

International
Course Guide
2019//2020

**EXPERIENCE
ACAP**

ACAP

**EVERY JOURNEY
BEGINS WITH A
FIRST STEP**



WELCOME TO THE AUSTRALIAN COLLEGE OF APPLIED PSYCHOLOGY

Since 1983, we have been teaching applied psychology and helping to prepare our students to change lives and to make a difference.

Our team of experienced academics and industry professionals are committed to delivering a practical learning environment and the latest in work practices and industry developments. We provide a distinctive educational experience based on hands-on learning. Our philosophy is simple: the best way for you to learn about human interaction is to interact.

Whether you want to build more effective communication and team management skills, or get the qualifications you need to practise as a counsellor, psychologist, case worker or social worker, our aim is to produce graduates who can take the skills they learn at ACAP and apply them immediately in the workforce.

You can study on-campus at one of our central city locations, with the option to study select courses online (limited to a maximum of 33% online study). Whichever campus you choose to study at, our support team will provide you with the necessary academic and personal support throughout your studies to achieve your goals.

We look forward to welcoming you to ACAP.

CONTENTS

ACAP

WELCOME TO ACAP	1
WHY STUDY AT ACAP?	3
WHERE CAN STUDY AT ACAP TAKE ME?	4
WHICH COURSE IS RIGHT FOR ME?	5
STUDENT SUPPORT	5
STUDY YOUR WAY	6
STUDENT PLACEMENT	7
ACAP PSYCHOLOGY CLINIC, SYDNEY	7
ACAP CAMPUSES	8

UNDERGRADUATE COURSES

DIPLOMA OF COUNSELLING SKILLS	10
BACHELOR OF COUNSELLING	11
BACHELOR OF COUNSELLING (COACHING)	12
BACHELOR OF SOCIAL WORK	13
BACHELOR OF PSYCHOLOGICAL SCIENCE	14
BACHELOR OF PSYCHOLOGICAL SCIENCE (HONOURS)	15
BACHELOR OF PSYCHOLOGICAL SCIENCE AND COUNSELLING	16
BACHELOR OF PSYCHOLOGICAL SCIENCE AND CRIMINOLOGY	17
BACHELOR OF POLICING AND JUSTICE	18
BACHELOR OF CRIMINOLOGY AND JUSTICE	19

POSTGRADUATE COURSES

GRADUATE DIPLOMA OF COUNSELLING	20
GRADUATE DIPLOMA OF PSYCHOLOGICAL SCIENCE	21
GRADUATE DIPLOMA OF PROFESSIONAL PSYCHOLOGY	22
MASTER OF PSYCHOLOGY (CLINICAL)	23
MASTER OF SOCIAL WORK (QUALIFYING)	24

TUITION FEES	26
HOW TO APPLY TO STUDY AT ACAP	27
CONDITIONS OF ENROLMENT	28
IMPORTANT DATES	30
LIVING AND ACCOMMODATION COSTS	31
ACCREDITATION AND QUALITY ASSURANCE	32

WHY STUDY AT ACAP?

At ACAP you will be supported and enriched by our hands-on approach to learning, as you master the skills required for a career that will make a real difference to people's lives.

Our specialist courses in counselling, psychology, coaching, social work, case management and criminology unlock opportunities for those starting out in the workforce, changing careers, enhancing existing qualifications, or pursuing a personal passion for helping others.

Study on-campus

Many ACAP courses are offered through a range of study modes, which means you can enjoy a limited combination of blended learning (on-campus and online), to suit your circumstances (subject to availability and visa requirements). Note: some courses require compulsory on campus attendance for certain subjects.

Our campuses in Sydney, Melbourne and Brisbane are centrally located in CBD areas and have modern facilities and resources. The ACAP study calendar is divided into trimesters, with the convenience of three intakes per year.

Find out the locations and study modes for each course, on pages 6-8 of this guide.

Expert teachers

ACAP students are taught by highly-skilled academics and teachers who are also practising professionals with significant industry experience.

As well as sharing a thorough knowledge of their disciplines, our teaching staff understand the current work practices in their area of expertise.

Smaller class sizes and interactive learning

Our smaller class sizes allow for a greater level of discussion, giving you a better opportunity to ask questions.

At ACAP, classmates and teachers form strong bonds as they easily and comfortably exchange ideas and explore opinions in a smaller classroom setting. This close interaction plays a key role in helping our students achieve their personal and professional goals.

At ACAP, each class member has the chance to be an active participant in the subject matter, and is encouraged to express their opinion as part of the learning process.

Having smaller class sizes enables teachers to provide detailed feedback when evaluating assessments, which can help accelerate your progress through the course. We enjoy and encourage personal interaction, and our teachers are accessible to students for enquiries and assistance.

Dynamic assessment strategies

ACAP's priority is for students to graduate work-ready. Where possible, assessments for our courses are designed to help you develop the knowledge and skills for your future career.

Depending on the course and unit, assessments may take the form of group work, role-playing, laboratory experience and supervised work placement, as well as examinations in some cases.

Our approach to assessment means that ACAP's students can demonstrate their understanding of each topic – and be evaluated – from a practical perspective.

Student placement

Student placement helps to prepare you for professional practice after graduation.

In courses with placement included, students have the opportunity to apply theory in a professional workplace for a set period of time, gaining essential real-life experience in their chosen field. Further information regarding placement requirements can be found on our website.

Placement can be one of the most exciting and memorable chapters of your studies because it allows you to actively participate in a work environment and network with industry professionals and members of the community. Before graduating, you will build valuable skills in preparation for your career, as well as establishing contacts and mentors who can act as future referees.

Please be advised that if you enrol in a course that requires placement at a clinic, you will need to undertake a police check and a working with children check.

Diversity

For more information on ACAP's diversity policies, visit our website.

“ACAP STAFF HAVE MOTIVATED ME THROUGHOUT MY ACADEMIC CAREER, THEY ARE WORLD CLASS.”



Monique, Bachelor of Psychological Science (Honours)

WHERE CAN STUDY AT ACAP TAKE ME?

Are you intrigued by human behaviour? Are you planning a career supporting and motivating people as they seek to change their lives? Our courses prepare students from diverse backgrounds for rewarding professions working with people in the community. There are also pathway options to further study available, to suit your priorities and career aspirations.

Counselling

Counsellors support individuals, couples, families or groups in managing life challenges, taking into account clients' cultural and socio-political context. Our higher education Diploma of Counselling Skills provides an introduction to the field and the foundation for counselling support roles within the community services and health industries.

Our Diploma is a pathway to higher education qualifications. The Diploma of Counselling Skills course is also accredited by the Psychotherapy and Counselling Federation of Australia (PACFA). Graduates have the skills required to work as a qualified counsellor, or in a related field, as well as enjoying certified recognition and credibility within the counselling profession.

Psychology

Psychology is the scientific study of the human mind and behaviour. Its knowledge base is developed through creating and testing theories on what determines the way people think, feel and behave at an individual, group, organisational or community level.

Psychology graduates are in demand in the sectors of health and social welfare; social policy and research; market research; human and community services; disability and ageing; mental health services; immigration; juvenile and criminal justice; and refugee support services.

Bachelor of Psychological Science graduates may go on to complete an Honours program in psychology, continue their studies with the aim of becoming registered psychologists, or undertake further specialist study for careers in allied health, teaching or business.

The criminology major directs to public administration, and professions linked by the study of human behaviour to the courts, corrections, youth justice, Indigenous justice, criminal law and reform, and state or federal policing.

Our psychology degrees are accredited by the Australian Psychology Accreditation Council (APAC), providing graduates with the certainty their qualifications meet the industry's training standards.

Social Work

Social work is a professional, practical and academic discipline underpinned by principles of human rights, collective responsibility and social justice.

Social workers assess the needs of individuals, families and groups, assisting and empowering them to develop and use the skills needed to resolve communal, personal and other problems, and to foster human wellbeing. Social work is a complex and nuanced discipline which is thoroughly grounded in the client's context and their place in the wider community.

ACAP's Bachelor of Social Work has been provisionally accredited, and the Master of Social Work (Qualifying) is fully accredited by the Australian Association of Social Workers (AASW), the body that sets the benchmarks for professional education and practice in social work. The Bachelor of Social Work, Bachelor of Social Work (Honours) and Master of Social Work (Qualifying) have been determined to meet the Australian Social Work Education and Accreditation Standards.

Coaching

Modern challenges such as effectively striking a work-life balance, or the desire to achieve personal or career goals have led to growth in the demand for life coaching, executive coaching, personal coaching and performance coaching.

This field draws on positive psychology theories. As a graduate of our Bachelor of Counselling (Coaching), you can support others in achieving their short and long-term goals. Our coaching degree is accredited by the International Coaching Association.

Criminology and Justice

The criminology and justice studies provides deep insight into why we behave the way we do, and the effect our justice system has on our future actions, and the intrinsic relationship it has to the community.

The Criminal Justice degree may be used to transition into other university courses such as law, forensics, counter terrorism, criminology and psychology, in both undergraduate and postgraduate programs.

WHICH COURSE IS RIGHT FOR ME?

Counselling pathways

Professional counselling helps people overcome everyday challenges, from relationship problems, stress and health issues, to career planning.

Bachelor of Counselling graduates may work as:

- Alcohol and Other Drugs Counsellors
- Mental Health Support Counsellors
- Grief & Loss Counsellors
- Online & Telephone Counsellors

Diploma of Counselling Skills graduates may take roles as:

- Client Support Workers
- Family Support Workers
- Intake Workers
- Family Advisors

Psychology pathways

Psychology is the scientific study of the human mind and human behaviour. Psychology graduates work in fields dealing with the many ways people feel, think and behave.

The criminology major prepares graduates for careers in the justice and corrections sectors, working with children, youth or adults in the community.

Graduates who complete one of the pathways to psychology registration may work as registered psychologists in Australia.

Social Work pathways

Social workers support and advocate for individuals, families and groups to bring about positive change at every level of society.

Graduates may apply for social work positions in:

- Mental Health
- Hospitals
- Community or Social Services
- Schools
- Government and Non-government Human Services

* Please note not all courses may be available for international students and/or at all campuses.

STUDENT SUPPORT

ACAP is committed to supporting students by providing advice, resources and services to help you, academically and personally, as your course progresses.

Community atmosphere

Our interactive teaching approach and small class sizes build a nurturing atmosphere for students. From your first enquiry to graduation day, we are dedicated to helping you to meet your personal and career goals. During early contact, a course advisor will help put your study program together, matching your availability with our timetable and study mode options.

After your studies commence, we provide additional academic, personal and student placement support to ensure a positive result from your efforts.

Orientation

Orientation for all courses is held at the start of each trimester, and attendance is compulsory for all international students. Personal induction is an excellent opportunity to become familiar with ACAP, meet staff, teachers and fellow students and take a tour of the campus.

Academic and Learning support

ACAP understands that if you haven't studied recently, you may need to refresh your skills in academic writing, referencing, researching and study discipline. We offer assistance in these areas, in addition to English language support, from our learning support team through workshops, webinars, online resources, individual learning support, peer mentoring programs and specific activities for students transitioning into the College or advancing between courses.

Access to the student portal provides essential academic and administrative information, including unit and subject outlines, timetables, student support and campus contacts. Our web facilities also cover access to online class spaces, personal enrolment details, webmail, the IT Help Desk and your academic history and grades.

Personal support

Starting a new course is exciting, but it can also create personal pressure when combined with other commitments. ACAP understands the challenges students may face while adjusting during this busy time. Our Student Support Counsellors provide confidential support as part of our services and, if necessary, provide referrals for ongoing assistance. They can also help you liaise with College staff as needed.

Library services

Comprehensive library services are available to support and enhance your learning experience at ACAP. Students have access to extensive book collections, as well as electronic books and professional journals. Our librarians can help with your research needs in person at our Sydney, Melbourne and Brisbane campuses, and by email or phone.

STUDY YOUR WAY

International students have the opportunity to undertake up to one third of their selected course via online delivery.

On-campus study

On-campus study typically involves three to four hours per week of face-to-face teaching for each subject or unit. This may take the form of single classes, or be combined as lectures and tutorials. For example, if you are taking three units or subjects, you will spend nine to twelve hours in classes each week. Classes are held in the mornings, afternoons and evenings and in some cases, on weekends.

Each campus may run classes on different days and times and not all units or subjects are available at all times on all campuses.

In addition to attending classes, on-campus students have access to their online class space with services including resources, student forums, teacher feedback, for submitting assessments and receiving marks.

Studying online

Limited online study is available to international students.

With a student visa, students may complete one-third of their course online, and need to be enrolled full-time in at least one on-campus unit per semester.

Online students need to devote the same number of hours per week, per unit as on-campus students, to reading course material, participating in group discussions and completing assessments.

Teachers of online classes provide continual guidance by introducing content, asking students for their insights and by sequencing and pacing activities throughout the trimesters.

Where mandatory workshops apply to a course, students are required to attend sessions in person at an ACAP campus in Sydney, Melbourne or Brisbane.

Blended delivery

A selection of ACAP courses are delivered by a combination of online and on-campus learning. Limits do apply as to how many hours international students can study online.

For blended delivery units, students are required to undertake activities, assessment and self-directed study online, as well as attend some occasional classes and/or full day workshops that are held on the campus during the trimester. For example, some blended delivery units require attendance of monthly workshops, or a few classes during the trimester. Dates for on-campus components are provided in advance.

Student web portal

Students use the online portal to connect with teachers and each other in discussion forums, live-chat sessions and virtual conferencing. Unit materials, instructions, assessment feedback, grades, video lectures and other presentations are viewed and downloaded from the student portal. Assessments are also submitted using this central system.

Technology required

ACAP students need to have ready access to high-speed internet and an understanding of how to use the web and email. Familiarity with word processing programs, such as Microsoft Word is also required for preparing and submitting assignments.

“I CHOSE TO STUDY AT ACAP TO FULFIL MY DESIRE TO REALLY UNDERSTAND THE PROCESS OF MENTAL WELLNESS.”



Ayshe, Bachelor of Counselling

STUDENT PLACEMENT

Student placement provides the essential experience to prepare you for work in your chosen profession. For some ACAP courses, successful completion of placement units is required for graduation.

What is involved in student placement?

Student placement is a period of unpaid work experience in a workplace suitable to your studies and career goals.

ACAP's social work, case management, coaching, counselling and psychology students have the opportunity to apply the theory and skills learned in class in the field, under supervision.

Placement also gives you a hands-on understanding of the different types of work available after graduation.

Why is student placement important?

Being immersed within a professional environment develops your understanding of the industries relevant to your studies.

While working in the field, you will apply what you have learned in class to real-life situations, putting theories into action and seeing results.

Some ACAP students have been offered employment by their placement organisations.

Choosing your student placement

ACAP has links with respected organisations in the counselling, social work, youth work, case management, coaching and psychology fields across Australia.

When the time comes to plan your placement, we can help you connect with the right workplace to match your personal and professional interests, or to help broaden your experiences, if you want to explore different options.

Before commencing a placement, students are required to undertake a police check and a working with children check.

ACAP PSYCHOLOGY CLINIC, SYDNEY

A not-for-profit psychology training clinic is located at ACAP's Sydney campus, staffed by registered and provisionally registered psychologists, and supervised by experienced clinical psychologists.

The clinic is an additional learning environment where psychology students develop their skills in a professional setting, while on their path to accreditation. Services are available to adults, adolescents and children who are experiencing issues such as anxiety, depression and fluctuating moods; adjusting to life changes e.g. divorce, relocation; relationship problems; work or study issues; alcohol and drug use; grief, loss and bereavement and attention deficit disorder. ACAP is proud to provide mental health support free of charge to full-time students and Centrelink recipients. Nominal fees are charged to other clients.

Visit acap.edu.au/psychology-clinic for more details.



Psychology training clinic, ACAP's Sydney campus

ACAP CAMPUSES

Our campuses are centrally located in Sydney, Melbourne and Brisbane. Each is easily accessible by public transport.

Sydney

Our largest campus is located at the heart of the city of Sydney, near Town Hall Station and Hyde Park.

Melbourne

The Melbourne campus is located in the city centre, near Chinatown and close to Parliament Train Station.

Brisbane

Our Brisbane campus is in the CBD, just five minutes' walk from Central Station and the Brisbane River.



Sydney

Level 11, 255 Elizabeth Street, Sydney NSW 2000



Brisbane

Ground Floor, East Tower, 410 Ann Street, Brisbane QLD 4000



Melbourne

Level 10, 123 Lonsdale Street, Melbourne VIC 3000

PSYCHOLOGY | ACAP
COUNSELLING | ACAP
SOCIAL WORK | ACAP
CRIMINOLOGY | ACAP
DISCOVER | ACAP

Curious?
Discover
our courses.

UNDERGRADUATE COURSES

DIPLOMA OF COUNSELLING SKILLS

This higher education diploma course provides an introduction to the field of counselling with an emphasis on counselling skills, an understanding of the mental health system, and skills required to provide social and health support within the community. The course covers foundational theories of counselling, counselling techniques, organisation's policies and procedures, and professional ethics. Graduates can take their first step towards a career in counselling, applying skills that suit a range of occupations and settings.

Overview

Availability

On-campus in Sydney, Brisbane or Melbourne

Duration*

One year full-time (three trimesters)

Admission Criteria

Meet one of the following requirements:

- Completion of a Certificate IV or above (or equivalent); or
- Successful completion of a Senior Secondary Certificate of Education (or equivalent); or
- Completion of the Core Skills Profile for Adults (CSPA) at exit level 3 of the Australian Core Skills Framework (ACSF) in both literacy and numeracy

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 8

AQF Level 5

CRICOS Course Code 095829B

Workload

ACAP recommends an average of 9-11 hours of study per unit, per week, made up of:

- One three-hour class
- Six hours per week of self-directed study, assessment preparation, general research and reading

Units

This course contains the following units:

- Preparation for Academic Study
- Psychology of Health and Wellness
- Counselling Skills 1
- Personal and Professional Development
- Developmental Psychology
- Counselling Theories 1
- Advanced Counselling Skills
- Social, Legal and Ethical Frameworks

See acap.edu.au for the full list of units.

Assessment

Assessment types vary for each unit and may consist of reports, formal essays, critical reflections, group work, practice sessions. Most units involve the submission of two or three assessments.

Further study

Graduates of the Diploma of Counselling Skills can apply for admission into the Bachelor of Counselling or Bachelor of Counselling (Coaching).

BACHELOR OF COUNSELLING

The Bachelor of Counselling provides a comprehensive grounding in counselling frameworks and skills, ethical practice and cultural diversity. The course provides entry-level counselling training with a strong focus on contemporary techniques, counselling and psychology theory, research and practice.

Overview

Availability

On-campus in Sydney, Brisbane or Melbourne

Duration*

Three years full-time (nine trimesters)

Admission Criteria

Meet one of the following criteria:

- Successful completion of a Senior Secondary Certificate of Education (or equivalent); or
- Completion of a Certificate IV, Diploma, Advanced Diploma or Associate Degree; or
- Partial completion of a Bachelor's degree

It is a condition of this course that students complete a National Criminal History Record check

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 24

AQF Level 7

CRICOS Course Code 057962A

Career options

Graduates of the Bachelor of Counselling will be well-equipped to provide professional counselling services relating to bereavement and loss, alcohol and other drugs abuse, mental health, family and relationships, and general counselling. Counsellors are employed across the sectors of Health Care and Social Assistance, Education and Training, Public Administration and Safety, and Administrative and Support Services.

Workload

ACAP recommends an average of 9-11 hours of study per unit, per week, made up of:

- One three-hour class
- Two hours of online activities and interaction with your teacher and fellow students
- Six hours per week of self-directed study, assessment preparation, general research and reading

Units

A typical course of study may include the following first year units:

- Preparation for Academic Study
- Counselling Skills
- Conflict Resolution
- Positive Psychology
- Counselling Theories 1
- Developmental Psychology
- Psychology of Health and Wellness
- Elective

See acap.edu.au for the full list of units.

Assessment

Assessment types vary for each unit and may include reports, formal essays, critical reflections, group work, practice sessions and supervised work placements.

Student Placements

Field placement consists of 200 hours, incorporating 40 hours of face-to-face client counselling, linked with two clinical supervision units completed over two consecutive trimesters. Both units include 24 timetabled hours of fortnightly supervised counselling practice sessions, provided by ACAP. Onsite placement attendance is usually scheduled for one or two days per week, as negotiated between the student and agency. Typical placement hosts are community agencies, charity organisations, health and counselling centres, hospitals and clinics.

ACAP provides students with a number of resources to assist them in securing placement, such as resume writing, interview skills, access to our placement database, opportunities to apply for placements with our partner agencies, and support in contacting external agencies.

Further study

Graduates of the Bachelor of Counselling are eligible for direct entry into the Master of Social Work (Qualifying).

Professional recognition

This course is fully accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) and is designed to meet their training standards.



UNDERGRADUATE COURSES

BACHELOR OF COUNSELLING (COACHING)

The Bachelor of Counselling (Coaching) provides a comprehensive grounding in counselling and in coaching frameworks and skills. Graduates can apply their expertise in organisational settings, working with individuals, groups and work-teams.

Overview

Availability

On-campus in Sydney and Melbourne

Duration*

Three years full-time (nine trimesters)

Admission Criteria

Meet one of the following criteria:

- Successful completion of a Senior Secondary Certificate of Education (or equivalent); or
- Completion of a Certificate IV, Diploma, Advanced Diploma or Associate Degree; or
- Partial completion of a Bachelor's degree

It is a condition of this course that students complete a National Criminal History Record check

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 24

AQF Level 7

CRICOS Course Code 65591A

Career options

Graduates of the Bachelor of Counselling (Coaching) will be well-equipped to provide counselling services. As qualified coaches, they can provide health coaching, life coaching, as well as training and development facilitation for work-teams, organisations and supervisors. Counsellors and coaches are employed across the sectors of Health Care and Social Assistance, Education and Training, Public Administration and Safety, and Administrative and Support Services.

Workload

ACAP recommends an average of nine hours of study per unit, per week, made up of:

- One three-hour class
- Two hours of online activities and interaction with your teacher and fellow students
- Six hours per week of self-directed study, assessment preparation, general research and reading

Units

Typical first-year units include:

- Preparation for Academic Study
- Counselling Skills
- Conflict Resolution
- Positive Psychology
- Developmental Psychology
- Coaching Theory and Practice
- Psychology of Health and Wellness
- Counselling Theories 1

See acap.edu.au for the full list of units.

Assessment

Assessment types vary with each unit and may include reports, formal essays, critical reflections, group work, practice sessions and supervised work placements.

Student Placements

Field placement consists of 200 hours, incorporating 40 hours of face-to-face client counselling, linked with two counselling supervision units completed over two consecutive trimesters. Both units provide a total of 36 timetabled hours of supervised clinical counselling practice and 18 hours of coaching supervision, provided by ACAP. Onsite placement attendance is usually scheduled for one or two days per week, as negotiated between the student and agency. Typical counselling placement hosts include community agencies, charity organisations, health and counselling centres, hospitals and clinics.

ACAP provides students with a number of resources to assist them in securing placement, such as resume writing, interview skills, access to our placement database, opportunities to apply for placements with our partner agencies, and support in contacting external agencies.

Further study

Graduates of the Bachelor of Counselling (Coaching) are eligible for direct entry into the Master of Social Work (Qualifying).

Professional recognition

This course is fully accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) and is designed to meet their training standards. This degree is also accredited by the International Coach Federation (ICF).



BACHELOR OF SOCIAL WORK

ACAP's Bachelor of Social Work is designed for those who want to make a real difference in the lives of others. The course equips graduates with the practical skills and academic knowledge needed for entry-level professional practice.

Overview

Availability

On-campus in Sydney

Duration*

Four years full-time (12 trimesters)

Admission Criteria

If you are aged 21 years or older:

- Provide a written statement (up to 500 words) outlining your interest in studying social work/human service work

If you are under 21, you must meet **one** of the following criteria:

- Successful completion of a Senior Secondary Certificate of Education (or equivalent); or
- Successful completion of a Diploma, Advanced Diploma; or Associate Degree from a registered Australian vocational education and training provider or higher education provider (or equivalent); or
- Partial completion of a Bachelor Degree from a registered Australian higher education provider (or equivalent)

It is a condition of this course that students complete a National Criminal History Record check

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 28

AQF Level 7

CRICOS Course Code 084932E

Career options

Opportunities for Bachelor of Social Work graduates range across the health and welfare fields of human services, small community-based programs and services, selected Government departments, non-Governmental organisations, health and mental health, community practice, women and migrant services, child and family services, and corrections and justice.

Workload

i) General Study (Non-placement units)

ACAP recommends an average of nine hours of study per unit, per week, made up of:

- One three-hour class
- Six hours per week of self-directed study, assessment preparation, general research and reading

ii) Placement Units:

Students have two field education placements totalling 1000 hours. For Field Education 1 and Field Education 2 an average of 49–60 hours is recommended per fortnight. This is made up of:

- On average between three to four days per week for 16–22 weeks in a placement agency
- Two hours of practice-theory integration seminars (fortnightly)
- In addition, one hour is recommended for portfolio and assessment preparation per week

Units

A typical course of study may include the following first year units:

- Introduction to Human Services
- Introduction to Contemporary Society
- Psychology of Health and Wellness
- Developmental Psychology
- Social Work Theories
- Professional Practice 1
- Social Work Theory and Practice (Case Management and Program Development)
- Government, Public Policy and Civil Society

See acap.edu.au for the full list of units.

Assessment

Assessment types vary for each unit and include essays, literature reviews, student-based projects, group presentations, practice videos, role playing and case studies.

Student placements

This course includes two placements totalling 1,000 hours, split into Field Education 1 and Field Education 2. Each 500-hour placement includes 12 hours of practice-theory integration seminars.

Professional recognition

ACAP's Bachelor of Social Work and Bachelor of Social Work (Honours) programs have been provisionally accredited by the Australian Association of Social Workers (AASW), after an Australian Social Work Education and Accreditation Standards (ASWEAS) review. As entry level social work qualifications, graduates are eligible for membership with the AASW.



UNDERGRADUATE COURSES

BACHELOR OF PSYCHOLOGICAL SCIENCE

The Bachelor of Psychological Science provides the first step in preparing you for a career in psychology, and for further study. To help put theory into practical context, the course includes electives from ACAP's applied psychology subjects in social science, counselling and coaching.

Overview

Availability

On-campus in Sydney, Brisbane and Melbourne

Duration*

Three years full-time (nine trimesters)

Note: This course can be completed in two years full-time, by taking four units each trimester

Admission Criteria

Meet one of the following criteria:

- Successful completion of a Senior Secondary Certificate of Education (or equivalent); or
- Certificate IV or above; or
- Admission to candidature for an undergraduate degree at an Australian University (or equivalent); or
- Be aged 21 years or over and submit a 500 word statement that satisfies the College as to your ability and aptitude to successfully undertake study of this type and level.

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 24

AQF Level 7

CRICOS Course Code 071878B

Career options

Opportunities for graduates of the Bachelor of Psychological Science include roles in ageing, community, counselling, criminal justice, mental health, disability, employment, government, health, welfare, immigration and youth services. In the non-government sector, the degree is applicable to positions in human resources, recruitment, social and market research and training.

Workload

ACAP recommends an average of 10 hours of study per unit, per week, made up of:

- Four hours of classes
- Six hours of self-directed study, assessment preparation, general research and reading

Units

A typical course of study may include the following first year units:

- Introduction to Psychology: Biology, Learning and Cognition
- Introduction to Psychology: The Individual, Society and Culture
- Psychology: An Evidence Based Approach
- Plus five electives

See acap.edu.au for the full list of units.

Assessment

Most units involve the submission of two assignments and an exam.

Criminology major stream

Bachelor of Psychological Science students have the option to complete a major stream in Criminology¹. This requires successful completion of 11 criminology units, including one elective, in addition to the psychology units.

The major stream units cover various aspects of criminal justice, as well as cultural diversity, ethics, theoretical and applied criminology, transnational crime, Indigenous justice and mental health. The elective can be chosen from international criminal justice, youth justice or forensic psychology. Also see the Bachelor of Psychological Science and Criminology, on page 19.

Further study

Graduates are eligible for direct entry into the Master of Social Work (Qualifying). Depending on grades, a graduate may enter fourth year psychology programs such as the Bachelor of Psychological Science (Honours), or the Graduate Diploma of Psychology, or Master of Social Work (Qualifying), or graduate-entry degrees in areas such as health sciences, community services, business and accounting and policy.

Professional recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia. Please note: On campus delivery of psychology units in Brisbane is conditionally approved by APAC.



BACHELOR OF PSYCHOLOGICAL SCIENCE (HONOURS)

The Bachelor of Psychological Science (Honours) is a one-year degree providing a fourth year of accredited study in psychology. It suits those who have already completed an accredited three-year sequence of study wishing to continue training towards registration as a psychologist in Australia.

Overview

Availability

On-campus in Sydney and Melbourne

Note: Intake February only

Duration*

One year full-time (three trimesters)

Admission Criteria

Meet both of the following criteria:

- Completed an Australian Psychology Accreditation Council (APAC) accredited three year psychology sequence within the last 10 years; and
- Achieved a credit average in second and third year units, including a credit in the majority of psychology units.

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 6

AQF Level 8

CRICOS Course Code 071877C

Career options

This course is relevant for employment in areas such as health and social welfare, social or market research, human services, mental health, disability and ageing services, juvenile justice, immigration and refugee support services.

Graduates seeking a career in business are qualified for roles in human resources, training, marketing or management at consulting firms, market research companies, recruitment firms, test development corporations, community based organisations, government departments and agencies, non-government organisations, hospitals, rehabilitation agencies, substance abuse services, youth services, the police force, law courts and prisons and counselling services.

Workload

For each eight credit point unit ACAP recommends an average of 12 hours of study per week, made up of:

- attending three hours of on-campus classes (one hour for the thesis units) and
- at least nine hours of self-directed study (11 hours for the thesis units)

Units

A typical course of study may include the following units:

- Psychology: An Evidence Based Approach
- Advanced Psychological Assessment
- Advanced Topics in Psychology
- Honours Thesis A, B & C

See acap.edu.au for the full list of units.

Assessment

Coursework units require submission of one or two formal pieces of assessment and an exam. Students will also prepare a 12,000 word thesis.

Further study

Graduates are qualified to apply for further study in psychology and for provisional registration as a psychologist. They may be eligible to apply for postgraduate study in psychology at the masters (such as ACAP's Master of Psychology [Clinical]) or doctoral levels, one year of postgraduate study followed by one year of supervised practice (such as ACAP's Graduate Diploma of Professional Psychology) or two years of supervised practice. Each of these pathways leads to full registration as a psychologist. Alternatively, graduates may choose to pursue a range of career options in the government or private sectors.

Professional recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia.



Accredited
Course

UNDERGRADUATE COURSES

BACHELOR OF PSYCHOLOGICAL SCIENCE AND COUNSELLING

Psychology and counselling complement and overlap each other in theoretical and practical knowledge. This double major combines the strengths of each discipline, providing benefits to graduates in knowledge and career outcomes as they will have further study and/or employment options related to both psychology and counselling.

Overview

Availability

On-campus in Sydney, Brisbane and Melbourne

Duration*

Three years full-time (nine trimesters)

Admission Criteria

Applicants need to meet **one** of the following:

- Successful completion of a Senior Secondary Certificate of Education (or equivalent); or
- Certificate IV or above; or
- Admission to candidature for an undergraduate degree at an Australian University (or equivalent); or
- Be aged 21 years or over and submit a 500-word statement that satisfies the College as to your ability and aptitude to successfully undertake studies of this type and level

It is a condition of this course that students complete a National Criminal History Record check

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 24

AQF Level 7

CRICOS Course Code 097106K

Career options

A psychology degree is valued by employers in the marketing, sales, advertising, justice and education sectors for its emphasis on critical and creative thinking, understanding human behaviour, and skills in communication and analysis. Counsellors provide services relating to bereavement and loss, alcohol and other drugs abuse, mental health, family and relationships, and general counselling.

A selection of applicable entry-level jobs for graduates of this degree include: Support worker, Telephone Counsellor, Youth worker or Welfare Worker.

Workload

ACAP recommends an average of 10 hours of study per unit, per week, made up of:

- Up to four hours of classes
- Six hours of self-directed study, assessment preparation, general research and reading

Units

A typical course of study may include the following first year units:

- Psychology: An Evidence-Based Approach 1
- Introduction to Psychology: The Individual, Society & Culture
- Introduction to Psychology: Biology, Learning & Cognition
- Counselling Skills & Practice 1
- Counselling Theories and Models 1
- Ethical Frameworks and Decision Making
- Mental Health
- Group Process

See acap.edu.au for the full list of units.

Assessment

Most psychology units involve the submission of two assignments and an exam. Most counselling units involve two or three pieces of assessment. These assessments may include reports and written assignments, critical reflection, group work, practice counselling sessions and supervised work placements.

Major streams

The psychology curriculum focus is on the core areas of the discipline, specifically the major theoretical positions, the scientific bases of the discipline, and the methods and analyses behind its scientific approach. Students engage with laboratory work from the first year of study.

The counselling major is underpinned by current knowledge, theoretical concepts and best practices, specifically in areas relating to therapeutic change, clinical skills, mental health, counselling practice in fields of alcohol and other drug abuse and in grief and trauma.

Placement

The Counselling major includes two trimesters of supervised field placement.

Further study

Graduates may apply for the Bachelor of Psychological Sciences (Honours) program as well as postgraduate degrees offered by the disciplines of Counselling and Social Work, such as the Master of Social Work (Qualifying). To become a registered psychologist, a fourth year of study, for instance the Bachelor of Psychological Science (Honours), is essential.

Professional recognition

This course is accredited* by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia.



BACHELOR OF PSYCHOLOGICAL SCIENCE AND CRIMINOLOGY

This double major program comprises units from the ACAP disciplines of Psychological Sciences and Criminology*. The course increases graduates' employment and further study opportunities in careers and postgraduate studies related to both psychology and criminology.

Overview

Availability

On-campus in Melbourne

Duration*

Three years full-time (nine trimesters)

Admission Criteria

Meet one of the following criteria:

- Successful completion of a Senior Secondary Certificate of Education (or equivalent); or
- Certificate IV or above; or
- Admission to candidature for an undergraduate degree at an Australian University (or equivalent); or
- Be aged 21 years or over and submit a 500-word statement that satisfies the College as to your ability and aptitude to successfully undertake study of this type and level

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 24

AQF Level 7

CRICOS Course Code 097107J

Career options

Employment opportunities include jobs in the following sectors:

- Education
- Health and social welfare
- Social policy and research
- Market research
- Human services, including disability, ageing, mental health
- Youth justice
- Case management
- Community corrections
- Correctional facilities
- Immigration and refugee support services

Workload

ACAP recommends an average of 10 hours of study per unit, per week, made up of:

- Up to four hours of classes
- At least six hours of self-directed study, assessment preparation, general research and reading

Units

A typical course of study may include the following first year units:

- Psychology: An Evidence-Based Approach 1
- Introduction to Psychology: The Individual, Society & Culture
- Introduction to Psychology: Biology, Learning & Cognition
- Criminal Justice
- Cultural Diversity
- Drugs and Crime
- Fundamentals of Law
- Theoretical Criminology

See acap.edu.au for the full list of units.

Assessment

Most units involve the submission of two assignments and an exam.

Major streams

The psychology major provides a comprehensive education in the theories and models underpinning the critical and analytical thinking, research methodology, design and analysis necessary for conducting and evaluating psychological research. The psychology major also introduces students to the applications of psychological theory.

The criminology major is concerned with approaches to criminal behaviour, the causes of crime, crime prevention, and responses to crime. The coverage of sociology in this major stream exposes students to the wider context in which criminal behaviour takes place and the role society plays in shaping crime and the criminal.

Further study

Depending on grades, graduates may apply for the Bachelor of Psychological Science (Honours) program as well as postgraduate degrees offered by the disciplines of Counselling and Social Work, such as the Master of Social Work (Qualifying). Graduates will also be eligible for further study in criminology. To become a registered psychologist, a fourth year of study, for instance the Bachelor of Psychological Science (Honours), is essential.

Professional recognition

This course is accredited* by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia.



Accredited Course

UNDERGRADUATE COURSES

BACHELOR OF POLICING AND JUSTICE

The Bachelor of Policing and Justice is a degree offering a distinct academic program with relevance to policing and contemporary law enforcement.

Overview

Availability

On-campus in Melbourne

Duration*

Two years full-time (six trimesters)

Selection Criteria

- An applicant's ability to cope with academic study and to satisfy the requirements of the course; and
- An applicant's goals, career aspirations and level of commitment

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 24

AQF Level 7

CRICOS Course Code 097105M

Career options

This qualification is a sound academic foundation for a career in policing or private and public agencies involved in law enforcement and security.

Note: Australia's state police forces have specific recruitment processes. Obtaining a Bachelor of Policing and Justice does not guarantee entry into a police force, intelligence agency or any other agency or organisation. Students pursuing entry to the Police service should familiarise themselves with the selection and recruitment processes of such agencies.

Who should apply?

People looking to enhance their employment prospects in the police services, the risk and security sector and public agencies involved in law enforcement and security will benefit from having this qualification.

Workload

An average of nine hours of study per week for each unit is recommended, comprising lecture attendance, online tutorial, self-study, assessment preparation, general research and reading. Generally students with a full-time, on-campus study load can expect to be in classes three days per week.

Assessment

You will be assessed using a number of methods, including essays, exams, debates and quizzes.

Course structure

A typical course of study may include the following first year units:

- Academic Enhancement
- Criminal Justice
- Police Studies
- Police and Diversity
- Drugs and Crime
- Fundamentals of Law
- Police and Accountability
- Theoretical Criminology
- Crime Prevention
- Issues in Criminal Justice
- Sentencing
- Global Policing

BACHELOR OF CRIMINOLOGY AND JUSTICE

The Bachelor of Criminology and Justice examines the criminal justice system by covering a number of interrelated but diverse disciplines including corrective services, criminal law, forensic psychology, law enforcement and justice-related issues such as ethics, drugs and crime, community safety and sentencing.

Overview

Availability

On-campus in Melbourne

Duration*

Two years full-time (six trimesters)

Admission Criteria

- An applicant's ability to cope with academic study and to satisfy the requirements of the course; and
- An applicant's goals, career aspirations and level of commitment

It is a condition of this course that students complete a National Criminal History Record check

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.0 with no individual band below 5.5 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 24

AQF Level 7

CRICOS Code 081562F

Career options

This qualification is widely recognised by professional agencies and major employers within various fields.

Graduates can gain employment and develop careers in areas such as policing and law enforcement, investigations, customs, para-legal work, court administration, youth justice, community services, corrections and much more.

The Bachelor of Criminology and Justice degree may be used as a pathway to courses such as law, forensics, counter terrorism, criminology and psychology.

Who should apply?

This course suits:

- School leavers and mature-aged students who wish to pursue a career in criminal justice or a related field; and
- Those in occupations related to the operation and administration of criminal justice and similar professions who wish to enhance their knowledge, professional capabilities and career prospects.

Workload

An average of nine hours of study per week for each unit is recommended, comprising lecture attendance, online tutorial, self-study, assessment preparation, general research and reading. Generally students with a full-time, on-campus study load can expect to be in classes three days per week. The Practicum unit is undertaken in the final trimester of the course and includes a placement of 75 hours and 36 hours of associated class time, with assessment.

Work Placement

After successful completion of four trimesters, students are eligible for work placement. Our program offers hands-on work placement experience in a selection of organisations such as Victoria Police, the Department of Justice, in the court system or at law firms, in the community welfare sector, or at correctional centres. Work placement is a valuable practical learning opportunity to work beside industry professionals and it provides graduates with a significant addition to their resume showing evidence of job-readiness to prospective employers.

Assessment

You will be assessed using a number of methods, including essays, exams, debates and quizzes.

Course structure

A typical course of study may include the following first year units:

- Academic Enhancement
- Criminal Justice
- Cultural Diversity
- Introduction to Psychology
- Drugs and Crime
- Ethics
- Fundamentals of Law
- Theoretical Criminology
- Abnormal Psychology
- Indigenous Peoples and Justice
- Issues in Criminal Justice
- Sentencing
- Applied Criminology
- Criminal Law and Procedure
- Transnational Crime

POSTGRADUATE COURSES

GRADUATE DIPLOMA OF COUNSELLING

The Graduate Diploma of Counselling is based on an integrated framework of the theoretical, practical and ethical components of counselling. The course suits those with a degree in another discipline who want to qualify as a counsellor, without undertaking an undergraduate qualification.

Overview

Availability

On-campus in Sydney and Melbourne

Duration*

Two years full-time (six trimesters)

Admission Criteria

Meet one of the following criteria:

- Completion of an undergraduate degree in any field from an accredited Higher Education Provider; or
- Completion of a Higher Education Advanced Diploma and relevant work experience; or
- Completion of an Associate Degree in a similar field of study and relevant work experience; and
- Completion of a Counselling Applicant Screening Questionnaire; and
- Completion of a National Criminal History Record check within 30 days of accepting the offer

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.5 with no individual band below 6.0 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 12

AQF Level 8

CRICOS Course Code 048166D

Professional recognition

This course is fully accredited by the Psychotherapy and Counselling Federation of Australia (PACFA) and is designed to meet their training standards.



Career options

Successful completion allows work in the public, private and community sectors providing counselling services relating to alcohol and other drugs, bereavement and loss, family and relationships, and mental health. Graduates may gain employment with their field placement agencies in allied health services, administrative and support services, in community organisations and in the education sector.

Workload

For each unit ACAP recommends an average of 12 hours of study per week, made up of:

- One three-hour class (on-campus units), or three hours of self-directed learning and interaction with your teacher and fellow students (blended delivery units), and
- A minimum of nine hours per week of self-directed study, assessment preparation and general research.

Units

A typical course of study may include the following first year units:

- Counselling Practice
- Counselling Theories
- Cross-Cultural Counselling
- Counselling Over the Lifespan
- Elective
- Ethical Decision Making

See acap.edu.au for the full list of units.

Assessment

Assessment types vary for each unit and may include reports and written assignments, critical reflections, group work, practice counselling sessions and supervised work placements (Student Placements). Most units involve the submission of two or three formal pieces of assessment.

Student Placement

Field placement consists of 200 hours, incorporating 40 hours of face-to-face client counselling, linked with two clinical supervision units completed over two consecutive trimesters. Both units include 24 timetabled hours of supervised clinical counselling practice, provided by ACAP.

Onsite placement attendance is usually scheduled for one or two days per week, as negotiated between the student and agency. Typical placement hosts include community agencies, charity organisations, health and counselling centres, hospitals and clinics.

ACAP provides students with a number of resources to assist them in securing placement, such as resume writing, interview skills, access to our placement database, opportunities to apply for placements with our partner agencies, and support in contacting external agencies.

Further study

Graduates are eligible for direct entry into the Master of Social Work (Qualifying).

GRADUATE DIPLOMA OF PSYCHOLOGICAL SCIENCE

This course provides a comprehensive foundation for understanding the theoretical basis of the scientific discipline of psychology. It develops skills in critical and analytical thinking, and in the underpinnings of the professional applications of psychology. The Graduate Diploma of Psychological Science suits those with an undergraduate degree including accredited first year psychology subjects.

Overview

Availability

On-campus in Sydney and Melbourne

Duration*

One year full-time (three trimesters)

Admission Criteria

- Completion of a Bachelor Degree or higher in any discipline; and
- Completion of an Australian Psychology Accreditation Council accredited first year Psychology sequence within the last ten years. These units are available for completion at ACAP, please contact us for info on this

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.5 with no individual band below 6.0 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 9

AQF Level 8

CRICOS Course Code 071879A

Professional recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia.



Career options

Opportunities include working in health and social welfare, social or market research, human services, mental health, disability and ageing services, juvenile justice, immigration and refugee support services, community based, government and non-government organisations, hospitals, rehabilitation agencies, substance abuse services, youth services, police force, law courts, prisons and counselling services.

Workload

ACAP recommend an average of ten hours of study per week, per unit, made up of:

- classes, and
- self-directed study

Units

A typical course of study may include the following units:

- Psychology: An Evidence-Based Approach 2 Advanced
- Perception and Cognition Advanced
- Learning and Memory Advanced
- Life Span Development Advanced
- Psychopathology Advanced
- Psychology: An Evidence-Based Approach 3 Advanced
- Professional Issues and Applications in Psychology Advanced
- Psychological Measurement and Assessment Advanced
- Intercultural Diversity and Indigenous Psychology Advanced

See acap.edu.au for the full list of units.

Assessment

For most units, one or two assignments and an exam are required.

Further study

Graduates are eligible for direct entry into the Master of Social Work (Qualifying) and may be eligible for ACAP's Bachelor of Psychological Science (Honours), or graduate-entry degrees in areas such as health sciences, community services, business and accounting and policy.

POSTGRADUATE COURSES

GRADUATE DIPLOMA OF PROFESSIONAL PSYCHOLOGY

The Graduate Diploma of Professional Psychology provides the fifth year of six years of professional study required for general registration as a psychologist in Australia. Graduates can complete an additional one-year Psychology Board of Australia approved internship to obtain their sixth year of training. Study during this course combines theory with practical work, sequenced to promote an integration of knowledge and professional skill development, completed on-campus at the ACAP Psychology Clinic.

Overview

Availability

On-campus in Sydney

Duration*

One year full-time (three trimesters)

Admission Criteria

Meet the following requirements:

- Qualifications equivalent to an Australian Psychology Accreditation Council accredited four-year undergraduate sequence within the last 10 years (qualifications must be assessed by the Australian Psychological Society (APS) for equivalence and evidence of assessment provided); and
- Be eligible for registration with the Psychology Board of Australia as a provisional psychologist (which requires you to meet all the requirements for registration)

It is a condition of this course that students complete a National Criminal History Record check

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.5 with no individual band below 6.0 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 8

AQF Level 9

CRICOS Course Code 074847G

Career options

This course relevant for those seeking employment in organisations such as hospitals, community health centres or specialist services such as disability, drug and alcohol, pain management, and rehabilitation. Please note: graduates who complete this course and an additional one-year Psychology Board of Australia approved internship and achieve general registration, will be able to work as psychologists in Australia.

Workload

For students undertaking this course full-time ACAP recommends an average of 40 hours per week of study, made up of attending on-campus classes, self-directed study and assessment preparation.

Units

A typical course of study may include:

- Counselling, Communication and Culture
- Psychology, Health and Wellbeing
- Psychological Assessment for Professional Psychology
- Lifespan Psychopathology: Adulthood and Ageing
- Lifespan Psychopathology: Children and Adolescents
- Psychology Practice 1: Ethical, Legal and Professional Issues
- Research Methods for Professional Psychology
- Psychology Practice 2: Working with Clients

See acap.edu.au for the full list of units.

Assessment

Assessment types vary for each unit and include reflective journal, role playing, literature reviews, essays, log book of professional practice, supervisor's report, response to case studies, case presentations, examinations and administering, scoring and reporting the findings of standardised psychological tests.

Student Placement

Two placements totalling 300 hours.

Further study

Graduates with a distinction average are eligible to apply for ACAP's Master of Psychology (Clinical), with credit for up to eight units of study. Further assessments may be required before enrolment, including additional supervised clinical practice.

Language standards

International students also need to meet the Psychology Board of Australia (PBA) language standards. For details see the section, English language skills registration standards, at: www.psychologyboard.gov.au/Standards-and-Guidelines/Registration-Standards

Professional recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standards for psychology education in Australia.



Accredited Course

MASTER OF PSYCHOLOGY (CLINICAL)

This course covers specialist areas of clinical psychology as well as developing skills and knowledge in core professional areas. The Master of Psychology (Clinical) provides a fifth and sixth year sequence of professional training in psychology required for general registration as a psychologist in Australia. The program also provides the basis entry to the clinical psychology area of practice registrar program through the Psychology Board of Australian (PsyBA).

Overview

Availability

On-campus in Sydney

Duration*

Two years full-time (six trimesters)

Admission Criteria

- Successful completion of a four year sequence in psychology accredited with the Australian Psychology Accreditation Council within the last 10 years, with a minimum grade of second class Honours (2A) AND be eligible for registration with the Psychology Board of Australia as a provisional psychologist (which requires you to meet all the requirements for registration); or
- Currently registered as a psychologist with the Psychology Board of Australia and meet the Board's Continuing Professional Development (CPD) requirements

It is a condition of this course that students complete a National Criminal History Record check

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.5 with no individual band below 6.0 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 14

AQF Level 9

CRICOS Course Code 074848F

Career options

Graduates who achieve general registration can work as psychologists in Australia. Psychologists are employed in a range of settings including hospitals, community health centres and specialist services, such as disability, drug and alcohol, pain management and rehabilitation.

Other career options include secondary and post-secondary education, organisations and businesses. After completion of the Psychology Board of Australia registrar program, graduates are eligible for endorsement as clinical psychologists.

Workload

For students undertaking this course full-time ACAP recommends an average of 40 hours per week of study, made up of attending on-campus classes, self-directed study and assessment preparation.

Units

The course of first year study is:

- Counselling, Communication and Culture
- Psychology, Health and Wellbeing
- Psychological Assessment for Professional Psychology
- Psychopathology and Interventions: Adulthood & Ageing
- Psychopathology and Interventions: Children & Adolescents
- Psychology Practice 1: Ethical, Legal & Professional Issues
- Research Project 1: Research Methodology
- Psychology Practice 2: Working with Clients

See acap.edu.au for the full list of units.

Assessment

Assessment type varies for each unit and will include reflective journal, role playing, literature reviews, essays, log book of professional practice, supervisor's report, response to case studies, case presentations, examinations, research proposal, ethics submission, research dissertation and administering, scoring and reporting the findings of standardised psychological tests.

Student Placement

Four placements totalling 1,000 hours.

Language standards

International students also need to meet the Psychology Board of Australia (PBA) language standards. For details see the section, English language skills registration standards, at: www.psychologyboard.gov.au/Standards-and-Guidelines/Registration-Standards

Professional recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC), the body that sets the standard for psychology education in Australia, and the Australian Psychological Society (APS) College of Clinical Psychologists.



POSTGRADUATE COURSES

MASTER OF SOCIAL WORK (QUALIFYING)

The Master of Social Work (Qualifying) is an entry qualification into the social work profession, with strong industry recognition. It is designed for professionals in the human and community services sector wishing to gain a postgraduate qualification in social work. This course provides graduates with the knowledge and skills needed to professionally and actively navigate the complex profession of social work and to develop their professional identity as a social worker.

Overview

Availability

On-campus in Sydney

Duration*

Two years full-time (six trimesters)

Admission Criteria

Meet one of the following criteria:

- A Bachelor degree in a cognate area (for example social sciences, psychology, community and welfare work, nursing, allied health, counselling); or
- A Bachelor degree with evidence of at least one year of full-time study in social sciences, or equivalent; and
- A written statement outlining your interest in studying social work (500 words)

It is a condition of this course that students complete a National Criminal History Record check

Minimum English language requirement for International Students

Academic IELTS minimum overall band of 6.5 with no individual band below 6.0 completed in the last two years (or equivalent)

Overseas qualifications must be deemed by the Qualifications Recognition Policy Unit to be equivalent to Australian qualifications in order to be considered by ACAP.

Units 12

AQF Level 9

CRICOS Course Code 082661F

Career options

Graduates will be equipped to work in every aspect of the human and community services sector including State and Federal Government bodies, large and small NGOs, community and health services, the criminal justice system, faith-based agencies, aged care, mental health, not-for-profit organisations and international agencies.

Workload

ACAP recommends an average of nine hours of study per week, per unit, made up of timetabled classes, as well as self-directed study.

Units

A typical first year course of study may include the following units:

- Becoming a Social Worker - Social Policy and Practice Context
- Social Work Theory and Practice (Critical Theories and Skills)
- Current Issues in Professional Practice - Fields of Practice
- Social Work Theory and Practice (Individuals and Families)
- Social Work Theory and Practice (Group, Teamwork and Organisational Learning)
- Field Education 1

See acap.edu.au for the full list of units.

Assessment

Assessment types vary for each unit and include essays, literature reviews, student-based projects, group presentations, practice videos, role playing, and case studies.

Student Placement

Two field education placements totalling 1,000 hours.

Professional recognition

This is an Australian Association of Social Workers (AASW) accredited qualification. It is an entry qualification into the social work profession and has been determined to meet the Australian Social Work Education and Accreditation Standards (ASWEAS).





"AS AN INTERNATIONAL STUDENT I WAS NERVOUS WHEN I FIRST STARTED. TO MY SURPRISE, THE SPECIALISED LEARNING SUPPORT TEAM AT ACAP WERE VERY WARM AND SUPPORTIVE. THEY HAVE MADE ME MORE CONFIDENT IN UNDERSTANDING LECTURES AND SUBMITTING ASSIGNMENTS. THE CAMPUS IS IN A CONVENIENT LOCATION TOO WHICH IS GREAT!"

Kripa Neupane (Nepal), Master of Social Work (Qualifying)

TUITION FEES

ACAP courses are priced per subject or unit. You pay trimester by trimester, paying only for the subjects or units of study in which you have enrolled. For more details about course fees, go to acap.edu.au/tuition-fees

Tuition Fees

For all students, fees are one of the largest portions of costs when it comes to studying but as a student you need to be aware that there are other costs, e.g. textbooks, that you need to consider.

ACAP courses are priced per subject or unit and you pay trimester by trimester, for the subjects or units in which you have enrolled.

International student fees and course eligibility can be found on the ACAP website or in the International Enrolment Guide.

Textbooks and readings

Copies of the required unit guides and readings are made available to students for download from the student portal after enrolment at no cost.

The combined cost of the textbooks and readings is approximately A\$80–A\$150 per textbook, which can be purchased from selected Co-op Bookstores.

Technology

All ACAP courses require access to high speed internet, therefore costs associated with internet access, computing, printing etc. may need to be taken into account.

Overseas Student Health Cover (OSHC)

All international students must have an OSHC policy for the whole duration of their student visa. The insurance needs to commence from the date of arrival in Australia on a student visa and be in effect until the student leaves Australia or moves to a non-student visa subclass. OSHC is a compulsory insurance that provides cover for the cost of medical and hospital care which you may incur while in Australia. It is a requirement of the Department of Home Affairs that you purchase OSHC for the entire period of your student visa. Please note: OSHC does not cover any pre-existing conditions (such as pregnancy or prior illness). General information about OSHC coverage requirements can be obtained from homeaffairs.gov.au/trav/stud/more/health-insurance-for-students



HOW TO APPLY TO STUDY AT ACAP

Students Applying Directly to ACAP

Step 1

Complete the Application Form available at: acap.edu.au/international-students/how-to-apply-international or in the International Enrolment Guide

Step 2

Complete the International Student Statement of Purpose Form.

Step 3

Attach certified copies of all academic qualifications including school and English language test results and any relevant employment documents. Please ensure that your current name is added to any documents obtained under a former name and that certified translations accompany documents that are not in English. Copies can be certified by a Justice of the Peace, an authorised ACAP representative, or an Australian Diplomatic Mission, or an Australian Education Centre.

Step 4

Submit your Application form and any relevant written statements. Please refer to course entry requirements.

By email:

connect@acap.edu.au

Note: The Application form will ask you to indicate your intended Overseas Student Health Coverage (OSHC) arrangements. The College can arrange your Overseas Student Health Cover (OSHC) on your behalf with the College's preferred provider – Allianz Global Assistance OSHC.

All international students need to have an OSHC policy for the entire duration of their student visa. The insurance must commence from the date of arrival in Australia on a student visa and be in effect until the student leaves Australia or moves to a non-student visa subclass. OSHC is a compulsory insurance that provides cover for the cost of medical and hospital care which you may incur while in Australia. It is a requirement of the Department of Home Affairs that you purchase OSHC for the entire period of your student visa. Please note: OSHC does not cover any pre-existing conditions (such as pregnancy or prior illness). General information about OSHC coverage requirements can be obtained from immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/overseas-student-health-cover

Step 5

In some instances, for us to assess your application you will need to speak to a staff member either via telephone, face-to-face or via Skype. If we do need to talk to you, one of our staff will contact you to arrange a suitable time.

Step 6

If your application is successful, you will receive a Letter of Offer - Agreement from ACAP, within approximately five days of your enrolment being processed, explaining the course you have been offered, any conditions if attached to the offer, how to enrol and the commencement date. You may be requested to provide additional evidence and declarations to the College as part of undertaking Step 7.

Step 7

In order to accept the offer of a place, you need to return your signed Letter of Offer - Agreement, as well as any other requested documentation. These fees will include (but may not be limited to) a non-refundable enrolment fee of AUD\$250 (this is an administrative fee) and, if applicable your Overseas Student Health Cover (OSHC) fees. Payment* must be made as instructed in your Letter of Offer - Agreement.

*As an international student, the first trimester's tuition fees are payable in advance; as well as the OSHC fees for the duration of your study period.

Step 8

On receipt of your signed Letter of Offer - Agreement and confirmation of your having made all due payments, and subject to your meeting any other offer conditions outlined in your Letter of Offer (if applicable), your place at ACAP will be confirmed in writing and you will receive a Confirmation of Enrolment (CoE). This CoE must be submitted with your application for a student visa.

Agent assistance

Students are welcome to use the services of a Navitas and ACAP approved Educational Agent. Details of these agents can be found at acap.edu.au/assets/Uploads/ACAP-International-Agent-List.pdf

CONDITIONS OF ENROLMENT

The following is a summary of ACAP's key policies applicable to your course enrolment. Further information can be viewed in the Policies, Forms and Fees section at acap.edu.au/managing-my-course.

Fees — general

1. Your Letter of Offer - Agreement will list the fees you should pay: tuition fees and any other general charges levied by ACAP. All required fees must be paid in advance for each trimester.
2. The tuition fee per unit/subject for each course can be found at acap.edu.au/current-students/managing-my-course/tuition-fees. Fees are reviewed annually; any changes to the schedule of fees will be updated on the website as they become available. As a student of ACAP, you understand that you may be liable for any changes to ACAP's fees.
3. Fees are correct at the time of printing. ACAP reserves the right to vary its fees at any time.
4. Should it be necessary for you to repeat a unit/subject, the full unit/subject fee is payable.
5. Course fees only cover the cost of your tuition.

Your Letter of Offer will list the fees you should pay: tuition fees, overseas student health cover fees and any other general charges levied by ACAP.

Refund policy

If a student withdraws after census date and requests a refund due to special circumstances, the request must be made in writing using the Application for Special Circumstances form available from the College website.

The Application for Special Circumstances should be forwarded to the Campus Administration and should include all supporting documents as requested by Campus Administration. Where refunds are granted, students can request a statement showing how the refund amount was calculated. All refunds, if approved, will be transferred to the student within 4 weeks of receipt of the written request.

In the event of the Department of Home Affairs refusing a student visa, all tuition fees received by the College are refunded in full. This excludes any enrolment or other administrative fees paid at enrolment. Any prepaid Overseas Student Health Cover may be fully or partially refunded.

Deferral

If a student defers a program prior to the 30th day before commencement, the full amount paid will be held for a maximum period of one year and credited towards the student's future re-enrolment within that period.

Withdrawal

If you have paid fees to ACAP and subsequently wish to withdraw your enrolment, you will be subject to the ACAP refund policy. Notification of withdrawal from your course need to be made in writing to ACAP via submission of a Withdrawal from Study form to the Student Administration Department. This form can be obtained by emailing connect@acap.edu.au.

Complaints

If you have a complaint, please refer to the College's Grievances, Complaints and Appeals Policy and Procedure available at acap.edu.au/managing-my-course/a-z-policies.

Other conditions

1. You are expected to attend all classes, undertake all assessment and examinations during your course, and abide by the rules and regulations of ACAP that are in force at any time.
2. ACAP may, by written notice, vary the conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the States and Territories of Australia.
3. In the event of circumstances requiring urgent medical care and where it is not possible to contact the student's parent/guardian, ACAP is authorised as a matter of urgency to seek and provide appropriate medical care.
4. ACAP reserves the right to withdraw a course from offer at its discretion. If you are unable to enrol in (a) similar course(s) at ACAP and your enrolment is cancelled, any unspent course fees paid in advance will be refunded.
5. You are expected to read the ACAP Student Handbook available online at acap.edu.au/managing-my-course/student-handbook. Acceptance into an ACAP course is conditional upon your agreement to be bound to and to abide by the policies, procedures and terms set out in the ACAP Student Handbook, as updated from time to time.
6. You acknowledge that it is your responsibility to ensure that you are aware of and understand the College's policies, procedures and rules set out in the ACAP Student Handbook and information supplied on the College website including: all charges associated with your intended studies and any known changes to these intended charges during your studies; the College's credit arrangements policy, associated schedules and the process for applying for credit; the College's policies on your making changes to, or withdrawal from, any course offer you receive and your course enrolment; and the College's policies on tuition protection, refunds of charges, and course completion requirements - including criminal records and police and health checks, English language proficiency requirements and if applicable, work placement requirements.
7. You are aware it is also your responsibility to ensure you understand your potential eligibility for credit for prior learning before lodging a course application with the College. You are aware that studying with ACAP requires you to receive information electronically to your personal email address that you provide to the College and to a college specific email address assigned to you by ACAP.

CONDITIONS OF ENROLMENT

8. Minimum English language requirements apply to course entry. English proficiency may be tested and if the test reveals insufficient English language skills you will be required to include a bridging English course in the first trimester of study, or to enrol in an ELICOS program prior to the commencement of studies – all at the sole discretion of ACAP.
9. If you are granted Permanent Residency prior to the Census Date for a trimester you will be charged Domestic Student fees for that trimester provided you submit documentary evidence of your change of visa status. If you are granted Permanent Residency after the census date, you will be enrolled in the following trimester as a Domestic Student providing you submit documentary evidence of your change of visa status.
10. You are protected by the Education Services for Overseas Students (ESOS) legislative framework available at internationaleducation.gov.au

Visa conditions for those on a student visa

1. When you receive a student agreement and offer from ACAP you will be invited to purchase Overseas Student Health Cover (OSHC) as outlined on page 27.
2. You are required to complete your course within the duration specified in your Confirmation of Enrolment (eCoE).
3. Student visas are usually issued for the period of the course. Contact the Department of Home Affairs and Border Protection for full details of the length of student www.homeaffairs.gov.au.
4. ACAP may be required to report to the Australian Government any of its international students studying on a student visa who breach the conditions of their student visa.
5. While you are a student at ACAP, it is a condition of your student visa that you keep us informed of any changes to your residential and mailing addresses.
6. For full information on the conditions and requirements of studying on a student visa please refer to the DHA website www.homeaffairs.gov.au.

Packaged programs

If you satisfactorily complete the pre-requisite course of a packaged program and have received a Confirmation of Enrolment from ACAP but choose not to enrol in the principle ACAP course you will not receive a refund. If you fail to satisfactorily fulfil requirements and/or conditions for admission to the offered course at ACAP (including failure to complete the pre-requisite course in a packaged program) and fail to gain admission to another ACAP course, you will receive a refund of 80 percent of partial payment upon written application.

Timing of refunds

Please refer to the colleges refund policy which can be viewed at acap.edu.au/current-students/managingmy-course/tuition-fees.

College application requirements for eligible international students

Most international students require an Australian Student Visa to study in Australia.

You can check your visa study entitlements on the Department of Home Affairs website.

Please note, irrespective of your visa processing arrangement, you must submit your completed application (via your agent or direct to the College), wait until you have received and returned your letter

offer of acceptance agreement to the College, and then wait until you have received your Confirmation of Enrolment (CoE) issued by the College, before applying to the DHA for a student visa.

For further details refer to the Visa Arrangements for Study page of the ACAP international student website.

English language requirements

In order to study successfully at ACAP it is important that you have a solid grasp of both written and spoken English. As such, if your secondary and/or tertiary education was undertaken in a language other than English you will need to provide the results of an Academic International English Language Testing System (IELTS) examination or an approved language test such as a Test for English as a Foreign Language (TOEFL) completed within the last two years.

The English language proficiency requirements for admission vary from course to course. Refer to the course pages for details on these requirements.

In some cases you may have completed your secondary education or tertiary level study in English. For ACAP to accept this as evidence of your competency in English instead of a recognised English language test you need to have completed two years or more of consecutive study in Australia, or another country at an institution where English is the primary language of instruction. This study must have been completed no more than two years prior to your studies at ACAP.

English courses

If you need to improve your academic English before starting one of our courses you can package your English course and your ACAP course on a single student visa.

Our preferred English language partners for each campus are:

- Navitas English Services¹ (Sydney, Brisbane) - 00289M
- Universal English College¹ (Sydney) - 00053J
- Hawthorn Melbourne¹ - 02931G

EFTSL-Equivalent Full Time Student Load

Equivalent full-time student load (EFTSL) is a measure of a student's study load. An EFTSL of 1.0 is the standard annual study load of a student undertaking a course on a full-time basis over the duration of a year. The annual EFTSL sum of a student's subject/unit enrolment provides an indication of the study load undertaken by the student in the year.

¹Navitas English Pty Ltd trading as Navitas English, Universal Education Centre Pty Ltd trading as Universal English College and Hawthorn Learning Pty Ltd trading as Hawthorne College - Melbourne.

Important dates

Trimester dates

ACAP has three standard study trimesters each year. You can start your course in any of the three trimesters depending on what suits your timetable and your chosen course.

International students on a student visa are required to study on-campus and to complete their course within the stipulated time-frame, ie. by maintaining a full-time study workload.

International students are limited to studying up to one-third of their course by online delivery and a minimum of one on-campus unit per trimester. If you would like to take a unit by online or blended delivery you must first obtain approval from ACAP.

Teaching dates

YEAR	TRIMESTER 1	TRIMESTER 2	TRIMESTER 3
2019	4 February – 3 May	27 May – 23 August	16 September – 13 December
2020	3 February – 1 May	25 May – 21 August	14 September – 11 December
2021	8 February – 7 May	31 May – 27 August	20 September – 17 December

Student Safety and Wellbeing

ACAP is committed to supporting a positive health and safety culture and environment, including ensuring that our students are safe from sexual harassment, sexual assault, bullying and racial harassment during their studies. Everyone has a responsibility for health, safety and wellbeing, including students, staff, volunteers, visitors and contractors. To this end, all students are personally, as well as academically, supported during their studies with the College through a variety of support services. These include:

- a free and confidential counselling service to all current students,
- an AccessAbility Service which supports students with disabilities,
- Learning Support services which provides a range of academic skilling resources and activities for students,
- a Placement service which provides contact details of organisations available to students for placement,
- an orientation service to help new students familiarise themselves with the local campus, facilities and services and prepare for study with the College,
- College policy that promotes a positive health and safety culture and environment, including Student Code of Conduct; Student Welfare and Support Policy; Fair Treatment and Equal Opportunities Policy; Facebook Group Guidelines and Terms of Use; Moodle Site Policy and Terms of Use; and Emergency and Personal Safety procedures.



LIVING AND ACCOMMODATION COSTS

The cost of relocating for study varies according to a number of factors including which city you live in, the type of accommodation you choose to stay in and your preferred lifestyle.

Budgeting for living and accommodation costs

The cost of living in Australia varies according to a number of factors including which city you live in, the type of accommodation you choose to stay in and your preferred lifestyle.

Knowing the average living costs in Australia is an important part of your financial preparation. As a guide, a single student living away from home will spend anywhere between \$1,400 and \$2,000 every month on accommodation, food, utilities and entertainment.

For your reference, here are some of the costs associated with living and studying in Australia. The estimated costs below are indicative only. All costs are in Australian dollars. You are strongly encouraged to do your own research. Having our campuses based in the centre of cities and close to public transport means that there are a range of accommodation options open to you.

Accommodation costs

The cost of accommodation will vary based on where you study, which suburb you live in, whether you live alone or with flatmates and whether you rent a furnished or an unfurnished apartment, house or room.

Renting

You can rent/lease a property through either a real estate agent or privately. Most leases in Australia are for periods of 6–12 months. This varies by city and suburb. Searching for accommodation online should give you a good idea of what you might pay. A rough estimate of weekly rent is given below.

Estimates of rental accommodation

The below costs are indicative only.

- Studio apartment A\$200–\$400
- 1 bedroom A\$250–\$450 per week
- 2 bedroom A\$150–\$250 per bedroom/ per week
- 2-3 bedrooms A\$125–\$200 per bedroom/per week

You may find the cost of living in Sydney and Melbourne to be more expensive than Brisbane.

Bills and utilities

When renting you usually need to pay for the use of internet, electricity, telephone and gas on top of your rent. This is usually charged quarterly; i.e. every three months.

Bond

In addition to rent you will also be expected to pay a bond of up to four weeks rent up front and at least two weeks rent in advance. Bond is used to cover any damage that may be done to the property while you live there and if no damage is done it will be refunded when you leave. Tenancy laws vary state by state.

Homestay

Homestay consists of a single room in a private home where the householder often provides meals for you and you share the life of the family. Homestay can be a good way for you to improve your English, learn the culture, and meet people when you first arrive. ACAP is registered as an education provider with The Australian Homestay Network (AHN). This is an Australian Government commended network that helps students find appropriate accommodation in a family setting. For details on the benefits of this service refer to AHN's website at homestaynetwork.org. For details of costs, visit their website.

Short-term accommodation

When you first arrive in Australia, you may need to stay in temporary accommodation while you look for something more permanent. Typical choices include hostels, hotels or short-stay apartments. These vary in price from A\$40 per night for a bed in a hostel dormitory, to up to A\$250 a night in a hotel.

Living costs

In addition to accommodation, the following estimates are what you could expect to pay while living and studying in Australia.

- Groceries and eating out – \$80–\$280 per week
- Gas, electricity – \$35–\$140 per week
- Phone and internet – \$20–\$55 per week
- Public transport – \$15–\$55 per week
- Car (after purchase) – \$150–\$260 per week
- Entertainment – \$80–\$150 per week

Visit acap.edu.au for additional information regarding living and accommodation costs.

ACCREDITATION AND QUALITY ASSURANCE

National government registration and accreditation

ACAP is a nationally registered training organisation (RTO) with the Australian Skills Quality Authority (ASQA), the national regulator for Australia's vocational education and training sector. RTO code 0500.

ACAP is a registered higher education provider (HEP) and provider of higher education courses to overseas students with the Tertiary Education Quality and Standards Agency (TEQSA), Australia's independent national regulator of the higher education sector. National CRICOS provider code: 01328A. TEQSA HE provider registration code: PRV12009.

All courses delivered by ACAP that lead to a vocational education and training (VET) or higher education award issued by ACAP are recognised in the Australian Qualifications Framework (AQF). AQF qualifications are recognised in Australia and by other countries. Further information about AQF qualifications is available at aqf.edu.au.

Industry association membership

ACAP is a Member of the Australian Council for Private Education and Training (ACPET). ACPET is the national industry association for independent providers of post-compulsory education and training, for Australian and international students.

ACAP is a member of the Council of Private Higher Education (COPHE). COPHE is a peak body representing Australian independent higher education providers. For more information visit cophe.edu.au

Course assurance

ACAP has Tuition Assurance arrangements for Australian domestic students and conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students. This assures current and intending students of ACAP courses that lead to an ACAP issued AQF award that they will be offered a suitable alternative course or have unspent pre-paid tuition fees refunded if ACAP cannot provide the course for which the student has paid. Further information about ACAP's tuition assurance arrangements is available at acap.edu.au/tuition-fees.

Legislative Compliance

ACAP policies and procedures meet the requirements of Commonwealth or State and Territory legislation relevant to our operations, including the:

- Education Services for Overseas Students (ESOS) Act 2000
- Higher Education Support Act 2003 (HESA)
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- Higher Education Standards Framework established under the TEQSA Act 2011
- National Vocational Education and Training Regulator Act 2011
- VET Quality Framework established under the National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015
- VET Student Loans Act 2016
- Various other Commonwealth and State legislation, including concerning Privacy and Personal Information Health and Safety, Access and Equity, Workplace Harassment, Victimisation and Bullying, Anti-discrimination, Equal Opportunity and Human Rights.
- College staff are provided with information about legislation that affects their duties through College policies, guidelines and briefing sessions.

Students are provided with information about legislation that affects their participation in their studies through College policies, the Student Handbook and course guides, at Orientation, on administrative forms, and through our website at acap.edu.au/quality-and-accreditation.

Professional registration of courses

ACAP seeks accreditation of its programs with relevant professional bodies for quality assurance purposes and to ensure our courses meet the relevant educational and training standards that allow graduates to seek recognition and to practise as a professional.

Counselling courses

ACAP's Bachelor of Counselling, Bachelor of Counselling (Coaching) and Graduate Diploma of Counselling courses are accredited by the Psychotherapy and Counselling Federation of Australia (PACFA). PACFA is a peak body for Member Associations which meet the standards for professional practitioners within the disciplines of Counselling and Psychotherapy in the Australian community. For graduates of these courses this provides certainty that their course meets the training standards of PACFA.

The Bachelor of Counselling (Coaching) is accredited by the International Coaching Federation (ICF).

Psychology courses

ACAP's psychology courses are accredited by the Australian Psychology Accreditation Council (APAC), the body that develops the accreditation standards for the education and training of psychologists for approval by the Psychology Board of Australia and accredits the higher education providers and the programs of study they offer to determine whether they meet the approved accreditation standards. For graduates of these courses, this provides certainty that their course meets the national psychology training standards.

Social Work courses

ACAP's Bachelor of Social Work, Bachelor of Social Work (Honours) courses have been provisionally accredited, and the Master of Social Work (Qualifying) is fully accredited by the Australian Association of Social Workers (AASW), the body that sets the benchmarks for professional education and practice in social work. For graduates of these courses, this provides certainty that their course meets the principles, standards and graduate attributes for social work education in Australia set-out in the Australian Social Work Education and Accreditation Standards (ASWEAS).

Ethical standards

ACAP undertakes to act at all times in a professional and ethical manner. Staff and agents of the College must abide by the professional standards expected of education and training providers communicated in ACPET's Code of Ethics. Staff are also expected to abide by the ethical standards relevant for their profession. For further information, refer to acap.edu.au/quality-and-accreditation.

Staff and students of the College planning to undertake human research must obtain research approval through ACAP's Human Research Ethics Committee (HREC) before commencing the research. ACAP's HREC is registered with the National Health and Medical Research Council (NHMRC). For further information, refer to acap.edu.au/acap-research-ethics.

Quality assurance

ACAP has established a Quality Framework which sets out the common principles, criteria and processes for quality assurance at ACAP. This framework is reflective of Australian Government regulatory and quality standards for sustainable and responsible tertiary education. The framework blends the provision of consistent, quality, learning and pedagogy with the need for continuous improvement. For further information on ACAP's Quality Framework contact ACAP's Quality and Accreditation services at accred@acap.edu.au or visit acap.edu.au/quality-and-accreditation.

**CREATE A POSITIVE
IMPACT, AND
DISCOVER THE
POSSIBILITIES**

CONTACT US

1800 061 199

connect@acap.edu.au

acap.edu.au/international-students

SYDNEY

Level 11, 255 Elizabeth Street
Sydney NSW 2000 Australia

MELBOURNE

Level 10, 123 Lonsdale Street
Melbourne VIC 3000 Australia

BRISBANE

Ground Floor, East Tower
410 Ann Street
Brisbane QLD 4000 Australia

ABN 94 057 495 299

Navitas Professional Institute Pty Ltd trading as the
Australian College of Applied Psychology.

National CRICOS provider code: 01328A.

TEQSA HE provider registration code PRV12009.
RTO: 0500

The information contained in this guide is correct at the
time of publication, however, the Australian College of
Applied Psychology reserves the right to alter, amend
or delete details at any time without notice. Prospective
students should refer to ACAP's website for current
information before applying.

This guide is provided free of charge.

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