



*College of Counselling Studies*

*(New England/North West) Inc.*

ABN: 17 880 019 428

RTO 45909

## COURSE INFORMATION BROCHURE

### **CHC51015 Diploma of Counselling**



# CHC51015 Diploma of Counselling

## Introduction

The College of Counselling Studies is a Registered Training Organisation (RTO number 45909) registered with the Australian Skills Quality Authority. The College of Counselling Studies is proud to offer the CHC51015 Diploma of Counselling full time 2 year program. The program involves both scheduled self-paced learning activities and theoretical and practical training and assessment.

The target clients for this qualification are persons in the New England and Northwest region of New South Wales. There is extremely limited access to mental health services in the small centres in the region, and because of this, the course was developed to train local people. These individuals, with strong ties to their community, seek to develop greater self-awareness and learn skills in listening to become qualified counsellors. This qualification provides opportunities for those who understand rural issues to become a resource within their communities and to gain employment in counselling and related services in the region.

The CHC51015 Diploma of Counselling provides the skills and knowledge required to undertake generic counselling work involving skills and knowledge in counselling and high-level communication in a range of commonly used modalities, referral and working within a case management framework.

## Who is responsible for your training?

The College of Counselling Studies is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

## Units of Competency

The CHC51015 Diploma of Counselling comprises 17 units of competency. The College of Counselling Studies have organised these units of competency into 8 relevant clusters relating to shared skills and knowledge. This results in an efficient delivery of training and assessment and a structure that is very logical for learners.

To be issued the qualification CHC51015 Diploma of Counselling a learner must be assessed as competent in 17 units of competency. These units of competency are comprised of 13 core units and 4 elective units where 1 elective unit is compulsory, and where the remaining 3 elective units can be chosen from a list of 4 electives. The College of Counselling Studies have selected the elective units of competency within this course and have chosen these based on providing the learner a broad set of skills with a focus on providing education in mental health, family and youth counselling or group work. The selected units of competency are also supported by the learning content within the prescribed student learning manuals.

The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by the College of Counselling Studies.

## CHC51015 Diploma of Counselling

The CHC51015 Diploma of Counselling is delivered using the course structure outlined below:

<b>Training package:</b>	CHC Community Services Training Package	
<b>Training product:</b>	CHC51015 Diploma of Counselling	
<b>Units of competency:</b>	<b>Units</b>	<b>Core / Elective</b>
	CHCCCS019 Recognise and respond to crisis situations	Core
	CHCCSL001 Establish and confirm the counselling relationship	Core
	CHCCSL002 Apply specialist interpersonal and counselling interview skills	Core
	CHCCSL003 Facilitate the counselling relationship and process	Core
	CHCCSL004 Research and apply personality and development theories	Core
	CHCCSL005 Apply learning theories in counselling	Core
	CHCCSL006 Select and use counselling therapies	Core
	CHCCSL007 Support counselling clients in decision-making processes	Core
	CHCCSM005 Develop, facilitate and review all aspects of case management	Core
	CHCDIV001 Work with diverse people	Core
	CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
	CHCLEG001 Work legally and ethically	Core
	CHCPRP003 Reflect on and improve own professional practice	Core
	CHCCCS017 Provide loss and grief support	Elective
	CHCMHS001 Work with people with mental health issues	Elective
	CHCGRP002 Plan and conduct group activities	Elective
CHCYTH001 Engage respectfully with young people	Elective	
CHCFAM003 Support people to improve relationships	Elective	

<b>Mode of delivery:</b>	Blended delivery, combining practical workshop sessions and self-paced study		
<b>Course duration:</b>	2 years full time study.		
<b>Unit delivery structure and sequence:</b>	<b>Sequence</b>	<b>Cluster</b>	<b>Units</b>
	First Year Term 1	1	CHCCSL001 Establish and confirm the counselling relationship CHCCSL004 Research and apply personality and development theories
	Term 2	2	CHCCSL002 Apply specialist interpersonal and counselling interview skills CHCDIV001 Work with diverse people
	Term 3	3	CHCCSL003 Facilitate the counselling relationship and process CHCCSL005 Apply learning theories in counselling
	Term 4	4	CHCCSM005 Develop, facilitate and review all aspects of case management CHCLEG001 Work legally and ethically
	2 <sup>nd</sup> Year Term 1	5	CHCCSL006 Select and use counselling therapies CHCCCS019 Recognise and respond to crisis situations
	Term 2	6	CHCCSL007 Support counselling clients in decision-making processes CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
	Term 3	7	CHCPRP003 Reflect on and improve own professional practice CHCCCS017 Provide loss and grief support
	Term 4	8	CHCMHS001 Work with people with mental health issues CHCGRP002 Plan and conduct group activities CHCYTH001 Engage respectfully with young people CHCFAM003 Support people to improve relationships <b>Please Note:</b> Students ONLY need to study three (3) of the four (4) elective units listed in Cluster 8.

### **National recognition**

These competencies have been drawn from the nationally endorsed industry training package the Community Services Training Package (CHC). On successfully completing the training and assessment, the CHC51015 Diploma of Counselling qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia. The College of Counselling Studies will issue a qualification within 30 days of the final assessment being completed.

### **Program outline**

Training is delivered in a blended mode of delivery of self-paced learning (we recommend 10 hours per week) combined with theoretical and practical learning (1 day a month and two Intensive weekends a year) which is trainer led. Written learning activities will reinforce theoretical knowledge, and skills will be practiced in the workplace where learning will be placed into context. The course modules (clusters) are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

### **Locations**

Face-to-face theoretical and practical skills training (Tutorials) will be delivered at the following location:

- **Anglicare Counselling Centre, 34 Denne Street, Tamworth 2340**

### **Expected duration**

The program is designed to be delivered over 24 months. The College of Counselling Studies is able to support participants that need additional time. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

### **Assessment requirements**

The assessment is conducted using a combination of realistic workplace tasks, projects, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods that are to be applied:

#### **Practical Self-Paced Assessment:**

- Practical demonstration allows the observation of skills integrated with knowledge during its practical application. Assessment Tools have been specifically designed to collect information about observed knowledge.
- Students are required to attend approximately 18 hours (per Cluster) in the College of Counselling Studies, supervised practical counselling training at the Tutorials; and/or 2 day Residential Practical while studying the 7 Clusters of Core Units.

- During the practical training students will
  - practice counselling in triads with other students,
  - give and receive feedback from other students about their counselling skills
  - complete self-assessment sheets after counselling.
  - be assessed on their counselling skills for each practical unit by the tutor who provides feedback to the student about their progress in demonstrating the appropriate skills.

**Written Report / Case Study / Journal:**

- The written assessment tasks provide evidence of the student’s knowledge and understanding of the theory. They involve the student demonstrating that they have been able to utilise the information relating to the content in the units. The theory assessments include short answer response questions, activities requiring the student to develop specific document and counselling tools, long answer response questions and research activities. All theoretical assessments are matched to benchmarked responses to support a fair and reliable assessment.
- An Assessment Guide for each relevant unit of competency identifies the performance indicators to be considered by the assessor.
- If appropriate, the student will be supplied with template documents and tools. If appropriate, the student will be supplied with template documents and tools. If appropriate, the student will be supplied with template documents and tools.

**Practical Assessment Role Play:**

- The student will be assessed demonstrating tasks applicable to each unit. The details of the practical assessment tasks are set out within the unit assessment task outline.
- Most practical assessments involve a role play where the student is required to conduct a counselling session. As they progress through the course they will be required to demonstrate an increasing number of skills ie from using listening microskills, guiding the structure of the session, utilising appropriate strategies, conducting checks on mental health and providing psychoeducation.
- During these assessment activities, the student is being assessed on the technical counselling skills as well as the skills and knowledge applicable to the unit of competence.
- The practical assessment tools have been designed to enable the assessor to record observations against observation criteria drawn from the unit of competence and the technical criteria that are important to the counselling industry.

### **Entry requirements**

There are no specified entry requirements for this qualification specified within the Industry Training Package.

The following local entry requirements apply to ensure applicants are able to fully engage in the course and have the required learning capacity to meeting the course requirements. Learners must:

- be aged 18 years or over.
- hold a minimum of a Higher School Certificate (or equivalent)
- able to commit to the course duration and time commitment.
- be able to attend 100 hours of person-to-person theoretical teaching practice (Recommended for Industry Enterprise requirements)
- Have suitable language, literacy and numeracy skills to read and comprehend learning materials and perform research, maintaining education notes and complete written questions and write essays.

**Please note.** The College of Counselling Studies will engage with persons expressing interest in enrolment to discuss their language, literacy and numeracy skills. The College of Counselling Studies can provide additional learning support to students who require basic assistance. For students who have more fundamental support needs, the College of Counselling Studies can refer these students to a specialist language, literacy and numeracy development provider who can assist students to improve their language, literacy and numeracy skills to enable them to suitably commence the course.

### **Recognition of Prior Learning**

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. Students are encouraged to notify the College of Counselling Studies of their interest or intention to apply for RPL prior to their enrolment. We will provide you a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

### **Student Information**

Detailed student information is available within our Student Handbook which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

### **Equipment Requirements**

Student will require basic stationary and a notebook according to their own study preferences during classroom learning sessions and their own self-paced study. Access to a computer which has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks.

Students may bring portable electronic devices to practical sessions such as small laptops. Students are issued with prescribed student learning manuals and student workbooks for each Cluster to assist with their study. Students are also able to borrow text books from the College of Counselling Studies library.

### **Cost**

This course is available on a fee for service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

### **Contact us and get the ball rolling!**

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Email: [registrar@ccsnew.org.au](mailto:registrar@ccsnew.org.au)

Website: [Home - College of Counselling Studies](#)