



COLLEGE OF
LEADERSHIP
& BUSINESS

Australian Institute of Professional Counsellors Pty Ltd ATF AIPC Trust T/As:

- **Australian Institute of Professional of Counsellors**
- **College of Leadership and Business**

ADMISSIONS INFORMATION - 2020

1. About: Australian Institute of Professional Counsellors Pty Ltd ATF AIPC Trust

The Australian Institute of Professional Counsellors Pty Ltd as trustee for AIPC Trust (“the Institute”) is a private, non-university tertiary provider of higher education committed to offering high quality tertiary education to students.

- The Institute’s main higher education teaching premises are located at:
 - Level 2, 148 Brunswick Street, Fortitude Valley 4006
Phone: 1800 657 667 or 07 3112 2000

Additional higher education campuses are located at:

- Level 4, 60 Macquarie Street, Parramatta NSW 2150
Phone: 1800 677 697 or 02 9687 9688
 - Level 9, 474 Flinders Street, Melbourne VIC 3000
Phone: 1800 622 489 or 03 9614 7472
 - Unit 5, 14 Brodie Hall Drive, Bentley WA 6102
Phone: 1800 246381 or 07 9277 3972
- Students and potential students are able to visit the above campuses Monday – Friday, 9am – 5pm. Contact with campuses can also be made by calling the branch or email support@aipc.net.au.
 - AIPC currently offers six higher education courses:
 - Bachelor of Counselling
 - Bachelor of Human Services
 - Master of Counselling
 - Bachelor of Business
 - Graduate Certificate in Business
 - Master of Business Administration
 - All higher education qualifications can be studied either full or part time, allowing students to progress at a speed that suits them. Courses are offered through distance education. Students learn externally online working through the course material at home, and counselling courses require attendance at regular residential schools.

The Institute website contains a Student Learning Portal where students can access many study support and e-learning functions. Students can:

- Contact Lecturer for study assistance;
- Communicate with other students
- Log onto the Institute's Online Library to search and borrow from the Library Catalogue and access the online journal databases.
- Download study materials and other important information.

- **2020 ACADEMIC CALENDAR**

- **Semester 1, 2020**

- Semester Commences: 9th March 2020

- Census Date: 27th March 2020

- Residential School: 1st June – 12th June 2020

- **Semester 2, 2020**

- Semester Commences: 13th July 2020

- Census Date: 31st July 2020

- Residential School: 5th October – 16th October 2020

- **Semester 3, 2020**

- Semester Commences: 9th November 2020

- Census Date: 27th November 2020

- Residential School: 1st February – 5th February 2021

- **2020 ACADEMIC CALENDAR:**

- *Graduate Certificate in Business and Master of Business Administration*

- **Term 1, 2020**

- Term Commences: 10th February 2020

- Census Date: 24th February 2020

- Term Completion: 10th April 2020

- **Term 2, 2020**

- Term Commences: 27th April 2020

- Census Date: 11th May 2020

- Term Completion: 26th June 2020

- **Term 3, 2020**

- Term Commences: 20th July 2020

- Census Date: 3rd August 2020

- Term Completion: 18th September 2020

- **Term 4, 2020**

- Term Commences: 12th October 2020

- Census Date: 26th October 2020

- Residential School: 11th December 2020

2. Admission Criteria

A. Applicants with higher education study

Bachelor Course Entry - Students who have completed a degree or partial degree studies in any field of study can apply for entry into the Bachelor programs. Students seeking entry through partial completion of other tertiary studies, are eligible for entry if their GPA is equal to or higher than 4.0 (on a 7.0-point scale).

Master Course Entry – Students are required to have completed a Bachelor degree in any field. *The COLAB Graduate Certificate in Business and Master of Business Administration also require the completion of relevant management experience.*

Recognition of Prior Learning (RPL) and Credit Transfer arrangements are in place for all programs. Students who have completed similar units to those included in the prospective course are welcome to apply for RPL/Credit Transfer. Students who have completed or partially completed another counselling/business course are particularly encouraged to apply for RPL/Credit Transfer.

Credit will not normally be granted for formal study completed more than 10 years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought. Credit is granted where there is substantial overlap with the content and/or learning outcomes of the subject for which credit is being applied.

When assessing credit based on prior study, consideration is given to the objectives of the course, methods of delivery and assessment, admission requirements, course durations, the breadth and depth of the course material, practical training requirements, and experience requirements.

****Students can only obtain credit for a total maximum of 8 subjects inclusive of whether this credit has been obtained via RPL or credit transfer.**

The RPL/Credit Transfer Application Form can be obtained by calling AIPC on 1800 657 667 or emailing support@aipc.net.au.

The following documentation will need to be submitted:

1. For applications based on previous study, a certified copy of the student's Academic Transcript will need to be submitted along with subject/unit documentation that includes the aims and objectives of the subject/unit, syllabus outline, contact hours, texts and assessment information.
2. For applications based on previous experience, letters of support from current/previous employers will need to be included. Letters should include duties performed, length of tenure, position and contact details of the writer.

Applications that do not include all supporting documentation will be returned for resubmission. Supplied documentation that is photocopied will need to be certified as a copy of the original by an acceptable certifier (Justice of the Peace, Commissioner of Declaration).

Complete the Application Form, collate supporting documentation and send to:

RPL/Credit Transfer Applications

AIPC

Locked Bag 15

Fortitude Valley QLD 4006

Applications are assessed by the respective Program Leader within 21 working days and students will be notified in writing of the outcome of the application. Reasoning is provided where credit is not granted.

The student's Academic Transcript received at the end of the semester will show the credit that has been awarded to date during your studies.

There is no fee for applying for RPL or credit. Students are not required to pay the subject fee for each subject in which credit is granted.

Master of Counselling:

Graduates of the Institute's Bachelor of Counselling receive credit for the following subjects in the Master of Counselling:

- MC01 Introduction to Counselling
- MC02 Counselling Process
- MC03 Counselling Skills
- MC04 Ethics and Reflective Practice

Graduates and students of other Bachelor courses in Counselling are able to apply for credit of subjects in the Master of Counselling and are eligible to receive credit equivalent to up to one semester of subjects (ie, four x 6 credit point subjects, or 2 x 6 credit point subjects and 1 x 12 credit point subject).

Students who have completed AIPC's Graduate Diploma of Counselling satisfy the entry requirements for the Master of Counselling degree and receive credit for the following subjects:

- MC04 Ethics and Reflective Practice

In addition, students who have completed one of specialty streams within the Graduate Diploma will also receive credit for the following subjects:

Family Therapy Stream

- MC12 Counselling for Families and Couples

Addictions

- MC14 Counselling for Alcohol and Other Drugs

Loss and Grief

- MC15 Counselling for Loss and Grief

B. Applicants with vocational education and training (VET) study

Bachelor Course Entry - Students who have completed a Diploma level qualification in any field of study can apply for entry into the Bachelor programs.

Prospective students are to supply a certified copy of the qualification with their Course Application Form.

Recognition of Prior Learning (RPL) and Credit Transfer arrangements are in place for the Bachelor program. Students who have completed similar units to those included in the prospective course are welcome to apply for RPL/Credit Transfer. Students who have completed or partially completed another counselling/business course are particularly encouraged to apply for RPL/Credit Transfer.

Credit will not normally be granted for formal study completed more than 10 years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought. Credit is granted where there is substantial overlap with the content and/or learning outcomes of the subject for which credit is being applied.

When assessing credit based on prior study, consideration is given to the objectives of the course, methods of delivery and assessment, admission requirements, course durations, the breadth and depth of the course material, practical training requirements, and experience requirements.

****Students can only obtain credit for a total maximum of 8 subjects inclusive of whether this credit has been obtained via RPL or credit transfer.**

The RPL/Credit Transfer Application Form can be obtained by calling AIPC on 1800 657 667 or emailing support@aipc.net.au.

The following documentation will need to be submitted:

1. For applications based on previous study, a certified copy of the student's Academic Transcript will need to be submitted along with subject/unit documentation that includes the aims and objectives of the subject/unit, syllabus outline, contact hours, texts and assessment information.
2. For applications based on previous experience, letters of support from current/previous employers will need to be included. Letters should include duties performed, length of tenure, position and contact details of the writer.

Applications that do not include all supporting documentation will be returned for resubmission. Supplied documentation that is photocopied will need to be certified as a copy of the original by an acceptable certifier (Justice of the Peace, Commissioner of Declaration).

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Applications are assessed by the respective Program Leader within 21 working days of receipt and students will be notified in writing of the outcome of the application. Reasoning is provided where credit is not granted.

The student's Academic Transcript received at the end of the semester will show the credit that has been awarded to date during your studies.

There is no fee for applying for RPL or credit. Students are not required to pay the subject fee for each subject in which credit is granted.

Bachelor of Counselling

Graduates of the AIPC's Diploma of Professional Counselling (Course Codes: 30073QLD or 30506QLD) or Diploma of Counselling (CHC51708, CHC51712 or CHC51015) receive credit for the following subjects in the Bachelor of Counselling:

- COU101 Introduction to Counselling
- COU102 Theoretical Foundations of Counselling
- COU103 The Counselling Process
- COU104 Micro Counselling Skills
- COU202 Counselling and Diversity
- COU203 Counselling Therapies 1

Prospective students with the Diploma of Counselling qualification (CHC51708, CHC51712 or CHC51015) issued by a Registered Training Organisation will satisfy the educational entry requirements for entry into the Institute's Bachelor of Counselling and will receive credit for the following subjects:

- COU101 Introduction to Counselling
- COU102 Theoretical Foundations of Counselling
- COU103 The Counselling Process
- COU104 Micro Counselling Skills
- COU202 Counselling and Diversity
- COU203 Counselling Therapies I

Bachelor of Human Services

Prospective students with the qualifications listed below, issued by a Registered Training Organisation, will satisfy the educational entry requirements for entry into the Institute's Bachelor of Human Services and will receive credit for the following subjects:

Diploma of Counselling (CHC51708, CHC51712 or CHC51015)

- HUS102 - Case Management in Human Services
- COU104 - Micro Counselling Skills

Diploma of Professional Counselling (30073QLD or 30506QLD)

- HUS102 - Case Management in Human Services
- COU104 - Micro Counselling Skills

Diploma of Community Services (Case Management) (CHC52008 or CHC52015)

- CORE102 - Communication Skills
- HUS101 - Introduction to Human Services
- HUS102 - Case Management in Human Services
- CORE103 - Group Work & Team Dynamics

Diploma of Youth Work (CHC50413)

- CORE102 - Communication Skills
- HUS102 - Case Management in Human Services
- CORE103 - Group Work & Team Dynamics
- COU303 - Working with Children and Adolescents

Diploma of Financial Counselling (CHC51115)

- COU104 - Micro Counselling Skills

Bachelor of Business

Graduates of the COLAB or Estrada College Diplomas of Business (BSB50215)/Business Administration (BSB50415) /Leadership & Management (BSB51915)/Human Resources Management (BSB50615)/Project Management (BSB51415) will automatically receive credit for the following subjects:

- CORE102 Communication Skills
- BUS104 Introduction to Human Resource Management
- MGT301 Project Management

In addition, graduates of the COLAB or Estrada College Diplomas of Leadership & Management (BSB51915)/Human Resources Management (BSB50615)/Project Management (BSB51415) will automatically receive credit for the following additional subject:

- HRM203 Work, Health and Safety

Other Registered Training Organisation or Higher Education Provider

Prospective students with a nationally recognised Diploma of Business/Business Administration/Leadership & Management/Human Resources Management/Project Management issued by a Registered Training Organisation will satisfy the educational entry requirements for entry into the College's Bachelor of Business and will receive credit for the following subjects:

- CORE102 Communication Skills
- BUS104 Introduction to Human Resource Management
- MGT301 Project Management

Master of Business Administration

Students progressing into the Master of Business Administration from the College's Graduate Certificate in Business will receive automatic credit for the following subjects:

- MB01 Management and Leadership

- MB02 Accounting and Business Analysis
- MB03 Managing People
- MB04 Marketing Management

Graduates of the College's Bachelor of Business or Graduate Certificate in Business, along with relevant management/supervisory experience, satisfy the educational entry requirements for entry into post-graduate qualifications in business.

C. Applicants with recent secondary education (within the past two years)

Australian Year 12 students

Students are required to have:

- Completed Year 12 with at least a Sound Achievement (or Australian state/territory equivalent) in English (Counselling and Human Services applicants).
- Completed Year 12 with at least a Sound Achievement (or Australian state/territory equivalent) in English and one Mathematics subject (Business applicants).

Students are also required to provide information confirming at least 2 years of work history since leaving school.

D. Applicants with work and life experience (includes those who left secondary education more than 2 years ago)

Bachelor Course Entry - Applicants who left school more than 2 years **are required to have:**

- Completed Year 12 with at least a Sound Achievement (or Australian state/territory equivalent) in English (Counselling and Human Services applicants).
- Completed Year 12 with at least a Sound Achievement (or Australian state/territory equivalent) in English and one Mathematics subject (Business applicants).

Bachelor Course Entry – Special Entry Requirements - All other applicants:

For students who do not meet the standard admission requirements, the following special entry requirements will apply:

- Completion of a year-long tertiary studies preparation program (eg TAFE Certificate IV in Adult Tertiary Preparation), **or**
- Completion of at least 12 months of tertiary studies with a GPA of at least 4.0 (on a 7.0-point scale), **or**
- Consideration of results from the Special Tertiary Admissions Test (STAT) – the prospective student must have achieved a STAT overall score of 160 or better, or 155 or better in the verbal subscore. (Please note that STAT results are not acceptable for current Year 12 students).
- Consideration of work history in positions of responsibility and accountability, and/or particular specialist knowledge.

3. Additional information

Aboriginal and Torres Strait Islander people

- To contribute to the assessment of their application, Aboriginal and Torres Strait Islander people can also submit a letter confirming Aboriginal and/or Torres Strait Islander status under the common seal of an incorporated community organisation, in addition to the Bachelor Course Entry – Special Entry Requirements - All other applicants outlined above.

Domestic applicants with overseas qualifications

Applications that contain qualifications from overseas are required to supply confirmation from the National Office of Overseas Skills Recognition, or an equivalent state-based authority,

that the qualification is equivalent to the respective Australian qualification. Student Support Staff follow this up with the applicant if it is not included with their application.

English language proficiency

All prospective students whom identify that English is a second language on their application form are required to supply evidence of a level of achievement in a recognised English Language Testing System with their application.

The levels of achievement required are:

- IELTS: achievement of an Overall Band Score of 6.5 (with a minimum score of 6.0 in each band) in the IELTS (International English Language Testing System).
- TOEFL (paper-based): 570 with a minimum Test of Written English Score of 5.
- TOEFL (electronic): 230 with an essay rating of at least 5.
- TOEFL (internet): 90 or better with a minimum of 20 in each band.

4. How to apply

AIPC and COLAB have three enrolment intakes per year in March, July and November. COLAB Graduate Certificate in Business and Master of Business Administration have four enrolment intakes per year in February, April, July and October.

All applications are assessed on a first in, first served basis and student numbers are limited so a low lecture:student ratio is maintained.

To enrol into a higher education course, students are required to either:

- Apply online and then post or email in support documentation required for entry to the course to Student Support Staff.

Course application forms can be obtained from:

1. Counselling Courses - AIPC website: http://www.aipc.net.au/course_bachelor.php
2. Human Services Courses – AIPC website: https://www.aipc.net.au/course_bachelor_human_services.php
3. Business Courses - COLAB website: <http://www.colab.edu.au/apply>

Course application forms and associated application documentation are received prior to the commencement of the semester and processed by Student Support Staff.

Counselling and Human Services Degrees – Additional Requirements:

All course application forms are to be accompanied by an essay addressing why the prospective student is interested in studying their course and what they are aiming to achieve once qualified.

- Essays for the Bachelor degrees are 600 words in length and can be typed or handwritten neatly.
- Essays for the Master of Counselling are to be 600 words in length with applicants to cover attributes they will require to study counselling at the Masters level, attributes they have which may adversely affect their study of Counselling, and demonstrate personal reflection on their attributes.
- Students applying for entry to the Bachelor of Counselling and Bachelor of Human Services also need to supply a Character Reference (a short letter from a Referee explaining and confirming the applicant's good character).
- Students applying for entry to the Master of Counselling also need to supply details of a professional Referee for the Institute to contact to discuss their application.

All applicants seeking entry via special admission procedures are encouraged to also supply any of the following additional documents in support of their application:

- CV or resume (mandatory if seeking consideration based on work history)
- Letters confirming employment positions, responsibilities and accountabilities including durations from employers/workplace supervisors
- For applicants identifying as Aboriginal and/or Torres Strait Islander peoples, letter confirming Aboriginal and/or Torres Strait Islander status under the common seal of an incorporated community organisation.
- A statement (up to 600 words) from the prospective student outlining their abilities and skills that will enable them to study at the tertiary level (mandatory if seeking consideration based on work history)
- Details of any training or development courses completed
- Proof of membership or affiliation with professional organisations, associations or community engagement.
- Referee reports (personal or professional) outlining the applicant's ability to adequately manage the demands of tertiary study

Graduate Certificate in Business and Master of Business Administration – Additional Requirements:

All course application forms are to be accompanied by an essay addressing the prospective students' relevant experience, in addition to the below requirements:

- Essays are to be 300 words in length
- A Curriculum vitae including work history, management/supervisory/technical/professional experience, duties and responsibilities for each role, and start and end dates of employment, is also required.
- Written references/statements of service from employers and/or line managers/supervisors confirming roles held, responsibilities and duties, and dates and length of employment.
- Personal competency essay (300 words) which addresses the applicant's experience in general management skills including: Planning, Team Management or Supervision, Implementation, and Monitoring, Review and Improvement.

For all applications: Upon receipt, the prospective student's application and documentation is assessed, and then a place in the course is offered (subject to student numbers and availability of places). Upon acceptance of the place in the course and confirmation of subjects, the necessary materials for the student to commence their first semester/term of studies is provided to the student via the HELP portal.

Applicants are advised, prior to the semester commencing, of the outcome of their application.

Late applications during the first 2 weeks of the semester may still be accepted depending on subject availability and student numbers.

5. Enrolment

For students accepted into the course, a confirmation letter is sent to the student along with a course enrolment pack. The course enrolment pack includes the student handbook, semester enrolment form, textbook list and library practices document.

New students are required to notify AIPC/COLAB in writing of their acceptance of the placement in the course. If confirmation is not received within 14 days, the offer AIPC/COLAB will follow up with the student. If no response, the place is offered to another applicant.

Students accepted into the course are welcome to apply for credit transfer/recognition of prior learning. The RPL/Credit Transfer Application Form can be obtained by calling AIPC on 1800 657 667 or emailing support@aipc.net.au.

Students can apply for a deferral of their studies for a maximum number of five (5) semesters throughout the duration of their course. Students are to submit their request to defer their studies in writing, with suitable reasoning, to Student Support Staff, AIPC, Locked Bag 15, Fortitude Valley QLD 4006.

To enable flexibility and the opportunity to meet a variety of financial needs of students, students can pay for their course fees semester-by-semester via their own funds or through FEE HELP. Students can choose any combination of the two payment options.

Fees and charges for each course can be found here:

Bachelor of Counselling - http://www.aipc.net.au/dates_policies.php

Bachelor of Human Services - http://www.aipc.net.au/dates_policies.php

Master of Counselling - http://www.aipc.net.au/dates_policies.php

Bachelor of Business - <http://www.colab.edu.au/bachelor-of-business>

Graduate Certificate in Business - <https://www.colab.edu.au/graduate-certificate-in-business>

Master of Business Administration - <https://www.colab.edu.au/master-of-business-administration>

6. Student profile

The table below gives an indication of the likely peer cohort for new students at the institution. It provides data on students that commenced undergraduate study and passed the census date in the most relevant recent intake period for which data are available, including those admitted through all offer rounds, across all Australian campuses, and international students studying in Australia.

Applicant background	Full year intake [2019]	
	Number of students	Percentage of all students
(A) Past higher education study (includes a bridging or enabling course)	181	62.85 %
(B) Past vocational education and training (VET) study-	88	30.56 %
(C) Recent secondary education:		
• Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)	N/A	0 %
• Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)	N/A	0 %
• Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)	18	6.25 %
(D) Work and life experience		
Applicants who completed Year 12 more than 2 years ago	1	0.35 %
Admitted on the basis of special entry requirements	0	0 %
International students	N/A	0 %
All students	288	100.0%

Notes: L/N - Low numbers: the number of students is less than 5.
N/A - Data not available for this item.
N/P – Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

7. Where to get further information

- www.aipc.net.au
- www.colab.edu.au
- TEQSA national register: <http://www.teqsa.gov.au/national-register/provider/prv12083>
- QILT website: <https://www.qilt.edu.au/institutions/list/institution/australian-institute-of-professional-counsellors>
- Information on appeals and grievance processes: http://www.aipc.net.au/dates_policies.php