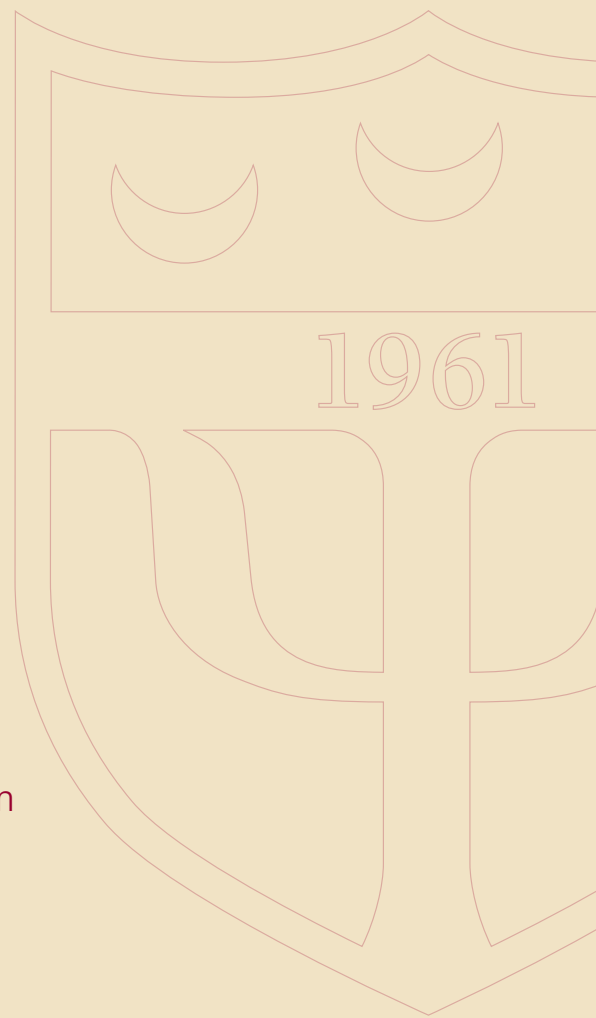
Graduate Psychology Internship Program

28

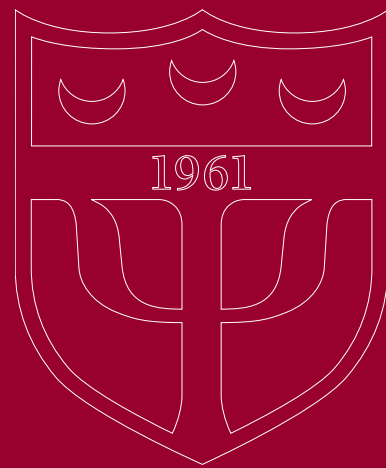
Counselling and Psychotherapy Training

32

Additional Information



The St Michael's processional staff is carried at Cairnmillar's graduation ceremony to acknowledge St Michael's valued support over many years. The orb of the staff depicts the cleft rock of Mingary – the wing of the dove is a symbol of life and the possibilities of transcending the traumas of life. The gem stones in the stem of the staff remind us of everyone's need of wisdom and inspiration.



Course Index

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Welcome to Cairnmillar Institute



Welcome to Cairnmillar Institute School of Counselling and Psychotherapy

Cairnmillar, since 1961, has been involved everyday of the working week in psychological treatment and counselling: with adults, with people with impending and severe problems, with people trying to find meaning and direction in their lives.

Over the last 20 years, Cairnmillar has developed its own interpretive therapy called Contextual Modular Therapy, which has been applied to many problems with wide appreciation.

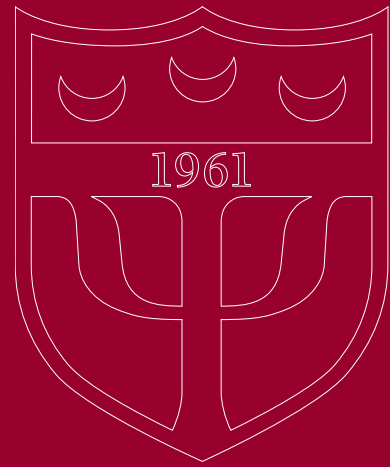
With this in-depth background, our School has a history of contribution to professional education in Australia and a commitment to the advancement of knowledge and understanding in the health professions. We aim to provide quality outcomes for our students and to ensure that our academic standards are comparable with Australian universities. Our student learning is supported by staff who have academic and professional expertise in psychology, psychotherapy and counselling. Our students have access to excellent facilities, learning and information and support services.

We want our students to have a positive and personal learning experience that will enhance their practice and wherever possible contribute to a wider knowledge and understanding.

Dr Francis Macnab **Executive Director**

AM OM PhD DSc DD MA FBPSS FAPS FACE FAICD





Why choose Cairnmillar?

Why choose Cairnmillar?

Cairnmillar provides a consistent quality of service, as proven over the past 48 years. Cairnmillar is widely known and respected. Our former students, as well as our clients and supporters can attest to that.

Our Cairnmillar staff bring to their work an obvious enthusiasm and skill plus a very personal concern for each student. Their teaching and supervision work have a strong basis in their rich and varied practical experience as well as the ambience of Cairnmillar itself.

From the outset, students are taught the sensitivities and responsibilities as well as the privilege of counselling and psychotherapy. We aim to ensure that all our students benefit from an in-depth experience at Cairnmillar and carry into their working life the key values that Cairnmillar provides.

The Cairnmillar Institute pioneered counselling and psychotherapy in this country. We are one of Australia's pre-eminent centres for psychological and trauma counselling and a provider of education and training.

Our highly skilled team of psychologists at Cairnmillar provide professional support for people needing new direction in their lives. Our counselling and psychotherapy services address a vast number of issues which affect men, women and children of all ages.

Members of the teaching faculty possess a breadth of professional leadership, clinical experience and diversity. Specialisations range from the psychoanalytic, brief and integrative psychotherapies, to trauma, aftermath reactions, relationship and family therapies. Such professional experience has resulted in Cairnmillar becoming highly regarded as equipping students, trainees and interns with practical training required for sound professional practice.

In all of our work, Cairnmillar is proud of its unique and pioneering history and we value the association of many key people over our 48 years.

Information Evenings

2 October 2008

26 November 2008

12 February 2009

21 May 2009

24 September 2009

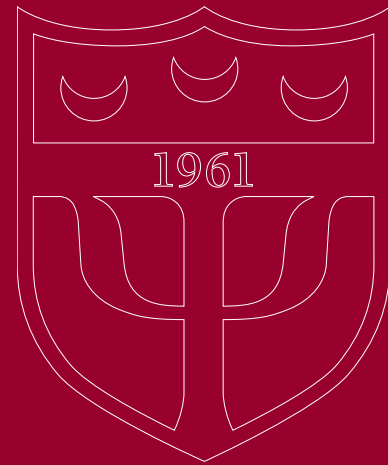
27 October 2009

Our information evenings run from 6 – 7pm. At them you will enjoy brief presentations on our courses and take the opportunity to find out all you need to know about what we have to offer our students. You will also be able to see our resources and facilities.

Please register your attendance at enquiries@cairnmillar.org.au

If you are unable to attend our information evenings please contact our School Registrar on (03) 9813 3400 to arrange a personalised visit.

Cairnmillar Institute



Teaching Faculty

Dr Francis Macnab

Executive Director
AM OM PhD DSc DD MA FBPsS FAPS
FACE FAICD

Dr Coral Brown

Assistant Director
PhD MA GradDipEd(Couns) BA MAPS FCMI

Dr Russell Deighton

Head of School
Dr biol hum (Ulm) Dipl Psych (Konstanz)
Clinical Psych (Stuttgart) BA (Hons) MAPS

Ms Rosemary Grahame

Head of Clinical Services
PhC MA BA (Hons) MAPS

Dr Graham Fulton

Internship Manager
PhD, MEd, Grad Dip(Couns),
Grad Dip(Comm Couns) BA MAPS

Dr Glen Hosking

DPsych PostGradDipPsych BA MAPS

Dr Raymond Jeanes

PhD MEd BA

Ms Margaret Karafilowska

GradDipPsychCouns BSc

Mr David Morris

BA Science (Hons)

Dr Filia Papadimitriou

DPsych MPsych DipPsych BA MAPS

Ms Helen Papadopoulou

MPsych GradDipPsych BA MAPS

Ms Kay Barron

GradDipEdPsych BA MAPS

Ms Fiona Batchelor

MSc BSc (Hons) MBPs MAPS

Ms Mary Dewberry

MA (Couns Psych) BA (Hons) MAPS

Dr Angela Gormen-Alesi

PhD MPsychCouns DipEdPsych BASocSci
MAPS

Dr Warwick Hartin

PhD MA FCMI

Dr Lynette Kramer

DPsych MA GradDipSocSc DipEdPsych
BA MAPS

Dr Jane Power

PhD MSocSci DipPthy GradDipUrbSoc BA

Ms Anna Rajenderan

GradDipAppPsych GradDipEd BSc (Hons)
MAPS

Dr Fred Taylor

PhD MA DipClinicalPsych Dip Ed MAPS

The Senatus

Ms Marilyn Cobain

MA, FAPS
Former Chair APS College of Counselling
Psychologists Private Practice

Dr Warwick Hartin

PhD, MA, FCMI,
Fellow of The Cairnmillar Institute

Mr Martin Randall

LLB (Melb)
Barrister

Dr Jim Potter

AM, LLD, BSc, MAPPSC (Hons),
The University of Melbourne

Associate Professor David Loader

M.Ed, B.Sc. (gen)
Faculty of Education, University of
Melbourne, Education Consultant

Professor Max Thompson

DSc, PhD, MSc, FAIP, MIABTI
The University of Melbourne

Dr Bruce Watson

DEd, MEdST, DipAppSc, BAppSc,
GradDipEd, AFAM, MACE, AMACEA, AFFIA,
Consultant

Dr Coral Brown

Dr Russell Deighton

Dr Francis Macnab

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Chairman

Mr Wal Reid

LL.B, MBA, ASA

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RN, Div1, PBNC

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GradDipPsych, BAppSc (Psych),
Dip. Trauma Counselling & Therapy,
Assoc. MAPS, MATT

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LS, BTRP, AMP (Harvard)

Council Members

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MBA, AMP/ISMP(Harvard)
PostGradDip Marketing, BEC

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FAICD

Mr Barry Fox

BCom

Mr Roger Gillespie

Mr Tony Johnson

MBA, GradDipAppFin&Inv, BEC

Dr Julie Shaw

PhD, MBA, MSc, BA

Professor Brian Smith

PhD, AO

Professor Max Thompson

PhD, DSc, MSc, FAIP, MIABTI

Accredited Programs

COURSE PROGRESSION

1 Graduate Certificate of Counselling and Psychotherapy

4 credit points

Core Subjects

- Psychotherapeutic Theories and Models
 - Psychotherapeutic Techniques and Interventions
 - Interpersonal Processes in Psychotherapy
 - Facilitating Change in Psychotherapy
-

2 Graduate Diploma of Psychotherapy

8 credit points including 4 credit points from Graduate Certificate plus

Core Subjects

- Brief Integrative Psychotherapy
- Treatment Planning and Psychopathology

Electives (select two)

- Cognitive Behavioural Therapy
 - Relationship and Marital Therapy
 - Trauma Counselling and Therapy – Extreme Stress
 - Trauma Counselling and Therapy – Loss and Grief
-

3 Master of Psychotherapy

16 credit points including 8 credit points from Graduate Diploma plus

Core Subjects

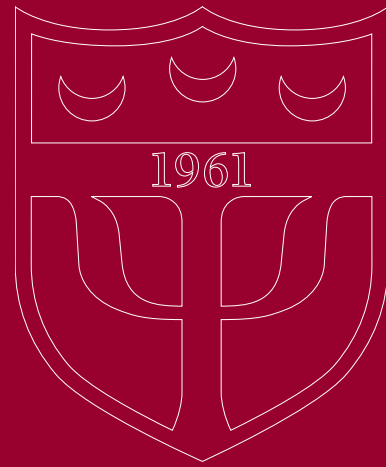
- Research Project (2 credit points)
- Counselling Placement (2 credit points)

Electives (select four)

(May involve two electives not previously selected from Graduate Diploma)

- Psychoanalytic Psychotherapy
- Existential Psychotherapy
- Key Competencies in Brief Dynamic Psychotherapy
- Health Psychology





Master of Psychotherapy

The Masters Degree Program provides advanced training in specific areas of psychotherapeutic practice and is designed for people wishing to pursue additional, practical, in-depth training in psychotherapy. The course is strongly oriented toward supervised practical work involving personal development, clinical demonstrations and systematic reference to relevant theory.

It involves students in this ongoing process of applied practice. It is normally undertaken over two years. It requires successful completion of four units of coursework, a counselling placement and a research project.

The Program

Research Project – MPc1

Semester 1 (March 2 to June 29)

Research Project – MPc2

Semester 2 (August 3 to November 9)

Cost – \$1,650 per semester

An integral part of the program is the completion of a practice-based research project, presented in the form of a minor thesis of around 15000 words. A research topic is mutually agreed upon by the candidate and the supervisor of the research project. Often, this will be a topic directly related to the student's practical work, as it is normally based on a suite of case studies. In this way the student will be given the opportunity to further their clinical practice by deepening their understanding of a selected area of interest.

Counselling Placement – MPc3

Semester 3 (March 2 to June 29)

Counselling Placement – MPc4

Semester 4 (August 3 to November 9)

Cost – \$1,650 per semester

Students undertaking the counselling placement will gain valuable practical experience in the Cairnmillar Community Counselling Service. Others gain specialty involvement in schools and community organisations, involving work with anxiety, trauma, children, relationship and marriage problems. The counselling placement enables the student to undertake supervised clinical casework in accordance with the ethical, legal and professional issues associated with practice.

“Cairnmillar Institute is one of Australia's pre-eminent centres for psychological and trauma counselling and a provider of education and training.”



Examples of Research Topics

An examination of the effects of family therapy on families with an adolescent suffering from an eating disorder.

A qualitative analysis of the coping and experiences of survivors of human trafficking.

The effectiveness of Contextual Modular Therapy in the treatment of problem gamblers.

A case-study-based investigation of the effect of domestic violence experiences on children.

Attentional bias towards emotional faces in problem gamblers with a history of trauma.

A qualitative examination of personal accounts of pre-marital anxiety and its relation to family of origin experiences.

The cultural dimension in the psychotherapeutic dyad – migration and the development of self.

At odds with one-self: The self construct in pathological gamblers with a history of trauma and abuse.

An existential analysis of leadership qualities in high achievers.

The effects of early attachment disruptions on vocational productivity in adult life.

Credit Points

16 credit points including 8 credit points from Graduate Diploma **plus**

Core Subjects

- Research Project (2 credit points)
- Counselling Placement (2 credit points)

Electives

- Psychoanalytic Psychotherapy
- Existential Psychotherapy
- Key Competencies in Brief Dynamic Psychotherapy
- Health Psychology

Entry Requirements

Normal Entry

Completion of the Graduate Diploma with a credit level achievement in at least four of the eight units, or a degree with honours with studies in welfare, social work, psychology, social sciences, nursing, medicine, education or similar.

If this pathway is used then it is expected that most students will need to complete a number of prerequisite subjects in the Graduate Diploma and Graduate Certificate to meet the full requirements of the qualification.

Special Entry

Applicants who do not meet these requirements may present a case for admission based on previous academic study and relevant work experience.

Scholarships

The John Waters Scholarship is a highly valued Award for selected international students. For more information please contact our School Registrar on (03) 9813 3400.

FEE-HELP

Need help to pay your tuition fees? FEE-HELP can cover all or part of your tuition fees for our accredited programs. To find out more go to www.goingtouni.gov.au or call 1800 020 108.



ELECTIVE 1 – MPE5

Psychoanalytic Psychotherapy

Semester 1 (March 5 to June 11)

Thursdays 1.00pm to 4.00pm

Cost – \$1,650

Psychoanalytic thinking and practice has undergone an enormous expansion and transformation over the past sixty years. Similarly, psychoanalytic contributions to modern thinking and culture have had an impact on contemporary practice.

This unit expands on the central ideas of the major contributors to contemporary psychoanalytic thought with particular emphasis on treatment implications for different kinds of presenting issues.

References from current psychoanalytic theory will be used to understand the many forms of human psychopathology and its treatment. Central to the unit will be the use of case material and clinical commentary on therapeutic processes and interventions. The aim is to focus on practical clinical concerns as they apply in contemporary psychotherapeutic practice.

Topics Covered

- Sexual identity
- The interpretation of dreams
- Psychosomatic illusions
- Oedipal and pre-oedipal pathology
- Issues of separation
- The basics of the contract, the transference, resistance, interpretation, neutrality, termination, the defence mechanisms

ELECTIVE 2 – MPE6

Existential Psychotherapy

Semester 1 (March 5 to June 11)

Thursdays 9.00am to 12.00pm

Cost – \$1,650

All therapy is about human existence – life and death, anxiety and despair, catastrophe and reconstruction, hope and courage, loneliness and relationship, disconnectedness and engagement. This unit will examine these various experiences of 'everyone'; how existentialism brings a different understanding of them; how existential therapy provides an entirely fresh perspective to their treatment.

In this unit students will explore the development and various expressions of existentialism – in literature, art, music and play. It will explore the major contributions to existential therapy – Heidegger, Tillich and Buber, Fromm, May, Yalom as well as the more recent contributions from existential therapies in Europe and The Americas.

Topics Covered

- Major streams of thought and their influence on contemporary practice
- Translation of concepts and ideas to psychotherapeutic practice.
- The influence of Buber, Tillich and Heidegger
- Narrative and its role in existential psychotherapy
- The narcissistic neuroses and existential thought
- The meaning of mortality, anxiety and hope in psychotherapy
- How the client discovers freedom and strength in the context of various friendships



ELECTIVE 3 – MPE7

Key Competencies in Brief

Dynamic Psychotherapy

Semester 2 (August 6 to November 12)

Thursdays 1.00pm to 4.00pm

Cost – \$1,650

Brief dynamic psychotherapy is now widely accepted as an effective treatment method for a wide spectrum of problems and difficulties, by exploring repetitive patterns of conflict and revealing the deeper meaning beneath current problems. This unit offers an in-depth examination of the core competencies and theoretical components of the approach. It will enable students to build on their theoretical and clinical knowledge, to facilitate progress towards treatment goals while extending their therapeutic skills.

This unit will provide a close study of brief dynamic psychotherapy – including the key competencies of Cairnmillar's own Contextual Modular Therapy. In the Masters program, this will be taken to an advanced level of practice.

Topics Covered

- Diagnostic categories and their implications for treatment
- The collaborative involvement of the client
- The plan of therapy
- The role of concealed and unconscious factors in brief therapy
- What is the integrative focus on therapy
- Continuation and termination process
- Specific value of supportive psychotherapy

ELECTIVE 4 – MPE8

Health Psychology

Semester 2 (August 6 to November 12)

Thursdays 9.00am to 12.00pm

Cost – \$1,650

This unit will cover some of the most important aspects of theory and practice in applied psychology. Emotion theory will provide a basis for an examination of psychosomatic processes in general. Somatoform, sleep and eating disorders will be considered in terms of their underlying mechanisms and treatment options.

A bio-psychosocial model of pain will be presented, and the application of psychological theory when working with people with chronic pain and illness will be illustrated. Life-span and developmental considerations in treatment planning will be discussed, as will the emotional health and well being issues associated with ageing such as depression.

Topics Covered

- Emotion theory
- Psychosomatic processes and health behaviour
- Stress and the immune reaction
- Somatoform disorders
- Eating disorders
- A bio-psychosocial model of pain
- Psychological pain therapy
- Psychotherapy with chronically ill clients
- Gender and age related issues



Graduate Diploma of Psychotherapy

The Graduate Diploma of Psychotherapy will give focused attention to some key forms of therapeutic interventions. Since it has a strong vocational emphasis, students learn how to integrate theoretical constructs, gain increased personal knowledge, increase their insight and understanding, apply advanced therapeutic techniques and further develop their observational skills.

A unique feature of the Graduate Diploma is an introduction to the theory and techniques of a brief psychotherapy that integrates concepts from the major psychotherapies, the psychodynamic, cognitive, existential and the humanistic, in a relevant and practical treatment method. By the use of clinical demonstration, students will be given the opportunity to examine actual therapeutic processes.

Entry Requirements

Normal Entry

Completion of the Graduate Certificate with an average of credit level for each of the four subjects and a degree with studies in welfare, social work, psychology, social sciences, nursing, medicine, education or similar, or diploma level courses in welfare or community studies or similar at TAFE level and at least two years relevant work experience, and studies in basic therapy or counselling skills either within the applicant's course or in another approved program. For this pathway students may have to complete some prerequisite subjects in the Graduate Certificate.

Special Entry

Applicants who do not meet these requirements may present a case for admission based on previous academic study and relevant work experience.

FEE-HELP

Need help to pay your tuition fees? FEE-HELP can cover all or part of your tuition fees for our accredited programs. To find out more go to www.goingtouni.gov.au or call 1800 020 108.

Credit Points

8 credit points including 4 credit points from Graduate Certificate **plus**

Core Subjects

- Brief Integrative Psychotherapy
- Treatment Planning and Psychopathology

Electives (Select two)

- Cognitive Behavioural Therapy
- Relationship and Marital Therapy
- Trauma Counselling and Therapy – Extreme Stress
- Trauma Counselling and Therapy – Loss and Grief

“Cairnmillar Institute has gained a distinguished reputation as a leading psychotherapeutic training institution.”

CORE UNIT 1

Brief Integrative Psychotherapy – DPc1

Semester 1 (March 2 to June 29)

Mondays 9.00am to 12.00pm

Brief Integrative Psychotherapy – DPc2

Semester 1 (March 5 to June 11)

Thursdays 3.00pm to 6.00pm

Brief Integrative Psychotherapy – DPc3

Semester 2 (August 4 to November 17)

Tuesdays 3.00pm to 6.00pm

Cost – \$1,650

Brief Integrative Psychotherapy is now widely recognised and widely practised. In providing basic training in the practice of brief integrative psychotherapy, this unit draws principally from Contextual Modular Therapy (CMT). CMT provides a therapeutic model that integrates principles and techniques from the major psychotherapies and has been practised at Cairnmillar for more than fifteen years.

CMT is now widely used in direct response to the many pressures faced by therapists and clients for brief therapy; for a plan of therapy, and for cost-effective therapy. CMT details a clear statement of the operations that the therapist will perform. It emphasises the contextual collaboration of the therapist and the client, as well as the context of the problem and the context of its resolution. Students in this unit will learn to apply a modular, sequential application of interventions and with explicit criteria for movement from one stage of treatment to the next.

Topics Covered

- Brief psychotherapy models
- The self in context
- Inadequacies of a single form of psychotherapy
- Common factors in different approaches
- The application of brief integrative therapy to specific problems

CORE UNIT 2

Treatment Planning and Psychopathology – DPc4

Semester 1 (March 3 to June 9)

Mondays 3.00 pm – 6.00 pm

Treatment Planning and Psychopathology – DPc5

Semester 2 (August 3 to November 9)

Mondays 9.00 am - 12.00 pm

Semester 2 (August 6 to November 12) – DPc6

Thursdays 3.00pm to 6.00pm – DPc 6

Cost – \$1,650

In this unit students will explore some of the major and common emotional and behavioural disorders. It will emphasise the importance of recognising the presenting and the concealed problems or disorders. This will allow students to examine their own competence and their need to be part of an effective resource team. Time will be devoted to the development of treatment plans and the different theoretical models that underlie them: Rogerian, Cognitive Behavioural Therapy and Psychodynamic frameworks.

This unit will involve consideration of how diagnostically valuable information can be derived from the clinical interview and the therapeutic relationship. It will incorporate discussion of the topics, exercises and case studies, and will aim at familiarising the student with past and current thinking, as well as areas of controversy surrounding the field of psychopathology.

Topics Covered

- The phenomenology, diagnostic criteria, epidemiology of major mental disorders
- The function of symptoms
- Anxiety and depression
- Emotionally abusive relationships
- Obsessional compulsive states
- Personality disorders
- Addiction and substance abuse



ELECTIVE 1

Cognitive Behavioural Therapy – DPe6

Semester 1 (March 3 to June 9)

Tuesdays 3.00pm to 6.00pm

Cost – \$1,650

Cognitive Behavioural Therapy (CBT) is a widely practised form of psychotherapy. It is based on the notion that problems related to thoughts, feelings and actions are learnt over the course of a person's development, and can be unlearned by applying the principles of learning theory and cognitive science using specific therapeutic interventions. CBT focuses on a person's patterns of thinking, emotions, as well as behavioural and interpersonal patterns and coping strategies, taking into account a person's current life circumstances and biography.

This unit will cover a range of techniques such as graded exposure, imaginal exercises, Socratic dialogue, cognitive restructuring and role plays. Contemporary forms of CBT, such as Dialectic Behavior Therapy (DBT), and Mindfulness-Based CBT (MCBT), which have incorporated specific emotion regulation techniques, as well as mindfulness exercises with their origins in Buddhist meditation techniques, will also be a focus.

Topics Covered

- The historical development of CBT from the beginnings to today
- Cognitive and behavioural theoretical models and basic assumptions
- Applications of CBT for anxiety disorders, low self-esteem, and affective disorders
- CBT and personality disorders
- CBT and recent trends in positive psychology

ELECTIVE 2

Relationship and Marital Therapy – DPe7

Semester 2 (August 4 to November 17)

Tuesdays 3.00pm to 6.00pm

Cost – \$1,650

The increasing stresses in relationships place continual demands on counsellors and therapists to provide ways through and beyond the anxieties and hostilities, the conflicts and the confusion. This unit will aim to explore specialised skills in relationship therapy and the theories and practice of relationship therapy. Systemic analysis and systemic therapy will be a key ingredient of this unit.

The aim of this unit is to advance the student's clinical, conceptual and diagnostic skills. Students will learn how to identify the therapeutic processes that occur in relationship and marital therapy and translate them into a coherent treatment framework and to apply them in their own case work

Topics Covered

- Conscious and unconscious factors in partner choice
- Conscious and unconscious factors in violence and abuse
- Conscious and unconscious factors in a 'successful' relationship
- Factors in restoring optimum happiness and growth to the focussed relationship
- Relevant therapies for specific problems
- Coping with the multiple pressures of balancing work and relationship needs, reconstructing family relationships after divorce and death



ELECTIVE 3

Trauma Therapy – Extreme Stress – DPe8

Semester 1 (March 2 to June 29)

Mondays 3.00pm to 6.00pm

Cost – \$1,650

This unit brings a strong focus to the theory and practice of trauma therapy. It takes an integrative approach to trauma therapy, drawing on cognitive behavioural as well as psychodynamic elements and on Contextual Modular Therapy as applied to people who have been through a highly distressing experience. Students will be introduced to a multi-faceted biopsychosocial understanding of traumatic phenomena, and will learn how therapeutic interventions reflect this understanding.

A particular emphasis is placed on entering into the systems of meaning each client brings with them into therapy, in order to help people with long-term trauma-related conditions. Drawing on the research literature, case studies as well as students' own clinical experience, learning will centre on improving the effectiveness of each students' clinical practice. Professional and ethical dilemmas related to trauma therapy will also be considered.

Topics Covered

- Theoretical models and constructs
- Trauma and memory
- Clinical techniques and interventions
- Sexual and childhood abuse
- Repetition phenomena in trauma
- Domestic violence
- Natural disasters

ELECTIVE 4

Trauma Therapy – Loss and Grief – DPe9

Semester 2 (August 3 to November 9)

Mondays 3.00pm to 6.00pm

Cost – \$1,650

Loss and grief are associated most strongly with the death of a significant person. However, increasingly, other forms of loss are being recognised as valid sources of grief, including the numerous losses associated with events such as divorce, or the development of a physical or emotional disorder. As people who have experienced trauma have inevitably been affected by various forms of loss, understanding how these losses have shattered a person's individual system of meaning becomes an important goal of trauma therapy. This course sets out some directions and zones of concern for helping people come to terms with loss and reach their stated goals.

Considerable emphasis will be given to working with a person's internal and external resources with a view to reconstructing meaning after loss. Students will be shown how the theory and techniques discussed may be applied in a customized way in their own clinical practice.

Topics Covered

- Theories and models of (traumatic) loss and complicated grief
- Constructivist theory of loss and grief
- The death of a child
- Homicide, accidental and multiple deaths
- Traumas of the ageing, including chronic illness, and the dying patient
- Post traumatic growth and resilience in the face of loss

Graduate Certificate of Counselling and Psychotherapy



The purpose of the Graduate Certificate of Counselling and Psychotherapy is to build on the students' basic knowledge and skills, leading them to a deeper understanding of the psychotherapeutic process. The graduate certificate is intended to provide training in the theory and techniques of counselling and psychotherapy, with an emphasis on the development of practical skills. The underlying assumption of the graduate certificate is that good counselling practice is achieved through integrating theoretical, practical and personal experience.

The course enables students to develop their own therapeutic style, while gaining an overview of the change process and different theoretical and practical skills for facilitating change. Students are taught the application of counselling and psychotherapy, by discussing case material from their own practice, participating in clinical observation and by learning how to manage themselves in their professional settings and relationships.

Entry Requirements

Normal Entry

A degree with studies in welfare, social work, psychology, social sciences, nursing, medicine, education or similar, or a diploma level course in welfare or community studies or similar at TAFE level and at least two years relevant work experience.

Special Entry

Applicants who do not meet these requirements may present a case for admission based on previous academic study and relevant work experience.

FEE-HELP

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Credit Points

4 credit points

Subjects

- Psychotherapeutic Theories and Models
- Clinical Techniques and Interventions
- Interpersonal Processes
- Facilitating Therapeutic Change

“Being part of a treatment centre, has resulted in Cairnmillar Institute gaining an excellent reputation for innovation in the training of psychotherapists.”



UNIT 1

Psychotherapeutic Theories and Models – CPc1

Semester 1 (March 4 to June 10)

Wednesdays 9.00am to 12.00pm

Cost – \$1,450

Students in this unit receive guidelines for assessing and treating individuals with emotional and psychological problems. Attention will be given to coping psychology and the techniques of distinguishing problem and emotion focused coping, environmental stresses and adaptive processes.

Students will be encouraged to develop an understanding of the techniques and interventions required to assist people in personal growth and the reconstruction of self-esteem, self-worth and self-efficacy. A unique feature of the unit is the way psychological theory can be translated into counselling processes.

Topics Covered

- Working over more than one session
- A plan of therapy based on a theory of therapy
- The critical issues of the first session
- Assessment and diagnosis
- Identifying the core problem
- Establishing understanding, coping and control
- Ethical and professional guidelines

UNIT 2

Clinical Techniques and Interventions – CPc2

Semester 1 (March 4 to June 10)

Wednesdays 1.00pm to 4.00pm

Cost – \$1,450

The aim of this unit is to advance the students' clinical skills. Students will receive exposure to several 'schools' of therapy. The aim is to develop the students' counselling potential through observation, application and evaluation of what they learn in the course. By the use of the case-study method, the aim is to have students translate this learning into their counselling practice.

The students will be taught how to understand what occurs in the therapeutic interaction and to understand the significance of what they observe. Students competence will also be improved by exposure to relevant clinical literature and case studies.

Topics Covered

- Supportive psychotherapy
- The therapeutic enquiry
- Therapeutic techniques
- The presenting problem and the hidden problem

UNIT 3

Interpersonal Processes – CPc3

Semester 2 (August 5 to November 11)

Wednesdays 9.00am to 12.00pm

Cost – \$1,450

In this unit students will develop skills in the interpersonal process model of individual psychotherapy and acquire a more detailed framework for understanding psychodynamic principles. Students will consider the fundamental aspects of the psychodynamic approach to human growth as well as the way developmental issues are likely to appear in the counselling context.

Students will be encouraged to move beyond intrapsychic concepts, to the perception of each individual in the context of interpersonal relationships, interpersonal fantasies and desires, and interpersonal happiness and enjoyment. To achieve this goal, students will examine case material and clinical processes with clarity and immediacy. The unit aims to increase the students' ability to conceptualise cases and to develop treatment plans. It will teach students how to use their relationships with their clients to bring about change.

Topics Covered

- The interpersonal process approach
- Familial and developmental factors
- Problem re-enactment in the therapeutic relationship
- Interpersonal coping strategies
- Interpersonal themes and patterns
- Transference reactions

UNIT 4

Facilitating Therapeutic Change – CPc4

Semester 2 (August 5 to November 11)

Wednesdays 1.00pm to 4.00pm

Cost – \$1,450

Students in this unit will advance their theory and practical skills for treating many presenting problems. Attention will be given to the anxious and worrying person, people with phobias, people with a history of depression and distressing memories. To enable the treatment of these issues, students will learn how to structure the therapeutic process, establish goals and plan intervention strategies for each phase of treatment.

The students will learn how to conceptualise what is occurring in their relationship with their clients, how to use this understanding to establish a treatment focus and to guide their intervention plans. By the use of clinical illustrations, learning interventions that are strategic, practical and sound will be the focus of the unit.

Topics Covered

- The professional setting
- The behavior and style of the therapist
- The words the therapist uses
- Making the vital transitions that lead to change
- Identifying the agents of change
- Maintaining the change
- Dealing with relapses and regressions

Accreditation and Career Opportunities

Professional Membership

On completion of a minimum of 200 hours of training and 200 hours of client contact, eligible for membership of:

Counsellors' and Psychotherapists' Association of Victoria Incorporated (CAPAV)

or

Australian Counselling Association (ACA)

For membership eligibility, please refer to:

www.capav.org.au

www.theaca.net.au/membership

Career Opportunities for Counsellors

Cairnmillar graduates increase their employment, promotional and career path opportunities in the following areas:

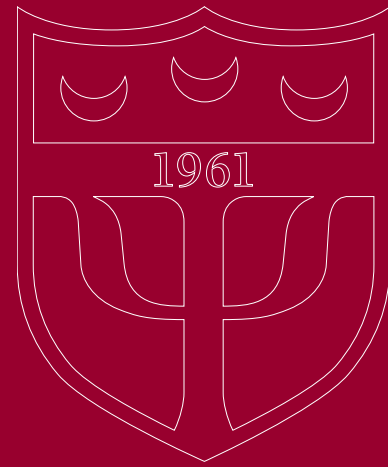
- Private practice
- Government departments, for example, working in the fields of corrections, addiction, immigration and welfare services
- Specialist counselling services, such as telephone crisis hotlines, liaison work for health services, law enforcement and other fields



Ms Diana Frazzei from Romania
The 2007 John Waters Scholarship Recipient

“The programs at Cairnmillar Institute lead to professional registration with a number of accrediting and professional bodies.”

Certificate of Counselling and Psychotherapy



This course introduces students to the theory and practice of counselling and psychotherapy. Students will explore different forms of counselling, the vital part of the counselling relationship, the role of the counsellor and the responsibilities involved. The course will focus on the practical application of counselling and psychotherapy. It will be a baseline for further study and training.

The course enables students to explore different counselling skills and to develop their own therapeutic style. It provides an overview of the change process and different theoretical approaches for facilitating change. It introduces students to an integrated brief model of psychotherapy. It provides training in different ways to apply theories and skills to help with client's problems. The course increases the students ability to conceptualise cases and to develop treatment plans.

Students are taught the practical application of counselling and psychotherapy, by discussing case material, participating in clinical observation and by learning how to manage themselves in their professional settings and relationships.

Entry Requirements

Normal Entry

Completion of the Cairnmillar Introduction to Counselling Skills and Advanced Counselling Skills units or equivalent.

Special Entry

Applicants who do not meet these requirements may present a case for admission based on previous academic study and relevant work experience.

Subjects

- Psychotherapeutic Theories and Models
- Clinical Techniques and Interventions
- Interpersonal Processes
- Facilitating Therapeutic Change

“Cairnmillar was one of the earliest participants in creating programs in schools to prevent suicide and suicidal thinking among young people.”



UNIT 1

Psychotherapeutic Theories and Models – CCPc1

Semester 1 (March 4 to June 10)

Wednesdays 9.00am to 12.00pm

Cost – \$1,450

Students in this unit receive guidelines for assessing and treating individuals with emotional and psychological problems. Attention will be given to coping psychology and the techniques of distinguishing problem and emotion focused coping, environmental stresses and adaptive processes.

Students will be encouraged to develop an understanding of the techniques and interventions required to assist people in personal growth and the reconstruction of self-esteem, self-worth and self-efficacy. A unique feature of the unit is the way psychological theory can be translated into counselling processes.

Topics Covered

- Working over more than one session
- A plan of therapy based on a theory of therapy
- The critical issues of the first session
- Assessment and diagnosis
- Identifying the core problem
- Establishing understanding, coping and control
- Ethical and professional guidelines

UNIT 2

Clinical Techniques and Interventions – CCPc2

Semester 1 (March 4 to June 10)

Wednesdays 1.00pm to 4.00pm

Cost – \$1,450

The aim of this unit is to advance the students' clinical skills. Students will receive exposure to several 'schools' of therapy. The aim is to develop the students' counselling potential through observation, application and evaluation of what they learn in the course. By the use of the case-study method, the aim is to have students translate this learning into their counselling practice.

The students will be taught how to understand what occurs in the therapeutic interaction and to understand the significance of what they observe. Students competence will also be improved by exposure to relevant clinical literature and case studies.

Topics Covered

- Supportive psychotherapy
- The therapeutic enquiry
- Therapeutic techniques
- The presenting problem and the hidden problem



UNIT 3

Interpersonal Processes – CCPc3

Semester 2 (August 5 to November 11)

Wednesdays 9.00am to 12.00pm

Cost – \$1,450

In this unit students will develop skills in the interpersonal process model of individual psychotherapy and acquire a more detailed framework for understanding psychodynamic principles. Students will consider the fundamental aspects of the psychodynamic approach to human growth as well as the way developmental issues are likely to appear in the counselling context.

Students will be encouraged to move beyond intrapsychic concepts, to the perception of each individual in the context of interpersonal relationships, interpersonal fantasies and desires, and interpersonal happiness and enjoyment. To achieve this goal, students will examine case material and clinical processes with clarity and immediacy. The unit aims to increase the students' ability to conceptualise cases and to develop treatment plans. It will teach students how to use their relationships with their clients to bring about change.

Topics Covered

- The interpersonal process approach
- Familial and developmental factors
- Problem re-enactment in the therapeutic relationship
- Interpersonal coping strategies
- Interpersonal themes and patterns
- Transference reactions

UNIT 4

Facilitating Therapeutic Change – CCPc4

Semester 2 (August 5 to November 11)

Wednesdays 1.00pm to 4.00pm

Cost – \$1,450

Students in this unit will advance their theory and practical skills for treating many presenting problems. Attention will be given to the anxious and worrying person, people with phobias, people with a history of depression and distressing memories. To enable the treatment of these issues, students will learn how to structure the therapeutic process, establish goals and plan intervention strategies for each phase of treatment.

The students will learn how to conceptualise what is occurring in their relationship with their clients, how to use this understanding to establish a treatment focus and to guide their intervention plans. By the use of clinical illustrations, learning interventions that are strategic, practical and sound will be the focus of the unit.

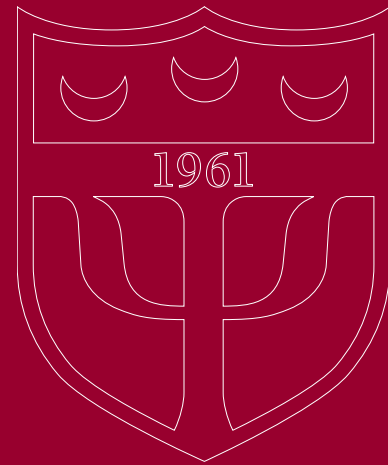
Topics Covered

- The professional setting
- The behavior and style of the therapist
- The words the therapist uses
- Making the vital transitions that lead to change
- Identifying the agents of change
- Maintaining the change
- Dealing with relapses and regressions

Graduate Psychology Internship Program



Graduate Psychology Internship Program



Entry Requirements

A three year undergraduate degree in psychology and an APAC approved fourth year.

Career Opportunities for Psychology Internship Graduates

Cairnmillar internship graduates increase their employment, promotional and career path opportunities in the following areas:

- Public Sector Psychological Practice
- Private Psychological Practice
- Drug and Alcohol Rehabilitation Providers
- Family Relationship Centres
- Hospital Settings
- Schools
- Industry and Employee Assistance Providers
- Community Health Centres
- Student Counselling Services

Application and Enquiries

Contact our Internship Manager on (03) 98313400. Application forms are available on our website www.cairnmillar.org.au/education

Fees

The cost per year for the Graduate Diploma is \$8,800.00. This figure is broken down into \$4,400.00 each semester.

The cost for the first year of the Masters program is \$15,400.00. This figure is broken down into \$7,700.00 each semester. The second year will cost \$12,100.00. This figure is broken down into \$6,050.00 each semester. These amounts include unit fees and supervision as applicable.

FEE-HELP

Need help to pay your tuition fees? FEE-HELP can cover all or part of your tuition fees for our accredited programs. To find out more go to www.goingtouni.gov.au or call 1800 020 108.

Centrelink

Students undertaking the Internship may apply for Youth Allowance, Austudy Payment, ABSTUDY and the Pensioner Education Supplement.

APS Membership



Fourth year graduates are eligible for Associate Membership of the Australian Psychological Society.

“Cairnmillar Institute has trained hundreds of people in Counselling, Marital and Family Therapy, Trauma Therapy, and Contextual Modular Therapy.”



SUPERVISED COUNSELLING PLACEMENT

Supervision Year 1 – Semester 1 PLc1

Supervision Year 1 – Semester 2 PLc2

Supervision Year 2 – Semester 1 PLc3

Supervision Year 2 – Semester 2 PLc4

1 hour per week

88 sessions over two years

or 75 individual sessions plus

25 group sessions over two years

Clinical supervision involves a review of cases under treatment, the intern's management of the case, the therapeutic relationship and their own anxieties and conflicts. It includes close monitoring of professional boundaries and ethical professional practice.

Counselling Placement

Two to three days per week over two years

Two days per week minimum at an agreed clinical placement, such as the Cairnmillar Community Counselling Service. Others gain practical involvement in schools, community organisations, involving work with anxiety, trauma, children and relationship problems.

PROFESSIONAL REGISTRATION

On successful completion of the internship program, participants will normally be eligible to apply for registration as a psychologist with the Psychologists Registration Board of Victoria. They will be awarded the degree of Graduate Diploma of Psychotherapy or Master of Psychotherapy and also be eligible to apply for Associate Membership of the Australian Psychological Society.

COURSE WORK

Option 1 – Graduate Diploma of Psychotherapy Stream Year 1

Semester 1

Brief Integrative Psychotherapy

Plus ongoing:

- Supervision
- Counselling placement

Semester 2

Treatment Planning and Psychopathology

Plus ongoing:

- Supervision
- Counselling placement

Mid year intake commences August of each year.

Year 2

Semester 1 – (select one)

Cognitive Behavioural Therapy

Trauma Therapy 1 – Extreme Stress

Plus ongoing:

- Supervision
- Counselling placement

Semester 2 – (select one)

Relationship and Marital Therapy

Trauma Therapy 2 – Loss and Grief

Plus ongoing:

- Supervision
- Counselling placement

Mid year intake commences August of each year.



COURSE WORK

Option 2 – Master of Psychotherapy Stream

Year 1

Semester 1

CORE UNITS

Brief Integrative Psychotherapy
Research project

ELECTIVES – (select one)

Cognitive Behavioural Therapy
Trauma Therapy – Extreme Stress

Plus ongoing:

Supervised Counselling Placement

Semester 2

CORE UNITS

Treatment Planning and Psychopathology
Research project

ELECTIVES – (select one)

Relationship and Marital Therapy
Trauma Therapy – Loss and Grief

Plus ongoing:

Supervised Counselling Placement

Mid year intake commences August of each year.

Year 2

Semester 1 – (select two)

Psychoanalytic Psychotherapy
Existential Psychotherapy
Cognitive Behavioural Therapy
Trauma Therapy – Extreme Stress

Plus ongoing:

Supervised Counselling Placement

Semester 2 – (select two)

Key Competencies in Brief Dynamic Psychotherapy
Health Psychology
Relationship and Marital Therapy
Trauma Therapy – Loss and Grief

Plus ongoing:

Supervised Counselling Placement

Mid year intake commences August of each year.

Counselling and Psychotherapy Training

- Introduction to Counselling Skills
- Advanced Counselling Skills
- Cognitive Behavioural Therapy
- Counselling for Loss and Grief
- Counselling Children and Adolescents
- Counselling Couples



Introduction to Counselling Skills

Introduction to Counselling Skills

Daytime – January 5 to January 8

March 16 to March 19

May 11 to May 14

July 6 to July 9

September 14 to September 17

Monday to Thursday 10.00am to 4.00pm

Evening – January 28 to March 4

March 25 to April 29

June 24 to July 29

September 2 to October 7

Wednesdays 6.00pm to 8.30pm

Cost – \$600

Participants in this program will learn the basic skills required to become effective in helping people with their problems, their relationships and their lives. Through hands-on exercises and role-plays, students will come to understand what is required to become an effective counsellor.

Participants will learn to recognise and develop the qualities required of helpers. Students will learn the skills to respond meaningfully, to support people with their problems and to help them develop more effective coping skills. The course highlights the importance of active and reflective listening techniques, as well as self-management for counsellors. The emphasis is on developing practical skills and building your confidence and understanding of the counselling process.

Topics Covered

- Creating a helping environment and developing a collaborative relationship
- Active listening skills
- Attending to non-verbal cues
- Open and closed questions
- Reflective and empathic responses.
- Solution-focused problem solving strategies.
- Counselling demonstration

Advanced Counselling Skills

Advanced Counselling Skills

Daytime – January 19 to January 22

June 1 to June 4

November 23 to November 26

Monday to Thursday 10.00am to 4.00pm

Evening – May 13 to June 17

October 14 to November 18

Wednesdays 6.00pm to 8.30pm

Cost – \$600

Participants in this unit will learn to apply the core skills learnt in the introductory course to particular problems and issues. Throughout the program, students will be challenged to reflect on the way their own experiences impact on the counselling process and learn to recognise and manage their own stress. Students will learn more advanced skills in maintaining the counselling relationship and managing any difficulties that may arise.

In this course participants will learn how to assess clients at risk.

Participants will gain a range of strategies aimed at helping people who are feeling anxious and stressed. They will also learn how to work with clients who have suffered a loss and are trying to cope with their grief.

Topics Covered

- Review of micro skills and counselling techniques
- Working with client resistance
- Interventions for stress and anxiety
- Assessing the client at risk
- Counselling for grief and loss
- Preventing counsellor burnout
- Ethical issues in counselling

Cognitive Behavioural Therapy (CBT)

Cognitive Behavioural Therapy (CBT)

January 19 to January 21

Monday to Wednesday

10.00am to 4.00pm

Cost – \$450

We hear a great deal about CBT, its widespread application to many problems, and its effectiveness with some major problems.

- What is CBT?
- How does it operate?
- Why is it effective?
- Who can use it?

In this workshop you will learn how CBT helps people think differently, feel differently and behave differently. Participants will hear how it can be used with considerable benefit for anxiety and stress related problems, depression, relationship conflicts. Worksheets and questioning techniques that help clients to identify and improve their unhelpful thinking patterns and explore their maladaptive beliefs will be presented and participants will have an opportunity to practise the method in role plays.

Topics Covered

- Theory of CBT and what it can achieve for clients
- Techniques of self monitoring and self reinforcement
- Strategies for identifying and challenging dysfunctional thinking
- Identifying the origins, triggers and sustainers of unhelpful thought patterns
- The critical components of CBT as a therapeutic intervention for depressed people

Counselling for Loss and Grief

Counselling for Loss and Grief

January 19 to January 21

Monday to Wednesday

10.00am to 4.00pm

Cost – \$450

Loss and grief are associated most acutely with the death of a significant person. But increasingly, emotional loss such as divorce, estrangement and geographic distance, have become an integral part of life. Effective counselling can bring relief from the emotional pain of loss, soften the persisting memories and enable the person to move forward in more positive and appropriate ways.

Participants in this workshop will learn skills and interventions for working more effectively with people experiencing loss and grief issues. Participants will also be given the chance to reflect on their own experiences, sensitivities and strengths. Dr. Francis Macnab's book "Life After Loss" will be used as a model for the way people can move beyond the acute pain of their loss and grief.

Topics Covered

- Overview of the theories of loss and grief
- The "tasks" of grieving
- Exploration of the different grief reactions
- Exploring different kinds of grief
- Counselling skills to facilitate the grieving process
- Identifying abnormal or pathological grief reactions
- Adaptation to the new reality

Counselling Children and Adolescents

Counselling Children and Adolescents

January 12 to 13

Monday and Tuesday

10.00am to 4.00pm

Cost – \$360

People from a variety of professional backgrounds are often placed in a position where they are required to become a counsellor or mentor for children and adolescents. Some young people do not want to come to counselling, won't talk, or are angry or depressed. It can be challenging to elicit difficult and sensitive information, while still maintaining their self-esteem and emotional safety.

Participants will learn practical counselling skills to help young people feel heard, express their emotions, learn new ways of thinking and other techniques that lead to behavioural change. Techniques for building self esteem, social skills and confidence, through the use of worksheets and other play techniques, will be learned. You will also develop the consultative skills necessary for working with parents, teachers and other people involved.

Topics Covered

- Developing the therapeutic relationship with a young person
- How to work with parents, teachers and other adults involved
- Identifying risk factors that require your attention
- Helping young people to tell their story
- How to plan treatment interventions and use activities
- Challenging negative thinking and faulty beliefs
- Preparing children for the end of treatment

Counselling Couples

Counselling Couples

January 15

Thursday

10.00am to 4.00pm

Cost – \$150

Couples come for counselling because they are discontented, angry, disillusioned, and are in conflict over roles, over love, fear of intimacy and fear of the future. They say that they want a close relationship, but fail to achieve it.

Counselling with two people is much more complex than 1:1 counselling. This program will examine some of the complexities, identify the problems, explore alternative ways of managing dissatisfaction and conflict, help the couple regain confidence in themselves and their relationship. If positive objectives can be reached, this is a very satisfying counselling experience.



Additional Information

- **Supervision for Counsellors, Psychologists and Helping Professionals**
- **Information for International Students**
- **Accreditation and Career Oportunities**
- **Application Procedure**
- **Enrolment Conditions**

Supervision for Counsellors, Psychologists and Helping Professionals

People practising in close helping relationships benefit greatly from a supervisor who can give another perspective and help sustain appropriate insight and understanding.

Case supervision involves a review of cases under treatment, the therapist's management of the case, the therapeutic relationship, their own anxieties and conflicts. It includes a close monitoring of professional boundaries and the ethics of clinical and professional practise. It also involves recommendations to relevant literature.

Cairnmillar consultants provide individual and group supervision for all professionals, psychologists, doctors, nurses, social workers, counsellors in various health and helping sectors. Cairnmillar has a long history of providing this service.

- Individual supervision is available Monday to Friday
- Group supervision is held weekly

Cost per session

\$125 per one hour session (Individual supervision)

\$25 per one hour session (Group supervision)

A minimum group size of 5 applies.

Enquiries

Contact our School Registrar on (03) 9813 3400 or enquiries@cairnmillar.org.au



“Members of the Cairnmillar Institute teaching faculty possess a breadth of professional leadership, clinical experience and diversity.”

Information for International Students

(CRICOS provider no. 02781E)



Study in Australia

Every year more than two million students choose to study at private organisations like Cairnmillar. Our international reputation for excellence in the area of professional education and training widely known.

Our international students will not be the first to study at Cairnmillar. In the past, students from Turkey, Romania, New Zealand, Israel and India, have taken the opportunity to extend their professional development and training at one of Australia's oldest schools of psychotherapy. They will join many other graduates who continue to tell us that our programs offer them something that is practical and real.

International students already studying in Australia who have completed an approved four year sequence of study in psychology, are eligible to join our psychology internship program.

1. Admission Application

Apply for admission directly to Cairnmillar Institute. You can obtain an application form from either a local Australian education agent or the Cairnmillar School Registrar: Phone +61 3 9813 3400 Fax +61 3 9882 9764 enquiries@cairnmillar.org.au.

2. Visa Application

To be granted a student visa you must complete an application form, pay the visa application charge and satisfy the student visa requirements. All students must have medical insurance before they apply for a student visa.

3. Arrival and Reception

Cairnmillar Institute will provide an orientation program and ongoing support where appropriate. It is an Australian Government requirement that students notify their education institution of their address in Australia within seven days of arrival, and notify their education institution of any change of address within seven days.



For more information go to www.studymelbourne.com.au

What our students say...

Since completing my psychology internship at Cairnmillar I have established my career as a psychologist. I have a private practice, provide Employee Assistance Programs, tutor and lecture in the Department of Political Social Inquiry at Monash University and recently delivered a counselling skills program in Vietnam.

Mr Christopher Caras

Registered Psychologist in Private Practice – Melbourne

I never thought when doing the internship at Cairnmillar, that it would become so important. The experience I gained enabled me to gain a place in the doctoral program at Regent's College where until recently I have been studying with Dr Ernesto Spinelli. I would not have gained my coveted counselling placement at St Thomas Hospital in London without it.

Ms Helen Goh

Student – Doctorate of Professional Counselling
– Regent's College, London

I can honestly say that the Cairnmillar Certificate of Counselling and Psychotherapy program has been one of the most useful pieces of study and training I have ever done. It was an excellent combination of hands-on skill and theory to back it up.

Mr Michael Willis

Registered Psychologist in Private Practice – Melbourne

My experience as an international student at Cairnmillar has been extremely positive. I have found the courses to be of high quality, have gained professional counselling experience in a primary school and am now on placement at Mingary. As a provisional psychologist I also receive weekly supervision which counts toward my registration.

Mr Ming Yi Tee

International Masters Student

The examiners of my doctoral dissertation were very positive about my work on adult attachment and commented positively on the case studies examined and qualitative nature of the research. This reflected the teaching, encouragement and support I received at Cairnmillar.

Dr Philip Riley

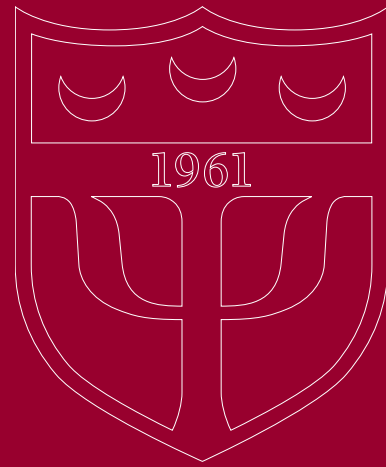
Faculty of Education – Monash University



Mr Christopher Caras



Ms Helen Goh



Application Procedure

International Students

Please note a different fee structure applies for international students. A copy of the brochure and fee scale for international students can be downloaded from our website www.cairnmillar.org.au

Counselling Skills Units and Workshops

Those wishing to apply for our Counselling Skills Units or any of our workshops, should complete the application form. Please forward the application form by post, fax or email.

To secure your place in the program, full payment must be made upon enrolment. Payments cannot be made on the day of the workshop.

Certificate Courses and Accredited Degree Programs

Cairnmillar recognises both prior learning and current competencies in the selection process of students, alongside previous training and experience when selecting suitable candidates for our programs. Our admission process requires the submission of a personal statement, the provision of two referees and copies of all academic transcripts relating to previous academic training. We also ask for the completion of a series of questions pertaining to any past experience in the field of counselling.

Those wishing to apply for Certificate or Accredited Degree Programs at Cairnmillar should complete the application form. Upon receipt the applicant will be contacted and invited to attend an interview with a member of the School Teaching Faculty. The final decision regarding applications will be made by our Student Selection Committee which meets fortnightly.

Further Information

If you would like further information or have any questions regarding the courses offered by Cairnmillar, please contact our School Registrar via the details below:
Phone +61 3 9813 3400
Fax +61 3 9882 9764
enquiries@cairnmillar.org.au

Recognition of Prior Learning

Students may apply for recognition of prior learning and exemptions from some units of study, where an equivalence of earlier learning and achievement can be established.

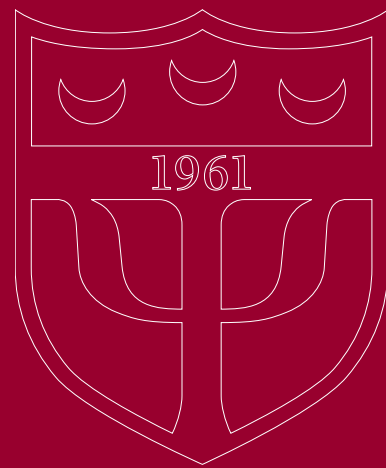
Current Competencies will be assessed through the following:

1. Written application.
2. A presentation of the application to the appropriate selection committee.
3. Review and clarification of all supporting documentation.
4. Referee feedback.

All claims for recognition of current competence will be matched to the relevant subject outlines or project requirements.

Please forward completed application form by post, fax or email to:

School Registrar
Cairnmillar Institute
993 Burke Road, Camberwell VIC 3124
Fax +61 3 9882 9764
Email enquiries@cairnmillar.org.au



Enrolment Conditions

All fees are reviewed each year and may increase without notice.

Cairnmillar reserves the right to terminate a person's participation in a course:

1. If the participant fails to meet the ongoing assessment tasks.
2. If the course is deemed to be beyond his or her ability.
3. If the person is being disruptive in class.
4. If the student breaches the Institute's privacy and ethical conditions.
5. If the student does not accept the Institute's rules.

Cancellation Policy

Cairnmillar reserves the right to alter any of the published arrangements, either before or during a course or to cancel, substitute or terminate a course or unit where necessary.

Withdrawal and Refund Conditions

1. All refund requests must be made in writing to the School Registrar.
2. Cairnmillar does not accept responsibility for any changes in personal circumstances or work commitments of students.
3. Cairnmillar does not take any responsibility for any books or resources purchased or expenses incurred for use in its courses or programs.
4. Different refund arrangements apply for International Students. Please refer to the Information Booklet for Overseas Students.
5. A student who withdraws on or prior to the census date is entitled to receive a refund of his/her tuition fees.

Concessions

Counselling Skills and workshops attract a 10% concession for health care card holders, pensioners, full-time students and people receiving benefits. Those applying for concessions must provide a copy of their student card, social security card, or health care card to the School Registrar when enrolling.

Transfer Policy

Should a student be unable to attend a workshop or counselling skills unit, a substitute attendee is always welcome at no extra charge. Alternatively, we will make a full and prompt refund for cancellations received seven days prior to commencement of the program less a 10% administration fee.

Student Recruitment, Selection Policies and Procedures

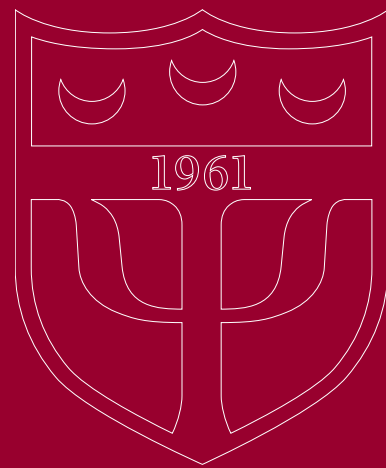
For further information go to www.cairnmillar.org.au

Privacy

The Cairnmillar Institute acknowledges and respects the privacy of individuals. We support and endorse the National Privacy Principles contained in the Privacy Amendment (Private Sector) Act 2000 and complies with these principles whenever personal information as defined by the Act is collected by us.

FEE-HELP

Need help to pay your tuition fees? FEE-HELP can cover all or part of your tuition fees for our accredited programs. To find out more go to www.goingtouni.gov.au or call 1800 020 108.



FEE-HELP information

What is FEE-HELP?

FEE-HELP is a loan scheme that assists eligible students to pay their tuition fees. FEE-HELP can cover all or part of a student's tuition fees. Over their lifetime a student may borrow through FEE-HELP an amount up to the FEE-HELP limit of \$81,600 (indexed each year) to pay their tuition fees.

The Australian Government pays the amount of the loan direct to a student's higher education provider in the case of its students. Students repay their loans through the Australian taxation system once their repayment income is above the minimum repayment threshold for compulsory repayment. Voluntary repayments may be made at any time, regardless of income.

To be entitled to FEE-HELP, you must be an Australian citizen or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the course.

For more information go to www.goingtouni.gov.au



Cairnmillar is an environmentally responsible company.
This course guide is printed on 100% recycled paper made from 100% post-consumer waste, bleached chlorine free (PCF) and is FSC CoC certified. The mill operates under the ISO 14001 Environmental Management System which guarantees continuous improvement and is PEFC certified for traceability.





Cairnmillar
INSTITUTE

Treatment | Education | Research

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ACN 120 972 063
CRICOS Provider Number 02781E