



**Cairnmillar**  
INSTITUTE

**School** of Psychology  
Counselling & Psychotherapy

Master of Professional Psychology Practice

# Course Information Handbook 2023

Course Code: PY092

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# Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Master of Professional Psychology Practice 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**



Dr Alexa Kambouropoulos  
**Course Coordinator**



Ms Laura Clarke  
**Course Coordinator**

## 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.

# Master of Professional Psychology Practice

The Master of Professional Psychology Practice (MPPP) fully incorporates the 5+1 pathway to general registration as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA). In the first year of the course, students undertake and must successfully complete the Master of Professional Psychology. The second year comprises the Psychology Board of Australia internship program (+1) during which students develop psychotherapeutic skills, professional knowledge, and experience in psychological practice.

On successful completion of the degree, graduates will have completed supervised field placements, undertaken individual and group supervision, and acquired the professional skills to meet the requirements for the '5+1 internship model' for generalist registration as a psychologist.

Although this course is a pathway to full registration as a general psychologist for fourth year graduates, APAC cannot accredit Internship Programs. For this reason, this is not an APAC accredited postgraduate course of study. More specifically, the 5<sup>th</sup> year (1<sup>st</sup> year MPP) of the MPPP is APAC accredited, but the internship year is not (2<sup>nd</sup> year MPPP).

## Entry Requirements

Applicants must have successfully completed an APAC accredited fifth year course in psychology with Distinction average and be eligible to hold provisional registration as a psychologist with the Psychology Board of Australia. Students must demonstrate readiness to undertake the PsyBA +1 Internship Program.

## Professional Standards

### Australian Psychological Society “Code of Ethics” (2007)

You must have a thorough knowledge of this document which is available from the APS. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended. In addition to discussing ethical and legal dilemmas with your supervisor, the APS also has a *Professional Affairs* director who is available to members for consultation on such matters.

A full copy of the 2007 edition of the Code of Ethics can be obtained [online](#).

## Duration of the Course

This course is designed to be completed within one-year full-time (unit sequence is a guide only). Part time completion of the MPPP course is not recommended. If in exceptional circumstances, part-time enrolment is allowed, it is expected that this will be completed in no more than 3 years. For further information about the part-time course structure, please contact the [Course Coordinator](#).

## Graduate Learning Outcomes

Graduates of the Cairnmillar Institute’s Master of Professional Psychology Practice are highly sought after for their academic acumen and professional suitability. Students who satisfactorily complete the MPPP will have achieved advanced knowledge and skills in the following areas of study:

- Demonstrate the capabilities required for registration as a psychologist
- Analyse, articulate and synthesise psychology as a systematic body of knowledge
- Analyse, synthesise and critically reflect on psychological constructs, models and theories
- Administer and interpret a comprehensive range of psychological tests and assessments

- Demonstrate effective oral and written communication and critical thinking skills for different audiences
- Apply a range of evidence-based psychotherapies
- Liaise and collaborate with other mental health and allied health professionals in a range of organisational contexts and applied settings

## Career Opportunities

On general registration as a psychologist, graduates can seek career opportunities in many health sectors, such as private practice, forensic, organisational, rehabilitation, corrections, education, and community-based agencies.

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

## Professional Recognition

Graduates can apply through AHPRA for general registration as a psychologist, and become a member of the APS (Australian Psychological Society)

Supervised Placement 1, 2, and 3 (INT601, INT602 & INT603) is designed to meet the requirements for full generalist registration with the Psychology Board of Australia.

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 on a full-time basis in two years. The full-time course structure is as follows:

### Year 1 (5<sup>th</sup> year) Master of Professional Psychology

Semester	Unit Code	Unit Title	Credit Points
1	MPP501	Professional Practice Issues*	12.5
1	MPP502	Foundations in Psychological Assessment & Psychopathology*	12.5
1	MPP560	Practicum & Supervised Placement 1*	25
2	MPP503	Advanced Skills in Psychological Assessment & Psychopathology*	12.5
2	MPP504	Psychological Treatment Models*	12.5
2	MPP550	Research Project*	12.5
2	MPP562	Practicum & Supervised Placement 2*	12.5
1	MPP501	Professional Practice Issues*	12.5

\*Units undertaken in the Master of Professional Psychology degree (5<sup>th</sup> Year)

### Year 2 (6<sup>th</sup> year) Master of Professional Psychology Practice

Semester	Unit Code	Unit Title	Credit Points
Summer School	INT600	Internship Planning & Preparation	5
S1	INT601	Supervised Professional Placement 1	35
S2	INT602	Supervised Professional Placement 2	35
Summer School	INT603	Supervised Professional Placement 3	25

**Course Details:** 200 total credit points (5<sup>th</sup> & 6<sup>th</sup> year)

**Coursework:** 67.5 credit points or 33.75% of the course

**Research:** 12.5 credit points or 6.25% of course

**Practical Placement:** 120 credit points or 60% of course

**Prerequisite Unit/s:** MPP500, MPP501, MPP502, MPP503, MPP504, MPP550, MPP561, MPP562 (Completed during the Master of Professional Psychology).

## Coursework Units

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

- **INT600 (Internship Planning and Preparation)**

The unit Internship Planning and Preparation focuses on the preparation of the +1 PsyBA Internship Program and increases student's awareness of the relationship between the eight components of psychological practice and the requirements of employment/placement. Students are taught the written skills necessary to complete each individual competency section of the Internship Program Plan (INPP-76). Further, students will be required to submit Section F of the Internship Program Plan (INPP-76) as part of their final assessment, from a Position Description that will be provided.

- **INT601, INT602, INT603 (Supervised Placement)**

Supervised Placement is an external placement and students are referred to the Cairnmillar Institute Placement Information Handbook. All placements are supervised by a Board Approved Supervisor, providing individual supervision. Group supervision is another component to the supervised placement and students are referred to the 'Group Supervision Schedule' available on Canvas.

Individual supervision meets the requirements of the Psychology Board of Australia. In relation to group supervision, students will attend a 2-hour fortnightly session. This provides opportunities to think about, plan for and work with issues and dilemmas experienced by the intern while on placement. Further, group supervision enables interns to identify legal and ethical issues, provide a space for peer discussion of case material, including the presentation of case reports, and planning and preparation for the National Psychology Examination (NPE).

Additionally, the purpose of these units is to ensure the student is making progress towards the goals set out in their Internship Program Plan (INPP-76 Section F).

**Please note:** Information on Placements and the Course Requirements are provided in the Master of Professional Psychology Practice / +1 Internship [Placement Information Handbook](#).

As students are enrolled on a semester basis, there will be hurdle requirements to ensure students receive a satisfactory for their academic record. Please read the Placement Information Handbook carefully.

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

## Eligibility for General Registration

### Psychology Board of Australia

To be eligible for general registration an applicant:

- a) Must have successfully completed a Board-approved qualification
- b) Must meet the eligibility requirements of the legislation, including any registration standard set by the Board
- c) Must submit two major case reports (Assessment and Intervention)
- d) Must submit evidence of completion of a Board-approved NPE

### The Cairnmillar Institute Master of Professional Psychology Practice Mock National Psychology Examination

In line with the introduction of a NPE, and to adequately prepare students, all students must attend the NPE workshops organised by Cairnmillar and sit a Mock NPE prior to sitting the NPE.

The Mock NPE will be a formal exam covering content from all the MPPP coursework units. Please refer to the unit outlines for INT601 and INT602 for further detail.

### Master of Professional Psychology Practice Examination Guidelines

The examination will be multiple-choice and short answer questions and is expected to be three hours in duration with a likely 150 questions.

The questions will be designed to test the application of psychology knowledge taught within the MPPP coursework units. It will avoid testing the recall of knowledge, but rather assess reasoning in applying knowledge to actual psychological case studies. The examination will assume the foundation knowledge of the first four years of training (i.e., in the undergraduate curriculum) but will not specifically test that knowledge.



**Test items will be mostly in the format of:**

- a) A vignette or scenario
- b) A lead-in questions
- c) A set of five options, of which one is the best answer and four are distracters.

### **Sample item**

A 48-year old man is referred to you by the local Workover agency for an assessment of his ability to return to work following an industrial accident. The accident involved the man injuring his leg on an industrial site in which part of scaffolding fell, injuring two other men and resulting in the death of a third workmate. The referral mentions continuing pain in the leg, difficulty sleeping, and marital conflict.

**What would you have as your primary hypothesis as to the diagnosis?**

- a) Primary insomnia
- b) Post-traumatic stress disorder
- c) Generalized anxiety disorder
- d) Adjustment disorder
- e) Pain disorder

Sample questions and further detailed instructions will be issued prior to the proposed examination.

**The purpose of the MPPP formal examination is twofold:**

1. To prepare students for the NPE
2. To ensure the measurement of a minimum level of *'applied professional knowledge'*.

Accordingly, there will be no grade awarded for the MPPP Mock Exam; only a pass or fail. In other words, the MPPP Mock Exam is a hurdle requirement for successful completion of the course and for graduation.

## **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](#).

## 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.