

Graduate Certificate in Pre-Professional Psychology

# Course Information Handbook 2024

PY086

# TABLE OF CONTENTS

<b>The Cairnmillar Institute</b> .....	<b>5</b>
<b>Graduate Certificate in Pre-Professional Psychology</b> .....	<b>6</b>
Entry Requirements .....	6
Study Requirements .....	6
Duration of the Course .....	6
Graduate Learning Outcomes .....	6
Career Opportunities .....	7
Course Structure & Credit Points .....	7
Coursework Units .....	8
<b>Enrolment Conditions</b> .....	<b>10</b>
Attendance .....	10
Online Etiquette .....	10
Submission of Written Work .....	10
Referencing & Style Guidelines .....	10
Assessment Grades & Records .....	11
Extensions .....	11
Special Consideration .....	11
Word Limit .....	11
Late Submissions .....	11
Samples of Work .....	12
Recognition of Prior Learning .....	12
Marking Scales & Grade Definitions .....	12
Academic Integrity .....	12
Course Progress .....	12
Policies & Procedures .....	13
Copyright .....	13
Professional Standards .....	13
Student Support, Counselling, & Wellbeing .....	13

Tuition Fees and FEE-HELP .....	13
Termination of Enrolment.....	14
Graduation .....	14
Library Services.....	14
Office 365 .....	14
Student Email and Canvas Announcements .....	15
Computer & Printer Access .....	15



# Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Graduate Certificate in Pre-Professional Psychology 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 Linda Byrne  
**Dean, Faculty of Psychology, Counselling and Psychotherapy**



Dr Joanne Brooker  
**Course Coordinator, Graduate Certificate in Pre-Professional Psychology**

# 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 in Pre-Professional Psychology

The Graduate Certificate in Pre-Professional Psychology (partial 4<sup>th</sup> year) course is designed for students who have completed a 4th year program and need to refresh some 4<sup>th</sup> year units.

## Entry Requirements

Applicants must have completed an APAC accredited fourth year.

## Study Requirements

**Face-to-face unit stream:** Students are required to engage in online resources including a pre-recorded lecture and readings prior to attendance at an on-campus weekly tutorial.

**Online unit stream:** Students are required to engage in online resources including a pre-recorded lecture and readings prior to attendance at an online weekly tutorial. Students are required to have a computer or laptop (a phone or tablet will not be sufficient), a webcam, a microphone, and easy access to fast and stable internet connection.

**Tutorial Attendance:** The course is designed on the assumption that you are attending the tutorials, as such important information relating to coursework and assessments are disseminated in tutorials and, in some cases, assessments are completed in tutorials.

**Group Work:** Willingness to work in groups, including group-based assessments.

**Workload:** Acceptance that part-time study requires a minimum of 20 hours of high-quality study time per week.

## Duration of the Course

This course is designed to be completed in one year part-time.

## Graduate Learning Outcomes

Depending on which two of the three available semester 1 units (HON401, HON402, HON403) students complete, students who satisfactorily complete this course will have achieved advanced knowledge and skills in four or five of the following areas of study:

- Apply ethical codes, legislation, and professional standards to issues relevant to psychological research and professional practice. (HON401)
- Demonstrate knowledge of the theoretical and empirical bases underpinning the development and application of psychological assessment and intervention. (HON403, HON404)
- Demonstrate advanced knowledge and understanding of developmental psychopathology. (HON407)
- Critically assess the impact of sociocultural and developmental factors in psychology research and professional practice. (HON401, HON407)
- Demonstrate sophisticated oral and written communication skills.

## Career Opportunities

The Graduate Certificate in Pre-Professional Psychology is intended as a refresher sequence for a previously completed APAC accredited 4<sup>th</sup> year sequence. On completion of the Graduate Certificate in Pre-Professional Psychology, students will have current knowledge and understanding of key topics in psychology and, with the required minimum average grades, graduates should be eligible to apply for most APAC accredited psychology Masters courses. Each provider will have different rules for refreshment of a sequence and calculation of WAM for any re-attempted results.

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

## Course Structure & Credit Points

The course has been designed to be completed on a part time basis over one year.

In semester 1, students select two units from HON401, HON402, and HON403. In semester 2, students complete HON404 and HON407.

Semester	Unit Code	Unit Title	Credit Points
1	HON401	Professional Practice and Professional Ethics	12.5
1	HON403	Psychological Assessment	12.5
1	HON402	Research Methods	12.5
2	HON404	Evidence-Based Practice and Practice-Based Evidence	12.5
2	HON407	Developmental Psychopathology Across the Lifespan	12.5

**Course Details:** 50 credit points

**Coursework:** 50 credit points or 100% of the course

## Coursework Units

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

- **HON401 (Professional Practice and Professional Ethics)**

This unit aims to provide students with a foundation knowledge of professional standards in psychology. The unit guides the student in exploring existing frameworks for thinking about standards and ethics, and highlights ways of accessing, weighting and applying extant legal authority, Codes and Guidelines. The primary objective of HON401 is to provide a forum for students to develop their knowledge about ethical and other standards, as well as their ability to critically apply Guidelines in an appropriate way. The unit aims to achieve this by requiring students to examine a range of ethical and practice dilemmas that are likely to be faced in psychological work, and providing opportunities to practice responding to these by applying systematic, informed, appropriate and reviewable methods. In doing so, HON401 also aims to develop students' reflective abilities, critical thinking, and understanding of the multitudinous responsibilities inherent in contemporary psychological practice.

- **HON402 (Research Methods)**

The primary aim of this unit is to enable students to analyse and report data at a professional and publishable level. Quantitative methods, using the excellent free program jamovi, which is built upon the market leading statistical program R, will be introduced and practiced. The use of qualitative approaches will also be taught and assessed. Students will learn how to use Quirkos to manage their qualitative coding approaches. All CMI students have free access to Quirkos. At the end of this unit students will be expected to have a data analysis skill set that they can use effectively on their own Honours research (HON455 and HON456) and future data analysis opportunities throughout their careers.

- **HON403 (Psychological Assessment)**

The aim of this unit is to assist students to understand issues relating to best practice in psychological assessment and testing. There are three components to this unit. Firstly, the unit includes an emphasis on psychometric issues (e.g., norms, reliability, validity), and the theoretical and empirical bases underpinning test construction, implementation, and interpretation across populations. The unit also includes a focus on beginning skills in basic assessment strategies, including observation, developing rapport, interpersonal communication, and interviewing. Finally, the unit aims to include beginning skills in case formulation and mental health assessment, as well as exploring specific psychological tests



commonly utilised, such as cognitive and personality testing. Relevant ethical, contextual, and cultural issues are also addressed in this unit.

- **HON404 (Evidence-Based Practice and Practice-Based Evidence)**

This unit focuses on the knowledge, techniques and interventions associated with evidence-based psychological practice. The aim of the unit is to introduce students to the scientist-practitioner model and the concept of what constitutes evidence-based practice (EBP) in psychology. Students will be introduced to a range of commonly used interventions and develop their abilities to critically evaluate the literature and scientific evidence supporting a range of psychological treatment interventions for various psychological disorders. In addition, students will also focus on how client characteristics (e.g., culture, ethnicity, gender, sexuality, age, and religion) may impact treatment and the need to consider these factors in EBP, as well as reflect on their own characteristics that may impact treatment. Other issues such as the therapeutic relationship, therapist skills and client acceptance of treatment will also be discussed. The aim of this unit is the development of the knowledge and skills required for best practice and quality assurance in applied psychological practice.

- **HON407 (Developmental Psychopathology Across the Lifespan)**

This unit will focus on important frameworks (e.g., the biopsychosocial model), theories (e.g., psychodynamic and behavioural), concepts (e.g., risk and protective factors), and processes (e.g., diagnoses and classification) central to the study of developmental psychopathology. Within the broad context of a lifespan perspective covering normative development from 'the cradle to the grave', particular emphasis will be given to the importance of the interplay between biological, psychological, and social/cultural factors (i) for understanding how psychopathologies may manifest; and (ii) gain insight into areas for treatment.

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.

**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, unless otherwise instructed by a unit coordinator, must be prepared in [Microsoft Word](#) and submitted via [Canvas](#). Please refer to the Unit Outlines on within the unit modules 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](#). The marks for your final assessment will be withheld until after the release of your final marks.

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 of the total assessment mark (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 and benchmarking. 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. RPL can only be granted for units prior to the commencement of your course

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. Assessment marks are withheld if students have not completed the Academic Integrity Module and Quiz on Canvas. Please see [here on myCMI](#) for more details.

## Course Progress

The Academic Integrity and Progress Committee (AIPC) is a sub-committee of the Academic Board and is normally chaired by the Head of School.

The AIPC review incidents of possible plagiarism and other breaches of academic or research integrity, such as collusion or cheating in exams.

The AIPC also support students who have poor academic performance or are at risk of failing a course through an academic progress intervention and Student Progress Agreements.

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

### Disability Support for Students

Please see ['Disability Support'](#) on myCMI

### International Student Support

Please see the ['International Students Page'](#) 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;
- 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: [Graduating From Your Degree](#) 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.

