



## Subject Description

### Certificate IV Subject Stream (91308NSW)

#### 001 Communication Skills

*Duration: 30 hours*

*Prerequisites: Nil*

This subject covers communication skills that learners need to have in place as a prerequisite to learning counselling skills. Learners are required to participate in experiential exercises and look at their own style of communication. Roadblocks to communication are identified and ways of changing communication behaviour practiced. The concept of boundaries will be looked at both personally and professionally as well as the importance of non-verbal behaviour. The principles of active listening are demonstrated and practiced. This all takes place within the context of an holistic learning environment. (National Competency CHCCOM3C\*)

#### 002 Counselling Process Skills

*Duration: 36 hours*

*Prerequisites: 001*

This subject aims to introduce the learner to the basic map of the counselling session, the skills of beginning and ending and how to work during the session. These skills will differentiate the professional counselling role from the general use of communication skills. The counsellor's role in initiating the structure of the session and summarising and keeping the client informed of the time and how the session works will be developed. (National Competency CHCCSL1A\*)

#### 003 Assessment skills for Counselling

*Duration: 36 hours*

*Prerequisites: 001, 002*

This subject demonstrates skills needed to make an assessment of the client, their strengths and weaknesses and the resources available to assist them in dealing with their present life situation. Counsellors need to be able to make accurate assessments to identify factors of concern in order to decide on appropriate action to take, to make a contract for work or to refer on to other services.

#### 004 Grief Counselling

*Duration: 36 hours*

*Prerequisites: 001, 002, 003*

This subject will give students an overview of the grief process and study it from the perspective of several models. The skills of working with grief will be modelled using videotapes and role-plays. Discussion of students' own grief experiences will also be included. The distinction between a normal grief process and one that has become abnormal in intensity will be examined. Ways to facilitate the grief process and assess possible areas of concern will be discussed and role-played. The role of cultural norms and expectations around death and loss and their possible helpfulness or otherwise for the grief process will also be examined.

#### 005 Use of Self – Group Process

*Duration: 36 hours*

*Prerequisites: 001, 002, 003, 004*

This subject provides an experiential learning environment in which the learner is invited to participate in a real group experience and share themselves and their process with the other group members in a safe environment. This provides an opportunity for students to explore their own personal growth and awareness at the same time as well as developing skills in being with others who are in process. Students are invited to share their own life experience as a way of developing empathy in themselves and other group members.

#### 006 Working with Addictive Process

*Duration: 36 hours*

*Prerequisites: 001, 002, 003, 004, 005*

This subject demonstrates the skills needed to identify the addictive process which is seen as an important presenting issue with many clients. Many forms of addiction will be described and the skills needed to work with them will be demonstrated and practiced in role plays. Learners will be asked to identify their own addictions and examine the effect they might have on their skills as counsellors.

#### 007 Referral and Crisis Counselling

*Duration: 36 hours*

*Prerequisites: 001, 002, 003, 004, 005, 006*

This subject builds on assessment skills from subject 003 in which the learner assesses a client's situation and presenting issue in an holistic way before continuing with the counselling process. They learn to assess the needs of the client and to support them to get the help they need. This subject also looks at assessing crisis situations and taking appropriate short-term action that involves a different set of counselling skills than those used in the course so far. The student also learns about terminating the counselling relationship in a constructive manner, whether through referring on or completing the work the counsellor has done with the client. (National Competency CHCCS402A\*)

### Diploma Subject Stream (91309NSW)

#### 008 Professional Values and Ethics

*Duration: 36 hours*

*Pre- or Co-requisites: Certificate IV in Counselling 91308NSW (or equivalent)*

This subject will engage learners in a process of discovering and clarifying their own values and looking at the process of becoming a professional worker and how this impacts on their values and behaviour. The ethical code of the Psychotherapy and Counsellors Federation of Australia (PACFA) will be examined and discussed as each student must agree to abide by this document when they join their professional association. Case

studies will be used to look at the decision making process using the code of ethics. Ethical dilemmas will be discussed in class. Role-plays will familiarise students with dilemmas they may face and how to use a process of ethical decision making.

#### 029 Mental Health Issues

*Duration: 36 hours*

*Pre- or Co-requisite: Certificate IV in Counselling 91308NSW (or equivalent)*

This subject covers information about working in the mental health sector – how it works, current criteria of diagnoses for mental illness using the DSMIV. The legal system as it relates to mental health, rights & responsibilities of workers and clients. It also presents a view of this system from an holistic counselling perspective. (National Competency CHCMHIB\*)

#### 010 Theories and Models of Counselling

*Duration: 36 hours*

*Pre- or Co-requisite: Certificate IV in Counselling 91308NSW (or equivalent)*

This subject will look at six models of counselling, their history and development and current usage. They will then be compared with the Holistic Counselling model which students will learn to articulate through comparing and contrasting to the models studied. This subject is designed to give students an overview of current thought in the counselling and psychotherapy field and an appreciation of theory as an underpinning of practice.

#### 011 Group Theory

*Duration: 36 hours*

*Pre- or Co-requisite: Certificate IV in Counselling 91308NSW (or equivalent)*

This subject will cover theories of stages of group development as well as role theory and the analysis of group behaviours. Students doing the Certificate IV subject 005 Use of Self – Group Process at the same time will be participating in a group process which they will be encouraged to apply the theory to as part of the learning. Different models of working in groups will also be examined as part of group theory.

#### 028 Life Cycle Development

*Duration: 36 hours*

*Pre- or Co-requisite: Certificate IV in Counselling 91308NSW (or equivalent)*

There are many perspectives and models that can help us to understand human development. Life cycle development provides a strong theoretical foundation for counselling practice. We will explore critical concepts and theories related to understanding the social, emotional and cognitive processes that people use to adapt to life circumstances as they age. Different models of attachment theory will be examined and related to counselling practice.

### 013 Clinical Skills Training

**Duration:** 36 hours

**Pre- or Co-requisite:** Certificate IV in Counselling 91308NSW (or equivalent)

In this subject students will build on the counselling skills they have already acquired and add (to them) advanced counselling. Through demonstration, practice videos and feedback sessions, theory and skills will be developed in the classroom. (National Competency CHCCSL602A\*)

### 014 Group Leadership Training

**Duration:** 36 hours

**Prerequisite:** Certificate IV in Counselling 91308NSW (or equivalent), 011.

Students will be adding to their previous knowledge from 011 Group Theory by developing their skills in group leadership. Through the use of group role-plays students will practice and identify the skills of planning, implementing and evaluating a group.

### 015 Learning from the Ancestors – Genograms

**Duration:** 36 hours

**Prerequisite:** Certificate IV in Counselling 91308NSW (or equivalent)

Genograms are seen as a highly useful tool in developing awareness in students of counselling and family therapy. This subject will develop learners' self-awareness by requiring them to present their own family genogram. The use of the systems approach to understanding this will be developed. Learners will also be asked to identify family values and attitudes on such topics as race, class, sexuality and gender as a way of developing the skills of value sensitive practice and awareness of their own biases.

### 016 Practice Holistic Counselling

**Duration:** 36 hours

**Prerequisites:** Certificate IV in Counselling 91308NSW (or equivalent).

This subject examines theories of holism and asks students to reflect on counselling practice within this paradigm. Maslow's hierarchy of needs will be used again as a guide for looking at human needs and understanding the order of their fulfilment. Through class presentation and discussion students will develop their skills in articulating their own model of wholeness and working with clients in addressing these areas.

### 032 Reflect and Improve on Counselling Skills

**Pre-requisites:** Certificate IV, 013

This subject runs concurrently with students' clinical practice and work experience hours. Students receive intensive skills training and personal feedback on skill levels are provided. This subject is designed to engage students in the process of reflective practice and supervision. (National Competency CHCSL604A\*)

## Advanced Diploma Subject Stream 91310NSW

### 033 Undertake Research Activities (compulsory)

This subject provides students with the skills to implement research activities relevant to the operation of an organisation. Students will learn how to prepare a research plan, implement appropriate research strategies, organise and analyse data and then report on the

findings of their research. Students will choose from an area of interest to them and conduct a research project on this topic. (National Competency CHCPOL3A\*)

## Electives (students choose three electives)

### 012 Holistic Conflict Resolution

**Duration:** 36 hours

**Co-requisite:** Diploma of Counselling 91309NSW or equivalent

**Co-Requisite:** Diploma of Counselling

This unit describes the skills and knowledge used to analyse and work holistically with conflict. A transformative model of conflict resolution is used to work with change for clients both internally and externally. The importance of seeing the client and their conflict in context is emphasised, as well as facilitating the client's inner process as part of the process of conflict resolution.

### 017 Counselling Clients with Parenting Issues

**Duration:** 36 hours

**Prerequisites:** Diploma of Counselling

Parenting is an issue that comes up in many counselling scenarios and is one that counsellors need to be able to address with clients. The subject will look at family life stages and the context of the family: economic, cultural, biological and educational factors that affect the family. Stress on parents and their own experience of being parented come into play. Learners will be asked to identify and assess these factors as well as learning the skills of communicating about parenting.

### 024 Advanced Grief Counselling

**Duration:** 36 hours

**Prerequisite:** Certificate IV in Counselling

**Co-requisite:** Diploma of Counselling

This unit describes the use of counselling skills and knowledge of the grief process to counsel clients in situations of acute loss, terminal illness and other intensive grief experiences. Current research and theory on working with trauma is also looked at in the context of the counselling relationship.

### 025A Working with Addictions 1

**Duration:** 36 hours

**Prerequisites:** Diploma of Counselling

This subject will identify addictions in many areas of life in addition to drug and alcohol abuse. Learners will be able to identify how addictions control their clients' lives and may prevent counselling from being effective. They will learn about the twelve-step approach to addictions and how it can be used to support clients in recovery through a supportive community. Counselling skills with a special focus on working with denial, the hallmark of any addiction, will be reviewed. Learners will look at ways to support clients to pursue a healthier life.

### 025B Working with Addictions 2

**Duration:** 36 hours

**Prerequisites:** Diploma of Counselling, 025A

**Working With Addictions**

This subject will focus on working with clients with active addictions. Building on the learning from 006 and 025A, the skills of motivational interviewing and other interventions will be reviewed and practiced.

### 026A Counselling with Dreams 1

**Duration:** 36 hours

**Prerequisites:** Diploma of Counselling

This subject trains counsellors to work with dream material within the counselling process. Dreamwork skills and theories from a number of counselling models will be introduced and applied through role plays, co-counselling and demonstrations. The use of active imagination and bodywork to enliven symbol and metaphor will also be discussed and practiced.

### 026B Counselling with Dreams 2

**Duration:** 36 hours

**Prerequisites:** Diploma of Counselling, 025A

The skills of engaging clients in dream counselling process will be developed further as the counsellor goes beyond attending to dreams entering the counselling process and develops the ability to actively engage with the dreaming client.

### 027 Working with Adult Survivors of Childhood Sexual Abuse

**Duration:** 36 hours

**Prerequisites:** Diploma of Counselling

This subject is a practical and theoretical course aimed at currently practising counsellors. It will look at the dynamics of childhood sexual abuse, its effects in adult life, and ways of responding to disclosures. Frameworks for working therapeutically with survivors, with an emphasis on safety, boundaries and containment, will be presented. The notions of complex post-traumatic stress disorder and attachment trauma will be covered, as will working with such issues as dissociation, flashbacks, somatisation, self-injury and panic attacks. Counsellor self-care will be emphasised, with a focus on the impact on counsellors of working with traumatised clients. Discussions based on case examples from participants' client work will be encouraged.

### 030 Working with Eating Disorders

**Duration:** 36 hours

**Prerequisite:** Certificate IV in Counselling

**Co-requisite:** Diploma of Counselling

This subject will examine the dominant theories used in working with and understanding eating disorders. Different kinds of disorders will be examined in a cultural context. Students will then be asked to critically evaluate the holistic counselling / addiction model in relation to dominant evidence-based practice. Skills in working with clients will also be examined – relating theory to practice

### 031 Manage a Counselling Practice

**Duration:** 36 hours

**Prerequisites:** Diploma of Counselling

Understanding basic business practices is essential for establishing a successful clinical practice. This subject looks at how to establish business and legal requirements, promote your business and monitor and manager business operations. On completion of this subject, students receive statements of attainment for units of competency BSBBM401A, BSBBM403A AND BSBBM405A from the Business Services Training Package BSB01.



\*From Community Services Training Package CHC02