



Cairnmillar
INSTITUTE

School of Psychology
Counselling & Psychotherapy

Graduate Certificate of Psychological Science
Course Information Handbook
2023

Course Code: PY085

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Welcome to The Cairnmillar Institute

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

- [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



Dr Chris Kilby
Course Coordinator, Graduate Certificate of Psychological Science

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.

Graduate Certificate of Psychological Science

The Graduate Certificate of Psychological Science offers a selection of units from our Graduate Diploma of Psychological Science. The course is designed for those wanting to take a refresher in undergraduate psychology, or for those seeking an alternative entry into the Graduate Diploma of Psychological Science or the Bachelor of Psychology (Honours) courses at the Cairnmillar Institute.

The course content encapsulates psychological theory from within some of the major domains of the discipline that may include cognitive, developmental, biological, or social psychology, depending on how you structure your enrolment.

The course is designed to introduce you to major concepts in psychology and begin to establish the foundational skills required for further study in psychology. Additionally, the course aims to instil important 'soft skills' such as communication, teamwork, lifelong learning, and problem solving.

Entry Requirements

Standard: Students are eligible for admission into the program if they have completed a recognised AQF Level 7 undergraduate degree (no restrictions on WAM).

Duration of the Course

This course may be completed either full time (one year) or part time (typically two years).

Graduate Learning Outcomes

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

- Demonstrate high-level knowledge of core psychological theory, research skills, statistics, and the associated empirical evidence base
- Synthesise research and theory from major fields in psychology and apply this knowledge to different contexts to resolve complex problems and apply in professional practice
- Communicate clearly, effectively, and professionally across a range of contexts including oration, writing, the online environment, and in teams
- Act ethically and professionally while respecting cultural, ethnic, and linguistic diversity
- Demonstrate self-motivated and self-directed learning principles that facilitate lifelong learning and ongoing professional development

Career Opportunities

Graduates can implement knowledge of psychological principles into their work ethic. This may make you more competitive in job roles associated with marketing, HR, or other industries that involve working with clients.

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

Professional Recognition

The course is accredited by TEQSA.

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

Course Structure & Credit Points

This course has been designed to be completed full time over six months or part time over one year.

The full-time course structure is as follows:

Semester	Unit Code	Unit Title	Credit Points
1	PSY401	Theories of Personality	12.5
1	PSY402	Research Design and Statistics	12.5
1	PSY403	Social Psychology	12.5
1	PSY404	Developmental Psychology	12.5

The recommended part-time course structure is as follows (note, it is strongly recommended to take PSY402 in the first semester of this course):

Semester	Unit Code	Unit Title	Credit Points
SELECT TWO OF THE FOUR UNITS OFFERED IN SEMESTER ONE			
1	PSY401	Theories of Personality	12.5
1	PSY402	Research Design and Statistics	12.5
1	PSY403	Social Psychology	12.5
1	PSY404	Developmental Psychology	12.5
COMPLETE BOTH OF THE UNITS OFFERED IN SEMESTER TWO			
2	PSY405	Cognitive and Behavioural Neuroscience	12.5
2	PSY406	Psychopathology	12.5

Course Details: 50 credit points

Coursework: 50 credit points or 100% of the course

Coursework Units

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

- **PSY401 (Theories of Personality)**

The first of two foundational units, PSY401 Theories of Personality provides a conceptual overview of psychology. At its core, psychology can be defined as the science of behaviour. This unit focuses on providing an overview of the field of psychology through the lens of the major conceptual paradigms that exist within the discipline to explain the interaction of human thoughts, feelings, and behaviour. Students will learn about, apply, compare, and contrast the major paradigmatic approaches (i.e., psychoanalytic, humanistic, evolutionary, biological, behaviourist, and cognitive) to understand and characterise human development, individual differences, and normal and abnormal behaviour. PSY404 Developmental Psychology will explore the major paradigmatic approaches relating to the characteristics of human development in more detail.

- **PSY402 (Research Design and Statistics)**

This unit is the second and final foundational unit of the course. While PSY401 Theories of Personality provides a conceptual overview of psychology, this unit provides an applied

introduction to the scientific approach that characterises the discipline. Students are introduced to modern approaches to critical thinking and scientific enquiry in psychology. Unit topics include the logic and practice of statistical inference, research design and analysis, and contemporary issues in the science of psychology. After this unit, students will be able to design a study, collect and analyse data and provide sound practical interpretations of results.

- **PSY403 (Social Psychology)**

This unit provides an overview of the major theoretical approaches and research findings regarding how people's thoughts, feelings and behaviour are affected by others in social interactions. The topics that students will learn about include: commonly used research methods and ethical issues arising in social psychology; social cognition; attribution; attitude measurement and attitude change; self and identity; aggression; attraction and close relationships; and social influence processes and group dynamics concerning issues such as crowd behaviour and prejudice and discrimination.

- **PSY404 (Developmental Psychology)**

This unit will provide an in-depth account of the major paradigmatic approaches relating to human development. The unit will cover physical, cognitive, and socioemotional development across the human lifespan. As well, it will further discuss methodologies used to address these questions, and the translational aspects of such findings. Students will demonstrate their knowledge of the theories through case studies critically examining how existing theories apply within domains such as educational design, positive behavioural prevention and interventions for school children, parenting, and healthy aging.

- **PSY405 (Cognitive and Behavioural Neuroscience)**

This unit provides an overview of the physiological and neural processes that underlie human cognition and behaviour. Following an outline of the functional anatomy of the nervous system, students will learn about the physiological and genetic bases for a wide range of phenomena including perception, movement, learning and memory, intelligence, emotion and reward, and cognitive disorders such as Alzheimer's disease. In addition, the types and nature of psychoactive drugs and their mechanisms of influence are covered.

- **PSY406 (Psychopathology)**

This unit adopts an integrative approach to the study of psychopathology. Students will learn how psychologists define abnormal behaviour and how they undertake clinical assessment and diagnosis. Students will be introduced to the major classes of psychological disorders as defined within the DSM-V including the typical symptomatology, prevalence, aetiology, and typical course. The unit will teach students how the major theoretical paradigms in psychology inform conceptualisation, assessment, and treatment of psychological disorders.

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

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](#).

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](#). 

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.