

## CHC51015 Diploma of Counselling

### Domestic Student Course Brochure

|                                            |                                                                                                                                                             |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provider</b>                            | Iona Columba College (ICC)                                                                                                                                  |
| <b>RTO Registration Code</b>               | 41031                                                                                                                                                       |
| <b>Course Name</b>                         | Diploma of Counselling                                                                                                                                      |
| <b>VET Course Code</b>                     | CHC51015                                                                                                                                                    |
| <b>Course Sector</b>                       | Vocational Education and Training (VET)                                                                                                                     |
| <b>AQF Level</b>                           | Diploma, AQF Level 5                                                                                                                                        |
| <b>Student Cohort</b>                      | Domestic students                                                                                                                                           |
| <b>Language of Delivery and Assessment</b> | This course is delivered and assessed in Korean.                                                                                                            |
| <b>Location</b>                            | 15-17 Blaxland Road, Rhodes NSW 2138                                                                                                                        |
| <b>Duration</b>                            | 80 weeks of scheduled study plus 24 weeks of scheduled breaks. Total duration is 104 weeks (2 years).                                                       |
| <b>Commencement</b>                        | Normally four intakes each year: January, April, July and October. Commencement is subject to sufficient student enrolments.                                |
| <b>Delivery Mode</b>                       | Face-to-face classroom training, compulsory supervised fieldwork and structured online learning.                                                            |
| <b>Weekly Study Load</b>                   | 20 hours per scheduled study week: 8 hours face-to-face classroom training, 6 hours compulsory supervised fieldwork and 6 hours structured online learning. |

### Course Overview

The CHC51015 Diploma of Counselling is a nationally recognised vocational qualification for Korean-speaking students seeking preparation for counselling work in defined and supported roles within established agencies. It develops communication, micro-counselling and interviewing skills and knowledge of established counselling modalities and varied counselling therapies used to assist clients with personal and psychological concerns.

Students develop skills to establish and facilitate counselling relationships, apply specialist interpersonal and counselling interview skills, support client decision-making, select and use counselling therapies, recognise and respond to crisis situations, contribute to case management, work legally and ethically, work with diverse people and reflect on and improve their own professional practice.

This qualification prepares students for defined and supported counselling roles rather than independent counselling practice. Training and assessment are conducted in Korean.

## Counselling and Vocational Relevance

This course may be relevant to people seeking to develop counselling knowledge and skills for defined and supported roles in established agencies or organisations, including community, educational, health, welfare, church-based, faith-based, charitable and not-for-profit settings. Depending on organisational requirements and the student's prior experience, the course may support preparation for roles or service contexts such as:

- counsellor in a defined and supported role within an established agency
- counselling support, client intake, referral or client-service responsibilities
- case-management or community-service roles in which counselling skills form part of the person's duties
- counselling-related work in community, welfare, education, health, faith-based or not-for-profit organisations
- other client-support roles requiring structured interpersonal, interviewing and helping skills.

At the national training-package level, no licensing, legislative or certification requirements apply to this qualification. Employers, agencies, insurers and professional associations may nevertheless impose additional requirements for particular roles or forms of practice. Completion of this qualification does not itself authorise independent counselling practice or guarantee employment, professional association membership or recognition, or eligibility for a particular role.

## Course Structure

The course is delivered over eight terms of 10 weeks. Students complete 17 units of competency: 13 core units and 4 elective units. The unit sequence below is indicative of the planned delivery structure:

| Indicative Commencement Term | Unit Code | Unit Title                                                      |
|------------------------------|-----------|-----------------------------------------------------------------|
| Year 1, Term 1               | CHCCSL001 | Establish and confirm the counselling relationship              |
| Year 1, Term 1               | CHCCSL002 | Apply specialist interpersonal and counselling interview skills |
| Year 1, Term 2               | CHCCSL003 | Facilitate the counselling relationship and process             |
| Year 1, Term 2               | CHCCSL004 | Research and apply personality and development theories         |
| Year 1, Term 3               | CHCCSL005 | Apply learning theories in counselling                          |
| Year 1, Term 3               | CHCCCS019 | Recognise and respond to crisis situations                      |
| Year 1, Term 4               | CHCCCS003 | Increase the safety of individuals at risk of suicide           |
| Year 1, Term 4               | CHCPRP003 | Reflect on and improve own professional practice                |

|                |           |                                                                  |
|----------------|-----------|------------------------------------------------------------------|
| Year 2, Term 1 | CHCADV001 | Facilitate the interests and rights of clients                   |
| Year 2, Term 1 | CHCLEG001 | Work legally and ethically                                       |
| Year 2, Term 2 | CHCDIV001 | Work with diverse people                                         |
| Year 2, Term 2 | CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| Year 2, Term 2 | CHCCSM005 | Develop, facilitate and review all aspects of case management    |
| Year 2, Term 3 | CHCCSL006 | Select and use counselling therapies                             |
| Year 2, Term 3 | CHCCSL007 | Support counselling clients in decision-making processes         |
| Year 2, Term 4 | CHCDIV003 | Manage and promote diversity                                     |
| Year 2, Term 4 | CHCCCS014 | Provide brief interventions                                      |

The table shows the term in which each unit is expected to commence. Some units may continue across more than one term to provide sufficient time for instruction, skills development, practice, feedback and assessment.

### Compulsory Supervised Fieldwork

The course includes six hours per week of supervised fieldwork, normally undertaken in a church setting approved by ICC. Fieldwork forms part of ICC's structured course delivery and provides opportunities for students to develop communication, interpersonal awareness, reflective practice, professional conduct and service-related skills relevant to the course.

Fieldwork does not itself constitute independent counselling practice. Activities must remain within the student's level of training, approved role boundaries, supervision arrangements and the requirements of the church or host organisation. Where fieldwork evidence is used for assessment, it must meet the requirements of the relevant unit of competency.

Students must complete fieldwork in accordance with ICC's Fieldwork Guidelines and approved supervision arrangements.

### Study Requirements and Attendance

Students are required to attend scheduled classes and fieldwork, participate in classroom and structured online learning activities and submit assessment tasks by the required dates. Attendance at scheduled activities and completion of required online learning and assessment activities are recorded and monitored.

Students should also expect to undertake private study, research into counselling theory and practice, case analysis, reflection, preparation for supervised skills practice and assessment preparation outside scheduled learning activities.

## Assessment Methods

Assessment is competency-based and uses a range of methods over time. Students must provide sufficient evidence that they can meet the requirements of each unit of competency.

Training and assessment are conducted in Korean. Assessment methods may include:

- written or oral questions, assignments, reports and projects
- case studies, scenarios and case-management activities
- simulated counselling sessions, role plays and counselling interview demonstrations
- practical activities, presentations, reflective tasks and trainer observation
- portfolios of evidence and, where appropriate, third-party evidence or supervisor reports.

Some assessments require active participation in supervised interpersonal and counselling skills practice, role plays or simulated counselling activities. Students are expected to maintain confidentiality, appropriate boundaries and respectful professional conduct during these activities.

## Recognition of Prior Learning and Credit Transfer

ICC offers applicants and students opportunities to apply for Recognition of Prior Learning (RPL) and Credit Transfer.

RPL may be granted where sufficient evidence demonstrates relevant prior skills, knowledge and experience. Credit Transfer may be granted for equivalent units supported by valid AQF certification documentation or an authenticated VET transcript. Applicants should indicate their interest before or at the time of enrolment.

## Further Study and Pathways

This course is a standalone nationally recognised qualification in counselling.

Graduates may apply for further vocational or higher education study in counselling, community services, human services or related fields. Admission and any recognition or credit remain subject to the entry requirements, course structure and decisions of the receiving provider at the time of application.

## Student Support

ICC provides support to assist students to participate in training and complete assessment requirements. Students may contact their trainer, assessor, Academic Manager or Student Support Officer for assistance.

- academic, study and assessment support
- learning, literacy, numeracy and digital learning support or referral
- reasonable adjustments for students with disability, where appropriate and practicable
- wellbeing support or referral to external support services where required
- support through email, phone, Zoom or individual learning/assessment support sessions.

## Learning Resources and Technology

Students have access to ICC learning resources and to Camden Theological Library under ICC's

institutional arrangement. Relevant counselling, human development, psychology, community services, professional practice and Korean-language resources are available in print and/or electronic formats. Further information about the Library and its services is available at [library.nswact.uca.org.au](http://library.nswact.uca.org.au).

Students must have access to a reliable laptop or tablet, reliable internet, email, web browsers, word-processing software such as Microsoft Office 365 or an equivalent suite, and the ability to access online learning platforms and submit assessments electronically.

## Entry and Suitability Requirements

### *National course entry requirements*

The qualification itself does not prescribe mandatory entry requirements. ICC nevertheless applies its own admission and suitability requirements to ensure that applicants are prepared for Korean-language study, assessment and counselling skills development at Diploma level.

### *ICC admission requirements*

Applicants must:

- be at least 18 years of age
- have completed an equivalent secondary schooling level such as a High School Certificate, or be able to demonstrate suitable work or life experience
- have sufficient Korean language skills to participate in training, complete assessment tasks and engage with learning resources
- have learning, literacy, numeracy and digital skills suitable for the course level and modes of delivery
- be prepared to participate in supervised counselling skills practice, role plays, reflective activities and constructive feedback
- understand and comply with expectations concerning confidentiality, respectful participation, professional boundaries and appropriate conduct
- participate in ICC's pre-enrolment suitability assessment, which may include an interview with the Academic Manager or delegate.

ICC assesses each applicant's suitability for its Korean-language delivery and assessment context and the practical and interpersonal requirements of the course before enrolment.

## Course Fees and Payment Arrangements

The following tuition fee applies to domestic students for this course.

| Fee Item                  | Amount                            |
|---------------------------|-----------------------------------|
| Enrolment Application fee | Not charged for domestic students |
| Tuition Fee               | \$13,840                          |
| Total Fees                | \$13,840                          |

Other fees and charges that may apply are listed in ICC's Schedule of Fees and Charges, available on the ICC website.

Domestic tuition fees are invoiced progressively by instalments during each term. ICC structures these instalments so that it does not receive more than \$1,500 in prepaid fees from or on behalf of a student for services yet to be delivered in relation to the same course.

ICC generally issues the first invoice after the initial two weeks of the term and a further invoice around the middle of the term. The amount and due date of each instalment are stated in the student's Letter of Offer and invoice. Students should pay only amounts formally invoiced by ICC.

Tuition payments are therefore made progressively as training and assessment services are delivered.

Refund eligibility and processes are set out in ICC's Fees Management & Refund Policy and Procedure. This does not limit any rights a student may have under the Australian Consumer Law.

## **Application Process**

To apply, domestic applicants should complete the Domestic Student Enrolment Form available from the ICC website and submit it to [info@iona.edu.au](mailto:info@iona.edu.au) with the required supporting documents.

1. Submit application: Complete the Domestic Student Enrolment Form and provide required supporting documents, including evidence of identity, prior study or experience, and any documents requested by ICC to assess course suitability.
2. Application review: ICC reviews the application for completeness and assesses whether the applicant meets ICC's admission and suitability requirements.
3. Pre-enrolment interview: Applicants may be interviewed by the Academic Manager or delegate to assess their readiness and capacity to undertake Diploma-level study and participate appropriately in counselling skills practice and assessment.
4. Offer and enrolment documents: If the application is accepted, ICC issues a Letter of Offer, invoice and relevant enrolment documents for review and acceptance.
5. Acceptance and payment: The applicant accepts the offer and pays required fees in accordance with ICC's invoice and payment arrangements.
6. Commencement: ICC confirms timetable, start date and study arrangements before the course commences.

## **Qualification Issuance**

On successful completion of all required training and assessment, ICC will issue the CHC51015 Diploma of Counselling and a record of results listing the units of competency completed. Where a student withdraws after successfully completing one or more units, ICC will issue a Statement of Attainment for those units.

ICC will issue the relevant AQF certification documentation within 30 calendar days after completion of the final assessment, provided all agreed fees associated with the course have been paid. Because this course is delivered and assessed in Korean, ICC certification documentation will state that the relevant units have been delivered and assessed in Korean, in accordance with national VET requirements.

## Further Information

Domestic students should also read the Student Handbook, Fees Management & Refund Policy and Procedure, Complaints and Appeals Policy, Student Support information, Schedule of Fees and Charges and other relevant information available on the ICC website before enrolling.

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|----------------|------------------------------------------------------|
| <b>Email</b>   | info@iona.edu.au                                     |
| <b>Phone</b>   | 0433 508 743                                         |
| <b>Website</b> | <a href="http://www.iona.edu.au">www.iona.edu.au</a> |
| <b>Campus</b>  | 15-17 Blaxland Road, Rhodes NSW 2138                 |

*This brochure provides course information for prospective domestic students.  
It should be read together with ICC's current policies, forms and written agreement.*