

Regulation 25 Graduate Diploma in Counselling

- 25.1 In this Regulation:
- 25.1.1 'Board' means the Academic Board as established as a committee of the College in accordance with Regulation 2.1,
 - 25.1.2 'Recognized Teaching Institution' means an institution recognised by the College in accordance with Regulation 3 for the purposes of this diploma.
- 25.2 A person may seek the permission of the Board to enrol as a candidate for the Graduate Diploma in Counselling (herein called the diploma) if he or she
- 25.2.1 has obtained the Bachelor of Theology or Bachelor of Divinity of the College, or an equivalent qualification recognised by the Council for entry to the diploma, or
 - 25.2.2 has obtained a Bachelor's degree in a discipline other than theology, in the University of Melbourne, or an equivalent qualification from a university or college recognised by the Council for entry to the diploma, or
 - 25.2.3 the Board is satisfied with the standard reached in the qualification held or the applicant demonstrates fitness by carrying out such work and passing such examinations as the Board determines.
- 25.3 To complete the diploma, a candidate must, over a period of no less than two years nor more than six years, complete a course of studies totalling 90 points. The studies approved by the Board must include 15 hours of supervised counselling. Normally the components of this course are:
- 25.3.1 Foundational Studies: 60 points
 - 25.3.2 Elective Units: 30 points
- 25.4 The Council, on the advice of the Board, must determine, and require the Registrar to publish, the details of all aspects of the course for the diploma. The advice of the Board must include:
- 25.4.1 the details of Foundational Studies, Elective Units and Supervised Counselling which constitute the course;
 - 25.4.2 the prerequisites for each component of the course;
 - 25.4.1 the examination requirements for each component;
 - 25.4.2 any variation in approach or content between associated teaching institutions and any restriction on study combinations which result.
- 25.5 The Board may grant credit or advanced standing as it deems appropriate, but no candidate may receive credit for more than 45 points or 7.5 hours of supervised counselling.

[revised following 2005 Act revision November 30th 2005]

Graduate Diploma in Counselling: Protocols for Supervised Counselling

Each student for the Graduate Diploma in Counselling is required to undertake 15 hours of supervised counselling within the course of their study. This learning experience involves students undertaking the counselling, under supervision, of clients other than other students or staff members. The following Protocols provide the framework within which this activity is undertaken.

1. The Course Co-ordinator(s) for the Graduate Diploma in Counselling of the Recognized Teaching Institution concerned must approve each student placement, both in relation to the Supervising Counsellor and the clients to be counselled.
2. Professional responsibility for all supervised counselling in which a student is engaged is borne by the Supervising Counsellor of the student concerned. Each such Supervisor must be a qualified and registered Counsellor.
3. Each client being counselled by a student
 - a) must be informed in writing that each session of supervised counselling forms part of the student's work towards the Graduate Diploma in Counselling;
 - b) must give their written consent to being so engaged using a Consent Form approved by the MCD Human Research and Ethics Committee.
4. Each student who is engaged in counselling
 - a) must have been approved by the Course Co-ordinators(s) to take sessions in supervised counselling and have undertaken appropriate preparation as part of their earlier study; and
 - b) must be visibly identified as a student during the whole course of each supervised counselling session.
5. Where such supervised counselling is recorded in electronic form, such recording
 - a) must only be accessed by the student, the Supervising Counsellor, and the Course Co-ordinator(s), and only for the purpose of assessment;
 - b) must be forwarded to the MCD office once the supervised counselling has been completed, and there be retained securely and confidentially for a period of five years from the date of the last session;
 - c) must be destroyed after the period of five years has elapsed.

Graduate Diploma in Counselling: Procedure for Admission and Enrolment

1. Each prospective candidate for the Graduate Diploma in Counselling shall complete the appropriate Application Form (Section One) and submit it, together with the course Application Fee, certified copies of academic transcripts, and evidence of citizenship, to the Postgraduate Coordinator of Yarra Theological Union, the RTI currently responsible for managing the Diploma.
2. If the Postgraduate Coordinator assesses the candidate as academically eligible to be admitted, the candidate will be interviewed by the Course Co-ordinator(s), who shall report in writing to the Postgraduate Coordinator as to the suitability of the candidate to undertake the Graduate Diploma in Counselling.
3. The ATI Postgraduate Coordinator, taking into account the candidate's Application, and the reports of the Course Co-ordinator(s), shall determine whether the candidate should be recommended to the Admissions and Credits Committee of the MCD Board of Postgraduate Studies for admission to the course.
4. Where such a recommendation is made, the Committee shall consider the application and make recommendations to the Board. Only when the Board has accepted the candidate shall an offer of enrolment be made.
5. In order to accept the offer of enrolment, a candidate whose application is successful shall complete the Enrolment Form (Section Two), and make arrangements with the MCD office to pay the course fees.