



Cairnmillar
INSTITUTE

School of Psychology
Counselling & Psychotherapy

Counselling and Psychotherapy
Course Information Handbook
2023

Graduate Certificate of Counselling and Psychotherapy Course Code: CP081
Graduate Diploma of Counselling and Psychotherapy Course Code: CP082
Master of Counselling and Psychotherapy Course Code: CP091

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Counselling and Psychotherapy degree. This course information handbook addresses many aspects and requirements of the course. It should be read in conjunction with the following:

- [Placement Information Handbook](#)
- [Unit Outlines](#)
- [Policies and Procedures](#)

These resources provide all the information you need to successfully navigate your way through the different components of the course. If you find anything missing from these handbooks, please let us know.

The Cairnmillar Institute and staff wish you an enjoyable and rewarding professional experience.



Professor Louise Roufeil
Head of School



Ms Zohar Berchik
Course Coordinator, Counselling and Psychotherapy Program

The Cairnmillar Institute

The vision of the Cairnmillar Institute is to be globally recognised as a centre for psychological treatment, higher education, community education and research in the fields of Psychology, Counselling and Psychotherapy. The Institute is an Australian Health Promotion Charity and non-profit body.

Our aim is to offer relevant programs and services tailored to our professional and client community needs. The service growth and regional reach of Cairnmillar is underpinned by our values of respect, integrity and professionalism and a focus on quality and standards. Connection with business partners and community, and a focus on quality is critical to our business development and will directly enhance our client and student experience. We also aim to strengthen our contribution to the body of research that informs community in practice, and education.

Counselling and Psychotherapy

Master of Counselling and Psychotherapy

The Master of Counselling and Psychotherapy is an immersive, cohesive and philosophically aligned program, designed to equip students with the skills and knowledge to offer and ethically deliver effective counselling and psychotherapy.

Completed over two years (full-time) and fully accredited by both the [Psychotherapy and Counselling Federation of Australia \(PACFA\)](#) and the [Australian Counselling Association \(ACA\)](#), the program incorporates and extends on the [Graduate Certificate](#) and the [Graduate Diploma](#) degrees. It is taught by respected therapist-academics practicing in the field, who work collaboratively to deliver a comprehensive program, aimed at developing well-integrated, critically discerning and reflexive, inclusive and culturally competent, counselling and psychotherapy professionals.

The program has a relational emphasis and provides deep immersion into the theory and integrative practice of a humanistic, process-oriented approach to psychotherapy that incorporates contributions from the psychodynamic, cognitive, existential and systemic schools of thought and their related approaches. The course adheres to solid evidence-informed principles, drawing on common factors research that characterises effective counselling and psychotherapeutic work and on developments in trauma research. It also provides firm grounding in ethical, and legal considerations associated with counselling and psychotherapy practice. Students in the program are trained in research methodology to encourage and develop their capacity to contribute to learning in the field.

The Cairnmillar Institute's reputation as a leader in counselling and psychotherapy service and education has meant that it is one of the only courses of its kind to provide students with a fully supported professional placement experience, in which placement opportunities are sourced through our established industry partnerships. Students are also provided with focused in-house individual and group supervision to prepare students for the workplace.

Entry Requirements

Master of Counselling and Psychotherapy:

- An undergraduate qualification that is comparable to an Australian bachelor degree (AQF 7) in a related discipline (teaching, social work, social sciences, psychology, counselling or similar) with at least a 70% average marks.
- Prospective students wishing to enrol into the masters course who have an Australian bachelors (or comparable) degree in a non-relevant discipline, are encouraged to enrol in the graduate diploma to assess their suitability. They may be required to undertake The Cairnmillar Institute's [Introduction to Counselling Skills](#) and [Advanced Counselling Skills](#) short courses prior to the enrolment. Students accepted into the Graduate Diploma will be required to maintain an average of at least a 70% and successfully undergo an interview with the Course Coordinator for readiness and suitability to progress into the Masters program.

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Graduate Diploma of Counselling and Psychotherapy:

- An undergraduate qualification that is comparable to an Australian bachelors degree (AQF 7) in a related discipline (teaching, social work, social sciences, psychology, counselling or similar) with at least a 60% average marks.
- An undergraduate qualification that is comparable to an Australian bachelor degree in any discipline with at least a 60% average marks AND relevant work experience or

completion of The Cairnmillar Institute's Introduction to Counselling Skills and Advanced Counselling Skills short courses.

- A Diploma (AQF 5) or Advanced Diploma (AQF 6) AND at least one year of work experience in a relevant field.

Graduate Certificate of Counselling and Psychotherapy:

- An undergraduate qualification that is comparable to an Australian bachelors degree (AQF 7) in any discipline with at least a 60% average marks.

A Diploma (AQF 5) or Advanced Diploma (AQF 6) AND at least one year of work experience in a relevant field.

Personal Qualities of Successful Applicants

The reputation of the Cairnmillar Institute rests ultimately with the quality of the students that graduate from our courses.

The Training Standards of the Psychotherapy and Counselling Federation of Australia (PACFA), the accrediting body for counselling and psychotherapy courses in Australia, highlight the requirement for prospective students and graduates to demonstrate qualities of self-awareness, reflective and relational capacities, and a certain level of emotional maturity resulting from integrated life experience.

Potential students would need to demonstrate some ability to self-regulate emotional arousal, a high level of openness to experience and cognitive flexibility, reasonable organisational skills, self-awareness and a reflective attitude. Evidence of an ability to learn from experience, recognise and respond reasonably to ethical concerns and genuine interest in the wellbeing of others will also be sought. Other desired attributes include: Empathy, authenticity, curiosity, courage, integrity, resilience, respect, tolerance for ambiguity, receptiveness to feedback, and a genuine interest in personal growth.

Duration of the Course

Master of Counselling and Psychotherapy: 2 years full-time or 4 years part-time

Graduate Diploma of Counselling and Psychotherapy: 1 year full-time or 2 years part-time

Graduate Certificate of Counselling and Psychotherapy: 1 year part-time

Graduate Learning Outcomes

Graduate Certificate of Counselling and Psychotherapy

Students who satisfactorily complete this course will have achieved advanced knowledge and skills in the following areas of study:

- Develop an effective therapeutic alliance and facilitative therapeutic relationship
- Demonstrate a basic understanding of issues of power in the therapeutic relationship
- Critically evaluate and compare the theories and models of the different schools of therapy and apply them to provided case study material
- Effectively utilise the key theoretical concepts, apply therapeutic attitudes, and counselling skills to facilitate change
- Critically evaluate the application of the core clinical processes taught
- Demonstrate self-awareness and an ability to self-reflect

- Demonstrate cultural and gender diversity awareness and respect for all aspects of human diversity and life contexts

Graduate Diploma of Counselling and Psychotherapy

Students who satisfactorily complete this course will have achieved advanced knowledge and skills in the following areas of study:

- Critically review and effectively utilise the knowledge of the major schools of counselling and psychotherapy and relevant research in counselling assessment and treatment planning, while working with a range of presenting problems across the life span
- Develop an effective therapeutic alliance, select, and apply appropriate processes and counselling interventions to facilitate change and achieve client goals
- Apply the principles of trauma-informed and recovery-oriented practice in working with people struggling with mental ill-health
- Demonstrate knowledge and application of the PACFA and ACA Codes of Ethics and professional conduct guidelines and of relevant state and Commonwealth legislation.
- Demonstrate a capacity for self-awareness, self-reflection and reflexivity, as well as cognitive flexibility and an ability to tolerate ambivalence
- Consider the impact of systemic and structural issues of power on mental health
- Demonstrate cultural and gender diversity awareness and competence, and an attitude of respect for all aspects of human diversity and life contexts

Master of Counselling and Psychotherapy

Students who satisfactorily complete this course will have achieved advanced knowledge and skills in the following areas of study:

- Develop an effective therapeutic alliance and select and apply advanced counselling and psychotherapy processes, to facilitate change and achieve clients' goals
- Critically review and effectively utilise the knowledge of the major schools of counselling and psychotherapy, as they apply to assessment, case-conceptualisation, and treatment planning in the context of a range of presenting problems across the life span
- Demonstrate an ability to evaluate the effectiveness of therapeutic processes
- Develop an attitude of reflective practice in which self-awareness, reflectiveness and reflexivity are demonstrated and in which continuous personal and professional development are autonomously sought and engaged.
- Identify, analyse and resolve complex ethical and professional dilemmas while applying knowledge of different ethical paradigms, Relevant Codes of Ethics and professional conduct and the relevant State and Commonwealth legislation
- Demonstrate advanced competence in cultural, sexual and gender diversity.
- Consider the limitations of specific research methods and demonstrate an ability to choose methods appropriate to specific research aims and objectives
- Critically engage with research literature and conduct a literature review
- Develop advanced critical thinking skills and skills in qualitative and quantitative data analysis and presentation
- Complete a research project relevant to counselling and psychotherapy practice.

Career Opportunities

Master of Counselling and Psychotherapy and

Graduate Diploma of Counselling and Psychotherapy – Graduates of these courses may find employment in a variety of settings including community health and community services organisations, agencies, rehabilitation providers, human resource management, child protection, family support counselling services, allied clinics and services, and private practice.

Graduate Certificate of Counselling and Psychotherapy

Although graduates from this course will not be able to work independently in the field of counselling, they will learn additional communication and relational skills that may enhance their current work-skills. With that, they may find employment in some community health and community services organisations.

Graduates of this program may be eligible to apply for entry into the [Graduate Diploma of Counselling and Psychotherapy](#).

More information about [career pathways](#) can be found on myCMI.

Professional Recognition

The **Master of Counselling and Psychotherapy** is accredited by both the Psychotherapy and Counselling Federation of Australia (PACFA) and by the Australian Counselling Association (ACA).

The **Graduate Diploma of Counselling and Psychotherapy** is accredited by the Australian Counselling Association (ACA).

The **Graduate Certificate of Counselling and Psychotherapy** course units form part of the nested suite of study within the Master of Counselling and Psychotherapy. Further study (at least to the Graduate Diploma level) is required to meet the professional training standards of the Australian Counselling Association (ACA).

More information about professional registration can be found on myCMI: [Professional Registration FAQs](#) on myCMI.

Course Structure & Credit Points

The Graduate Certificate and the Graduate Diploma constitute the first year of the Master of Counselling and Psychotherapy course. These degrees are also exit points for those who do not qualify for, or wish to, complete a masters degree.

Counselling and Psychotherapy Program Sequence			
Semester	Unit Code	Unit Title	Credit Points
Graduate Certificate of Counselling and Psychotherapy			
1	CAP401	Psychotherapeutic Theories and Models	12.5
1	CAP402	Person-Centred Counselling	12.5
2	CAP404	Facilitating Therapeutic Change	12.5
2	CAP405	Cognitive Behavioural Therapies	12.5
			Total Credit Points: 50
Graduate Diploma of Counselling and Psychotherapy			
1	CAP412	Ethics and Professional Development	12.5
1	CAP417	Assessment Process in Counselling and Psychotherapy	12.5
2	CAP461	Counselling Placement 1	12.5
2	CAP414	Treatment Planning	12.5
			Total Credit Points: 100
Master of Counselling and Psychotherapy			
1	CAP561	Counselling Placement 2	12.5
1	CAP509	Child and Family Therapy	12.5
1	CAP551	Research Methods and Project	12.5
1	CAP511	Interpersonal Processes in Psychotherapy	12.5
2	CAP507	Key Competencies in Brief Dynamic Psychotherapy	12.5
2	CAP505	Exploring Process Experiential Emotion Focused Therapy	12.5
2	CAP506	Existential Psychotherapy and the Group Process	12.5
2	CAP510	Trauma, Loss and Grief Therapy	12.5
			Total Credit Points: 200

Study Load

A full-time study load is four units per Semester. A part-time study load is two units per Semester.

Each unit has a workload of: 3 hours per week (timetabled) + 9 hours per week (personal study time) = 12 hours per week per unit of study (approximately).

Graduate Certificate of Counselling and Psychotherapy:

Course Details: 50 credit points (available part-time only)

Coursework: 50 credit points or 100% of the course

Prerequisite Unit/s: CAP402 is a prerequisite for CAP404

The Graduate Certificate of Counselling and Psychotherapy can only be taken part-time, as outlined above.

Graduate Diploma of Counselling and Psychotherapy

Course Details: 100 credit points

Coursework: 87.5 credit points or 87.5% of the course

Practical Placement: 12.5 credit points or 12.5% of the course

Prerequisite Unit/s: CAP402 is a prerequisite for CAP404

CAP401, CAP402, CAP412 and CAP417 are prerequisites for CAP461

The Graduate Diploma of Counselling and Psychotherapy can be taken full-time or part-time. Students undertaking the degree full-time would enrol in two Graduate Certificate and two Graduate Diploma units per Semester, as outlined in the table on page 9.

Students undertaking the degree part-time would enrol in two Graduate Certificate units per Semester in their first year of part-time study, and two Graduate Diploma units per Semester in their second year of part-time study.

Master of Counselling and Psychotherapy

Course Details: 200 credit points

Coursework: 50 credit points or 50% of the course

Research: 25 credit points or 25% of the course

Practical Placement: 25 credit points or 25% of the course

Prerequisite Unit/s: CAP402 is a prerequisite for CAP404

CAP412 and CAP417 are prerequisites for CAP461 (placement)

CAP461 is a prerequisite for CAP561 (placement)

CAP551 (Research Methods) is a prerequisite for CAP505 (unless waived by Course Coordinator).

The Master of Counselling and Psychotherapy can be taken full-time or part-time. Students undertaking the degree full-time would enrol in two Graduate Certificate and two Graduate Diploma units per Semester, as outlined in the table on page 9, in their first year of study. Students would then undertake four masters level units per Semester in their second year of study.

Students undertaking the degree part-time would enrol in two Graduate Certificate units per Semester in their first year of part-time study, and two Graduate Diploma units per Semester in their second year of part-time study. They would then undertake two masters level units per Semester in their third and fourth years of study.

Coursework Units

Each of the units of study are detailed below. Please note students must pass all units before being eligible to graduate.

Graduate Certificate of Counselling and Psychotherapy

- **CAP401 (Psychotherapeutic Theories and Models)**

The aim of this unit is to orientate students to the major schools of thought that inform contemporary therapeutic practice and develop their critical thinking skills to effectively navigate these as they start to develop their own philosophy of practice. Students will explore a range of psychotherapeutic theories, therapeutic procedures, models of human development, and will be exposed to a broad therapeutic literature base. Coursework will be supported by reflective small group practice.

- **CAP402 (Person Centred Counselling)**

This unit provides a foundational understanding of the theories, concepts, attitudes and practices of humanistic psychotherapy, with a focus on Person-Centred Therapy and the work of its founder, Carl Rogers. This unit encourages a self-reflective attitude to assist students in developing an understanding of the counsellor's use of self in the therapeutic relationship. Students are supported in their development of the foundational counselling skills and therapeutic presence required to facilitate a meaningful and effective therapeutic process. The skills and attitudes introduced in this unit are contextualised in the recent research examining common factors contributing to successful outcomes in therapy. The theoretical learning and discussions will include contemporary developments in the Person-Centred Approach and will be accompanied by weekly practicums focused on skills development.

- **CAP404 (Facilitating Therapeutic Change)**

This unit builds on the humanistic principles and person-centred therapy practice introduced in the CAP402 unit. It will look critically and practically at the theory and application of humanistic process-oriented counselling, with the introduction of Focusing-Oriented Experiential Psychotherapy. This subject's main objective is to develop students' therapeutic presence further and enhance relational attunement, process awareness, experiential listening, and effective responding. In addition, the unit will explore the application of the *Focusing* process in clinical settings; and review the research in the humanistic experiential therapy domain.

- **CAP405 (Cognitive Behaviour Therapies)**

This unit introduces students to the three waves of Cognitive Behavioural Therapies, with a focus on the mindfulness-informed Acceptance and Commitment Therapy (ACT). Cognitive Behaviour Therapies (CBT) is an umbrella term used to define a range of evidence informed, outcome-focused cognitive and behavioural therapies. Cognitive Behaviour Therapies broadly attribute emotional and functional difficulties to learned habitual thoughts and actions, and work towards changing thoughts and actions (or our relationship with them) to improve outcomes. ACT is a third wave behaviour therapy that assists clients in applying mindfulness and acceptance skills to their responses so that they can make better choices and behave in ways that are more consistently aligned with their values. In this practical unit,

students will gain experience in applying and evaluating their skills across the six core processes of ACT.

Graduate Diploma of Counselling and Psychotherapy

The Graduate Diploma consists of the four Graduate Certificate units outlined previously, as well as the following four units:

- **CAP412 (Ethics and Professional Development)**

This unit emphasises the personal attributes and professional competencies required to practice ethically and legally as a counsellor and psychotherapist. Students will be introduced to different ethical frameworks and ethical decision-making models. The development of ethical mindfulness and an integrated ethical stance is central to this unit. Students will work through case studies and examine a variety of professional situations in class to increase their ethical decision-making skills and ability to take ethical action including in the context of issues of power, culture and diversity.. Students will also acquire an understanding of best practice in relation to counselling online and in relation to professional ethical obligations such as duty of care, confidentiality, informed consent, mandatory reporting and record keeping.

- **CAP461 (Counselling Placement 1)**

Refer to the [Placement Information Handbook](#) for more information

- **CAP417 (Assessment Process in Counselling and Psychotherapy)**

This unit focuses on counselling and psychotherapy assessment and brief interventions, informed by recovery-oriented and trauma-informed principles of practice. It discusses cross-discipline perspectives on mental health disorders, including a critical overview of the DSM 5. and introduces a variety of important assessment and assessment related processes and interventions, including the assessment of suicide risk and the presence of family violence.

- **CAP414 (Treatment Planning)**

Following on from *CAP417 Assessment Processes in Counselling and Psychotherapy*, this subject is aimed at enabling students to develop a clear understanding of recovery-oriented, and trauma-informed counselling and psychotherapy response to the treatment of common presenting issues such as anxiety and depression, substance-related and addictive issues, trauma, grief and bereavement. Previously introduced major psychotherapeutic models and interventions will be applied to a variety of clinical case studies and clients' presentations. Consideration is given to the unique aspects of working with indigenous populations and minority groups, as well as counselling clients across the lifespan.

Master of Counselling and Psychotherapy

The Master of Counselling and Psychotherapy consists of the Graduate Certificate and Graduate Diploma units above, as well as the following eight units (16 units in total):

- **CAP561 (Counselling Placement 2)**

Refer to the [Placement Information Handbook](#) for more information

- **CAP507 (Key Competencies in Brief Dynamic Psychotherapy)**

Brief dynamic psychotherapy is a widely accepted short-term and effective distillation of key psychodynamic concepts, aimed at allowing clients to make significant changes in both their intrapersonal and interpersonal styles of relating. By exploring interpersonal challenges in light of patterns of intra-personal conflict, deeper feelings and thoughts that interfere with a client's relationships and the meaning beneath current problems can be uncovered.. This unit offers in-depth training in the core competencies and theoretical components of the approach.

- **CAP551 (Research Methods and Project)**

The aim of this unit is to introduce students to the scientific research process and provide an overview of both qualitative and quantitative research methods. It focuses on conceptual, practical, and ethical issues in the research process. A key aim of the unit is to provide an understanding of how research is designed to address specific research questions in response to broader social issues. Relevant ethical, contextual, and cultural issues are also addressed in this unit. This unit also prepares students for the capstone requirements of CAP505

- **CAP511 (Interpersonal Processes in Psychotherapy)**

The aim of this unit is to assist students in developing an in-depth understanding of the theoretical and empirical basis for a relational, interpersonal process focus in counselling and psychotherapy. This advanced clinical training provides an integrative treatment approach that draws from humanistic-existential, cognitive-behavioural and psychodynamic approaches and highlights the use of the process dimension to facilitate change. Students will learn to utilise an understanding of attachment styles, clients' internal working models and external relational patterns, to provide immediacy-based interventions and facilitate an effective therapeutic process.

- **CAP509 (Child and Family Therapy)**

The aim of this subject is to advance the student's knowledge and skills in clinical work with children and families. This unit will develop the student's knowledge and skills for working with children, adolescents, and families from a systemically informed humanistic perspective, drawing on Child-Centred Play Therapy and Expressive Therapy activities and techniques. The unit also focuses on understanding Attachment Theory and using it within an Emotion Focused framework as applied to working with families. The theories covered will be applied to case conceptualisation and treatment planning for common presenting issues in clinical practice with families and children.

- **CAP505 (Exploring Process Experiential Emotion Focused Therapy)**

This capstone unit builds on and consolidates the humanistic foundations of CAP402 and the development of a process-experiential focus in CAP404, to introduce Process-Experiential psychotherapy, also known as Emotion Focused Therapy and on the critical thinking and research skills acquired in CAP551, to further develop theoretical and applied clinical and research, skills and praxis.

This advanced method of humanistic counselling, draws on emotion theory, a variety of task based interventions and an expanding international evidence base, to support clients to access unacknowledged core pain and unmet needs and to have these acknowledged and

met. The aim of the subject is to support students to develop practical competence in applying these advanced interventions across all clinical settings and to develop the ability to conceptualise, research and assess their work with clients through a theoretical model. There will be an assessed single case study research project in this unit.

- **CAP506 (Existential Psychotherapy and the Group Process)**

This unit is taught in the format of an experiential group, with a focus on relationship. The group experience is explored in the context of its connection to theory. The purpose of this highly experiential unit is to advance the students' intellectual and personally located knowledge of the various ways that the European and American schools of existential psychotherapy have both challenged traditional psychological frameworks of therapy and the person and opened new possibilities for the way psychotherapy might be understood and practiced. The themes of death, freedom, responsibility, isolation and meaninglessness will be explored as central concepts for the psychotherapist as they strive to examine human existence and the inevitable dilemmas of living in the world.

- **CAP510 (Trauma, Loss and Grief Therapy)**

The aim of this subject is to examine the phenomenology of traumatic stress experience, the theories that explain it and various selected approaches to its treatment, including loss- and grief-related aspects. The unit covers cognitive / meaning-making, emotional, somatosensory and interpersonal, multi-generational and collective aspects of traumatic experience. Diagnostic categories and approaches to formulation which are often applied to such experiences will be discussed. A variety of contemporary approaches for conceptualisation and treatment of trauma are covered.

Students should also refer to the relevant **Unit Outlines** located on [Canvas](#)

Placements

For information regarding placements, please refer to the [Placement Information Handbook](#).

Enrolment Conditions

See also: [Enrolment Conditions](#) on myCMI for a copy of the current enrolment conditions. You must agree to the conditions of enrolment every time you enrol in a unit of study.

Attendance

It is an expectation that students will attend all classes*. If you anticipate being absent, please advise your Unit Coordinator via email. Planned absences of several weeks should also be discussed with your Unit Coordinator. Students who miss more than three classes, should make an appointment to discuss their attendance with the Unit Coordinator.

Note: In accordance with national and state recommendations for social distancing due to COVID-19, we consider classes* to include to include synchronous online activities such as tutorials and lectures held in online platforms such as Zoom or Microsoft Teams.

Online Etiquette

Students are expected to comply with the Cairnmillar Institute's policies and regulations concerning etiquette during online classes, webinars, and in their electronic communications

including the TLP008 Student Social Media policy and FSP002 Discrimination Bullying Harassment Policy. All Policies and Procedures can be found [here](#).

Off-Campus Etiquette

From time to time, students will be encouraged to meet outside of hours to practice and develop skills. It is expected that students adhere to the same policies to which they are expected to adhere when on-campus or online, this includes all relevant policies such as the FSP002 Discrimination Bullying Harassment Policy. Students attending placement are to conduct themselves in a manner that adequately represents the Institute and in alignment with policies outlined in the [Placement Information Handbook](#).

Submission of Written Work

All written assessment tasks must be prepared in [Microsoft Word](#) and submitted via [Canvas](#). Please refer to the Unit Outlines on [Canvas](#) and the [Assessment Style Guides and Formatting](#) guide on myCMI for more information on written assignment requirements.

Referencing & Style Guidelines

The referencing and format for all assignments must be in APA 7 style. Please see [APA Style Referencing](#). Case reports/studies require client anonymity and confidentiality.

See also [Assessment Style Guides and Formatting](#) on myCMI.

Assessment Grades & Records

Final results for each unit will be calculated, then published on the [Paradigm Enrolment Portal](#) by the relevant results [publication date](#). See [myCMI](#) for information on [results publication](#).

Extensions

An extension may be granted for assignments where there is evidence of unexpected disruptions in the student's available work time. Extensions must be applied for and approved in accordance with the Assessment Policy and Procedures and any other published procedures found on the School website.

Applications must be made via the appropriate [form](#) before the due date and submitted to the [Unit Coordinator](#). An extension is valid only after it has been approved by the [Unit Coordinator](#).

See [myCMI](#) for more information on how to apply for an [assignment extension](#).

Special Consideration

Special consideration may be granted in situations where an extension is not possible, such as an exam or in-class work that has been missed. You should first discuss your situation with your [Course Coordinator](#) before applying. Please see the Assessment Policy and Procedures found on the School website for more information. Please see [myCMI](#) for how to apply for special consideration.

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Please refer to your Unit Outlines on [Canvas](#) for information regarding word limits for each assessment task.

Late Submissions

The penalty for late submissions is 5% per day (including weekends and non-business days), for a maximum of seven (7) days (i.e., maximum late penalty deduction possible is 35%). Work handed in more than one week late will not normally be marked and a fail result will be recorded. No assignment will be accepted once the results for that assignment have been published.

Tasks that are required to be completed and/or submitted in-class, such as class presentations must be submitted on the date of the class presentation unless a student has been granted special consideration. The penalty for late submission or non-submission of in-class tasks is usually 100% of the mark.

See also: [Late Assessment Submissions](#) on myCMI.

Samples of Work

Samples of student work may be taken for purposes of course accreditation. In all cases anonymity will be preserved. If you object to your work being copied for this purpose you must advise the Unit Coordinator when submitting assignments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of previous study, skills or experience.

See [myCMI](#) for more information on how to apply for RPL or credit transfer.

Marking Scales & Grade Definitions

You can view Cairnmillar's [grade-mark schema](#) on myCMI.

Academic Integrity

Breaches of academic integrity are serious academic offences. It is the responsibility of all students to access, read, and familiarise themselves with the Institute's [Academic Integrity and Student Conduct Policy and Procedures](#). See [myCMI](#) for more information about [Academic Integrity](#) at Cairnmillar.

All students must complete an Academic Integrity Module and Quiz on Canvas prior to beginning classes at Cairnmillar. Please see [here on myCMI](#) for more details.

Course Progress

Please see '[Academic Integrity and Progress Review Hearings](#)' on myCMI for detailed information on Cairnmillar's academic integrity and progress procedure.

Policies & Procedures

It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Policies and Procedures. These are published on our [school website](#). Detailed supporting information, guides and forms can be found on the student website, [myCMI](#).

Copyright

There are copyright laws that we need to be aware of and adhere to. Please see the [Australian Copyright Council's](#) website for full information on this topic.

Professional Standards

You must have a thorough knowledge of the Australian Psychological Society's Code of Ethics document. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended.

A full copy of the current edition of the [Code of Ethics](#) can be obtained on the [APS website](#).

Student Support, Counselling, & Wellbeing

Counselling & Support for Students

Please see '[Counselling for Students](#)' on myCMI

Academic & Writing Support for Students

Please see '[English and Academic Writing Support](#)' and '[APA Support and Study Skills](#)' on myCMI

Other Support Services

A searchable list of other support services can be found on myCMI. See: [Support for Students](#)

Tuition Fees and FEE-HELP

Information regarding the payment of fees can be obtained from myCMI and our public website. Tuition fees and conditions are published on our website, see [Tuition Fees](#). Please see [Fees and FEE-HELP FAQs](#) on myCMI for more information.

Termination of Enrolment

Cairnmillar reserves the right to terminate a person's enrolment in a course if the student:

- fails to meet the complete assessment task requirements or breaches the Institute's privacy and ethical conditions
- exceeds the maximum or negotiated time for completion of the course, or
- other conditions as specified in the [Enrolment Conditions](#).

See [myCMI](#) for details on Cairnmillar's [Academic Progress](#) procedure.

Graduation

To be eligible to have the relevant qualification awarded, a student must:

- comply with all the Institute Policies and Procedures;
- pay all relevant fees and charges;
- complete all requirements prescribed for the course of study at least at a PASS level;
- have all placement documentation up to date, signed off, and uploaded to myPlacement;
- submit the relevant intention to graduate form by the due date.

The appropriate awards are given on satisfactory completion of the course. These are presented at a special annual ceremony or given (posted) directly to students for a fee.

For more information see: [Completion and Conferral on myCMI](#)

Library Services

The Library at the Cairnmillar Institute is a specialist library resource, aimed at supporting the work of the Institute, focusing on the curriculum, teaching, research, and clinical requirements of the students, academic staff, clinical staff, and researchers. Appointments about Library and research skills can be made through the [Library](#).

Please visit the [Library](#) page on myCMI for more information.

Office 365

All students have access to [Office 365](#) while studying at Cairnmillar. Your Office365 account includes free access to Microsoft Word, Excel, PowerPoint, Outlook (student email), and much more.

Students also have access to 1TB of OneDrive storage. Find more information on [Office 365](#) on myCMI.

Student Email and Canvas Announcements

Students are provided with a Cairnmillar student email and are required to check this account regularly while enrolled. See: [Accessing your Cairnmillar Student Email on myCMI for full details](#).

Students should also regularly check or sign up for email [reminders on Canvas Announcements](#) and review the regular [Student Newsletter](#).

Computer & Printer Access

Each student has their own personal [OneDrive](#) account which can be accessed across any computer.

Please see '[Computer Access at Cairnmillar](#)' for more information.

Please see '[Printing/Copying at Cairnmillar](#)' on myCMI for more information.