

Master of Professional Psychology Practice

Course Information Handbook 2024

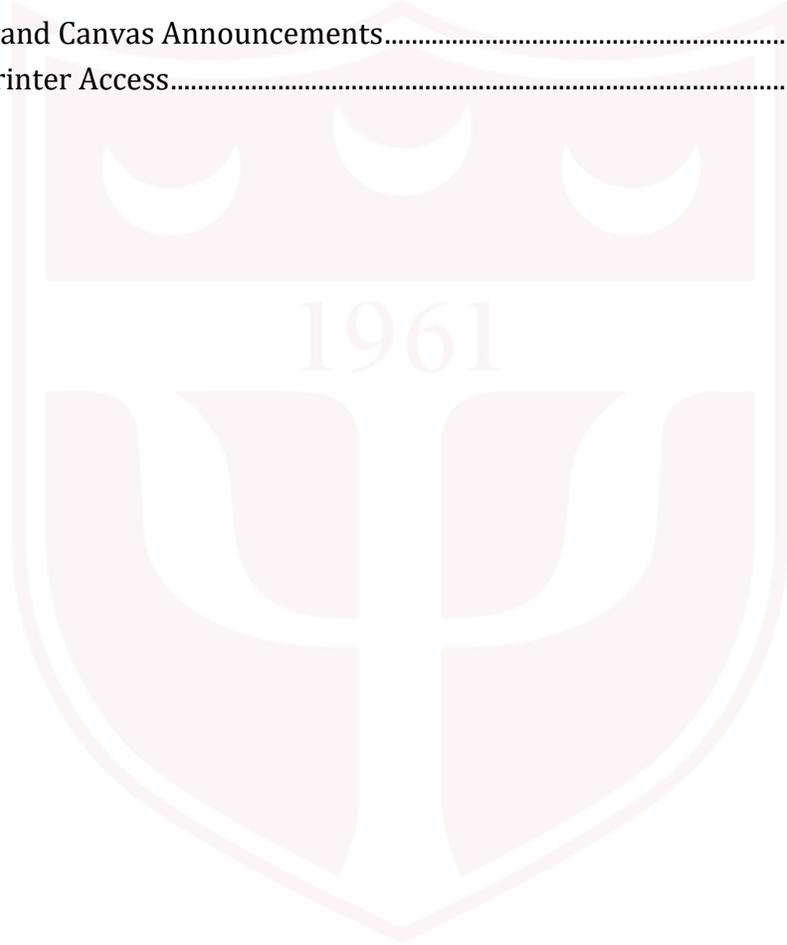


PY092

TABLE OF CONTENTS

The Cairnmillar Institute	5
Master of Professional Psychology Practice	6
Entry Requirements	6
Duration of the Course.....	7
Graduate Learning Outcomes	7
Career Opportunities.....	7
Professional Recognition.....	7
Course Structure & Credit Points	8
Coursework Units	8
Placements	10
Research.....	
Enrolment Conditions	10
Attendance	10
Online Etiquette	10
Submission of Written Work.....	10
Referencing & Style Guidelines	11
Assessment Grades & Records	11
Extensions	11
Special Consideration.....	11
Word Limit	11
Late Submissions	12
Samples of Work	12
Recognition of Prior Learning	12
Marking Scales & Grade Definitions	12
Academic Integrity	12
Course Progress	13
Policies & Procedures	13
Copyright	13

Professional Standards.....	13
Student Support, Counselling, & Wellbeing.....	13
Tuition Fees and FEE-HELP	14
Termination of Enrolment	14
Graduation.....	14
Library Services.....	14
Office 365.....	15
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 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 Linda Byrne
Dean, Faculty of Psychology, Counselling and Psychotherapy



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 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 general 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 5th year (1st year MPP) of the MPPP is APAC accredited, but the internship year is not (2nd 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.

Study Requirements

To satisfactorily meet the study requirements for this program, it is essential to factor in additional study time daily (approximately two hours) to enable the completion of all assessments including case reports, logbooks, National Psychology Exam (NPE) preparation, and other administrative matters required as provisional psychologists on placement.

Further, attendance of individual and group supervision is a requirement by the Psychology Board as well as the NPE and Skills Development Workshops. A reliable *high speed and stable internet connection is very necessary*.

You must have a thorough knowledge of the **Australian Psychological Society "Code of Ethics" (2007)**. This Code of Ethics is reviewed and updated regularly, and it is essential to remain

abreast of any changes that are recommended. 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. Part time completion of the MPPP may be approved via consultation with the Course Coordinator. If part-time enrolment is approved, 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

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

- Demonstrate the capabilities required for general registration as a psychologist
- Analyse, articulate and synthesise psychology as a systematic body of knowledge
- Ability to 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 general 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 full time. Part time enrolment may be approved in certain circumstances, via consultation with the Course Coordinator. For further information about the part-time course structure, please contact the [Course Coordinator](#).

The full-time course structure is as follows:

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

Course Details: 100 credit points

Coursework: 5 credit points or 5% of the course

Practical Placement: 95 credit points or 95% of the 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 aim of this unit is to prepare students for the final year of supervised psychological practice (+1 internship program) before registration. The unit will outline all requirements of the Psychology Board for the +1 Internship program including placement, client contact hours, competency-based assessments, and supervision. The unit will also assist students in the preparation and writing of

their Internship Program Plan (INPP-76) Section F, to comply with AHPRA's requirements for psychological practice (the eight core competencies). Students will work from a previously generated position description (whilst waiting for confirmation of their placement for 2023) to prepare and complete their written document.

This unit will give students a nuanced understanding of aspects of psychological practice. It will equip students with knowledge of the benefits and challenges of working in community settings and private practice and elements to consider when joining or establishing a practice as an early career psychologist. The unit will further develop students' understanding of how to get the most out of the supervisory relationship and students will be encouraged to consider their own supervision needs as they enter their internship year.

The unit also facilitates students' practical abilities to cope with the unique demands of being a psychology intern. Students will receive guidance on self-care strategies and ways to manage any potential anxiety and stress associated with internship. This will be provided through the invitation of several guest speakers.

- **INT601 (Supervised Professional Placement 1)**

The aim of this unit is to assist students to consolidate the foundational skills in working with clients as well as being able to write and maintain clinical files. Moreover, this unit will provide students with comprehensive skills in devising their study plan for the National Psychology Examination (NPE). The consolidation of these skills is taught via an approved supervised placement, weekly review of the provisional psychologist clinical case notes by an approved principal and or secondary supervisor, and two NPE preparation workshops. The provisional psychologist progress in this area of clinical practice is evaluated through case notes, four direct observations submitted to the principal supervisor, case reports (assessment and or intervention), logbooks submitted to the Psychology Board of Australia, and the submission of a comprehensive study plan for the official NPE.

- **INT602 (Supervised Professional Placement 2)**

The aim of this unit is to assist students to continue consolidating the foundational skills in working with clients as well as being able to write and maintain clinical files. Moreover, this unit will focus on the domains assessed within the NPE, namely: assessment, and intervention. The consolidation of these skills is taught via an approved supervised placement, weekly review of the provisional psychologist's clinical case notes by an approved principal and or secondary supervisor, and three NPE preparation workshops. The provisional psychologist's progress in this area of clinical practice is evaluated through case notes, four direct observations submitted to the principal supervisor, case report (assessment and or intervention), logbooks, and successful completion of the Mock NPE on Canvas.

- **INT603 (Supervised Professional Placement 3)**

The aim of this unit is to assist students to continue consolidating the foundational skills in working with clients as well as being able to write and maintain clinical files. The consolidation of these skills is taught via an approved supervised placement and weekly review of the provisional psychologist clinical case notes by an approved principal and/or secondary supervisor. The provisional psychologist progress in this area of clinical practice is evaluated through case notes, direct observations, case reports, and logbooks.

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 expected 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](#). 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](#). 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;
- have all placement documentation up to date, signed off, and uploaded to the relevant placement tile on Canvas (only relevant for courses with placement requirements);
- 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.