

## CHC51015 Diploma of Counselling

The Cairnmillar Institute (Cairnmillar) is a Registered Training Organisation (RTO) and provides Nationally Recognised Training (NRT). This means you can be assured that our training will provide you with a qualification that is recognised and respected across Australia.

### Course Information

This qualification reflects the role of counsellors, who work with clients on personal and psychological issues using established counselling modalities. They use communication, micro-counselling and interviewing skills and draw on varied counselling therapies to assist clients. At this level, the counsellor will be working in defined and supported counselling roles in established agencies rather than in independent practice.

#### What this course offers you:

- Tailored assessments to suit your career goals or current workplace challenges.
- Pay the same as Government funded programs.
- Self-paced learning and evening lecturers allowing you to master in-demand career skills without having to leave your day job.
- Direct pathway into [Graduate Certificate of Counselling and Psychotherapy](#), [Graduate Diploma of Counselling and Psychotherapy](#), [Graduate Certificate in Child, Youth and Family Mental Health](#), or [Bachelor of Counselling and Psychology](#).
- Designed by industry experts and taught by experienced practitioners.
- Small class sizes and in-depth discussions, allowing you to fully explore the subject areas.
- A supportive environment with a dedicated Lecturer Support Tutor.
- High-quality teaching and learning experience.

### Units of Competency

Term 1	Term 2	Term 3	Term 4
CHCCSL001 Establish and confirm the counselling relationship	CHCCSL004 Research and apply personality and development theories	CHCCCS019 Recognise and respond to crisis situations	CHCDIV001 Work with diverse people
CHCCSL002 Apply specialist interpersonal and counselling interview skills	CHCPRP003 Reflect on and improve own professional practice	CHCCSL005 Apply learning theories in counselling	CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCCSL003 Facilitate the counselling relationship and process	CHCLEG001 Work legally and ethically	CHCCSL007 Support counselling clients in decision-making processes	CHCCCS038 Facilitate the empowerment of people receiving support
	CHCCSM013 Facilitate and review case management	CHCPRT025 Identify and report children and young people at risk	CHCCCS017 Provide loss and grief support

			CHCCSL006 Select and use counselling therapies
			CHCFAM003 Support people to improve relationships

### **CHCCCS019 - Recognise and respond to crisis situations**

This unit describes the skills and knowledge required to recognise situations where people may be in imminent crisis, and then to work collaboratively to minimise any safety concerns and make plans to access required support services.

This unit applies to any community services worker involved in crisis intervention. Management of the crisis may involve face-to-face, telephone or remote contact with persons involved.

### **CHCCSL001 - Establish and confirm the counselling relationship**

This unit describes the skills and knowledge required to use a structured approach to counselling to determine, establish and confirm the nature of the counsellor client relationship according to the agency's counselling model.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

### **CHCCSL002 - Apply specialist interpersonal and counselling interview skills**

This unit describes the skills and knowledge required to use advanced and specialised communication skills in the client-counsellor relationship.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

### **CHCCSL003 - Facilitate the counselling relationship and process**

This unit describes the skills and knowledge to support clients to identify and work through concerns, and to manage the overall counselling process to its conclusion.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

### **CHCCSL004 - Research and apply personality and development theories**

This unit describes the skills and knowledge required to research key concepts and constructs of theories of personality and human development, and link those to counselling practice.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

### **CHCCSL005 - Apply learning theories in counselling**

This unit describes the skills and knowledge required to apply theory underpinning behaviourism and social learning to formulate and monitor a program for behaviour change in a counselling context.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

### **CHCCSL006 - Select and use counselling therapies**

This unit describes the skills and knowledge required to select and use different counselling therapies to meet client needs.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues, within established policies, procedures and guidelines.

### **CHCCSL007 - Support counselling clients in decision-making processes**

This unit describes the skills and knowledge required to assist clients to clarify their goals, explore options and develop a course of action.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues, within established policies, procedures and guidelines.

### **CHCCSM005 - Develop, facilitate and review all aspects of case management**

This unit describes the skills and knowledge required to undertake case management meetings to plan, monitor and review service provision.

Workers at this level work autonomously and are responsible for own outputs within organisation guidelines.

This unit applies to work in a range of health and community services contexts.

### **CHCDIV001 - Work with diverse people**

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.

This unit applies to all workers.

### **CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety**

The unit describes the skills and knowledge required to identify Aboriginal and/or Torres Strait Islander cultural safety issues in the workplace, model cultural safety in own work practice, and develop strategies to enhance cultural safety.

This unit applies to people working in a broad range of roles including those involved in direct client service, program planning, development and evaluation contexts.

### **CHCLEG001 - Work legally and ethically**

This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.

This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities.

### **CHCPRP003 - Reflect on and improve own professional practice**

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

### **CHCAGE001 - Facilitate the empowerment older people**

This unit describes the skills and knowledge required to respond to the goals and aspirations of older people and provide support services in a manner that focuses on improving health outcomes and quality of life, using a person-centred approach.

This unit applies to support workers in residential or community contexts.

### **CHCCCS017 - Provide loss and grief support**

This unit describes the skills and knowledge required to recognise and respond to the needs of people who are experiencing loss, grief and bereavement.

This unit applies to workers in a range of community services and health contexts.

### **CHCFAM003 - Support people to improve relationships**

This unit describes the skills and knowledge required to engage with diverse people to determine relationship issues and support relationship building using a strengths-based approach.

This unit applies to individuals working with individuals and families in community services work. It does not include formal relationship counselling. When combined with other units it may apply to group work.

## Delivery

Students can enter the course at the beginning of each term – February, April, July and September. The course takes 12 months to complete in total and meets the requirements of a full-time program.

Students undertake the course through self-paced online learning across 10-week block periods. Each week includes one 90-minute live interactive session. **This session is scheduled every Wednesday from 4.30pm until 6pm** and can be attended online or face-to-face at our Hawthorn East Campus, 391-393 Tooronga Road.

## 2024 Academic Calendar

Term	Weeks	Dates
1	10	5 <sup>th</sup> February – 14 <sup>h</sup> April 2024
Break	1	15 <sup>th</sup> April – 21 <sup>th</sup> April 2024
2	10	22 <sup>th</sup> April – 30 <sup>th</sup> June 2024
Break	2	1 <sup>st</sup> July – 14 <sup>th</sup> July 2024
3	10	15 <sup>th</sup> July – 22 <sup>nd</sup> September 2024
Break	1	23 <sup>rd</sup> September – 29 <sup>th</sup> September 2024
4	10	30 <sup>th</sup> September – 8 <sup>th</sup> December 2024

## Class Schedule

Term 1	Class Dates	Term 2	Class
Class 1	7 <sup>th</sup> February 2024	Class 1	24 <sup>th</sup> April 2024
Class 2	14 <sup>th</sup> February 2024	Class 2	1 <sup>st</sup> May 2024
Class 3	21 <sup>st</sup> February 2024	Class 3	8 <sup>th</sup> May 2024
Class 4	28 <sup>th</sup> February 2024	Class 4	15 <sup>th</sup> May 2024
Class 5	6 <sup>th</sup> March 2024	Class 5	22 <sup>nd</sup> May 2024
Class 6	13 <sup>th</sup> March 2024	Class 6	29 <sup>th</sup> May 2024
Class 7	20 <sup>th</sup> March 2024	Class 7	5 <sup>th</sup> June 2024
Class 8	27 <sup>th</sup> March 2024	Class 8	12 <sup>th</sup> June 2024
Class 9	3 <sup>rd</sup> April 2024	Class 9	19 <sup>th</sup> June 2024
Class 10	10 <sup>th</sup> April 2024	Class 10	26 <sup>th</sup> June 2024

Term 3	Class Dates	Term 4	Class
Class 1	17 <sup>th</sup> July 2024	Class 1	2 <sup>nd</sup> October 2024
Class 2	24 <sup>th</sup> July 2024	Class 2	9 <sup>th</sup> October 2024
Class 3	31 <sup>st</sup> July 2024	Class 3	16 <sup>th</sup> October 2024
Class 4	7 <sup>th</sup> August 2024	Class 4	23 <sup>rd</sup> October 2024
Class 5	14 <sup>th</sup> August 2024	Class 5	30 <sup>th</sup> October 2024
Class 6	21 <sup>st</sup> August 2024	Class 6	6 <sup>th</sup> November 2024
Class 7	28 <sup>th</sup> August 2024	Class 7	13 <sup>th</sup> November 2024
Class 8	4 <sup>th</sup> September 2024	Class 8	20 <sup>th</sup> November 2024
Class 9	11 <sup>th</sup> September 2024	Class 9	27 <sup>th</sup> November 2024
Class 10	18 <sup>th</sup> September 2024	Class 10	4 <sup>th</sup> December 2024

If you are granted extensions, special consideration, or additional reassessments, the course may take longer to complete accordingly.

## Entry Requirements

Entrants will normally be 18 years of age or older, with a minimum education level of 10 or Certificate III, have work experience and have access to a workplace. Applicants must be proficient in English and be technologically literate, with sound ability using computers and online tools, as well as access to a laptop or home computer for research tasks.

Those applying who do not have a degree, may enter into a process in which they may be granted entry in recognition of previous experience where an equivalence of earlier learning or knowledge and skills gained through work or life experience, which can be assessed. Entrants will however be required to complete a language and numeracy test prior to the commencement of the course.

It is also recommended that all learners have confidence using computers and online tools, as well as access to a laptop or home computer for research tasks.

When you apply to enrol, you must complete the [online enrolment form](#), and supply the following documents with your online application:

- Evidence of highest qualification (e.g. academic transcript or ATAR documentation)
- A short written statement (500 words) about why you want to study this course
- Evidence of identity and citizenship status (e.g. passport)

The course or program leader can vary these entry standards where they have evidence that the student has equivalent learning and comprehension skills sufficient for the course. If you are unsure about your suitability or eligibility for this program, please contact [pd@cairnmillar.edu.au](mailto:pd@cairnmillar.edu.au) to discuss your specific situation in more detail.

## Assessments

Each unit of competency has an assessment workbook to help you complete all of the required tasks and evidence for the unit. You may be required to complete workplace observations, in class activities, in class tests, or other scheduled activity which will be detailed in your unit workbooks. Your teacher will talk through these activities with you on the first day of each term.

You have until the end of your enrolment period to finish and submit all of your workbooks for that term, but many activities are completed in class or at suggested times to help keep you on track with your learning.

Information about extensions, special considerations and alternative assessments can be found in your [VET Student Handbook](#).

## Contacts and Teachers

- Program Coordinator and Lead Teacher: To be confirmed.
- Lecturer Support Tutor: To be confirmed.
- Administration and Enrolment: Lana Winzar

All enrolment enquiries should be directed to [pd@cairmillar.org.au](mailto:pd@cairmillar.org.au).

Contact details for our Trainers and Lecturer Support Tutor will be provided upon enrolment.

## Resources

You will be provided with the following materials as part of your course:

- Learning Management System (Cairnmillar eLearn) access for course materials, videos, and additional resources.
- Unit workbooks - Always have your workbooks available during the weekly interactive sessions.

## Important Links

Learning Management System (Cairnmillar eLearn): <https://cairmillar.e-learnme.com.au/>

VET Student Handbook: [Course Handbook](#)

## Tuition Fees

Tuition fees are paid on a term-by-term basis.

Teaching Period	Course Fees	Payment Due Date	Withdrawal Date
Term 1	\$1,747.50	21 January 2024	7 February 2024
Term 2	\$1,747.50	7 April 2024	24 April 2024
Term 3	\$1,747.50	30 June 2024	17 July 2024
Term 4	\$1,747.50	15 September 2024	2 October 2024
<b>Total:</b>	<b>\$6,990</b>		

## Withdrawals

Students need to withdraw by the first withdrawal date in order to pay no fees for this course, if you withdraw after the first withdrawal date only units for future terms will be refunded and removed from your record.

Please refer to the VET Student [Course Handbook](#) for more information on Tuition Fee Payments and Course Withdrawals.

## Re-assessment Fees

You will normally be eligible for at least two attempts at any assessment in this course. Reattempts will normally be submitted during the feedback and assessment week at the end of the enrolment term.

If you need further attempts, then a re-assessment fee of \$100 per assessment workbook may apply unless Special Consideration is approved for the re-attempt.

