

Personal suitability

Since scholastic achievement is not the sole requirement in becoming an effective counselling practitioner, additional factors are considered in assessing applicants' suitability for entry into a counselling course at CHC. In accordance with the requirements of the Psychotherapy and Counselling Federation of Australia (PACFA) Training Standards (2014, p. 2), personal suitability is measured against the following principles:

- Students need to demonstrate the presence of some fundamental human capacities as a pre-requisite for beginning training as a psychotherapist/counsellor. These capacities can be demonstrated through live interviews, observing student's participation in an experiential workshop, referees, etc.
- Self-awareness. Students need to demonstrate the capacity to relate in a facilitative way with others and to reflect on and examine the impact of these actions.
- Since therapy is fundamentally a relational art, students should demonstrate a relational capacity. This could be in a one-to-one therapeutic situation or, especially if the therapeutic modality involves couples/family/group work, an ability to work with a group or team.
- Students should demonstrate a capacity to understand and practice ethical behaviour and be prepared to follow a code of ethics, which is an integrated part of the training program.
- The above qualities presume a certain level of mature life experience on the part of the applicant, and this is shown by the capacity to reflect on and learn from experience, including being open to positive and challenging feedback.

Assessment criteria

The criteria that assess an applicant's personal suitability for entry into CHC's counselling courses are:

- Referee reports;
- Personal statement;
- Panel interview;
- Course personal development requirements; and
- Course ethical requirements.

The process of selection will be non-discriminatory in terms of gender, class, cultural background, sexual identity, disability, age or beliefs.

Referee reports

For the *Bachelor of Counselling*, two personal referee reports are required. For the *Master of Counselling*, one personal referee report and one professional referee report are required.

Personal statement

The personal statement assesses the applicant's aptitude and potential for counselling in terms of self-awareness, relational capacity and ability to understand and practice ethical behaviour within the context of relevant life experience and overall personal maturity.

Panel interview

The panel interview is chaired by the course coordinator and is used to build on the evidence of the personal statement.

The panel interview assesses the applicant's aptitude and potential for counselling in terms of self-awareness, relational capacity and ability to understand and practice ethical behaviour within the context of relevant life experience and overall personal maturity. In addition to this, it evaluates the applicant's ability to function in the team environment and in a counselling-type context.

Course personal development requirements

Applicants will be assessed on their preparedness to complete a minimum of 30 hours of personal counselling while enrolled in a counselling course.

Course ethical requirements

Applicants will be assessed on their agreement to adhere to the PACFA Code of Ethics.

Assessment process

Referee reports, personal statement requirements and panel interview questions are standardized for all applicants and assessed through a rubric. Personal suitability is assessed through the triangulation of information collected through each applicant's referee reports, personal statement and panel interview.

All applicants, including those who are transferring from other CHC courses, are required to meet the personal suitability requirements for admission to a counselling course.

Admission process

1. Upon receipt of an application, CHC will send all applicants for counselling courses, including current CHC students enrolled in other courses, an email from the Registry Office requesting documentation for evidence to assess the applicant's personal suitability requirements.
2. Applicants are informed in the panel interview of the process and timeframe for the assessment of applications.
3. Upon the receipt of all documentation and triangulation of information, a decision will be made whether or not the applicant meets the personal suitability requirements. The admission form is then completed and returned to the Registry Office.
4. The Registry Office will inform the applicant of the outcome of the application process.
5. If the applicant has met the entry requirements for the course, including the personal suitability requirements, the applicant will receive an offer of admission to the course. Applicants for the Bachelor of Counselling will receive offers from QTAC, while applicants for the Master of Counselling will receive offers from CHC.
6. If the applicant has failed to meet the entry requirements for the course, including the personal suitability requirements, the Registry Office will send to the applicant a standard email with alternative study options.
7. If an applicant disagrees with the outcome of the admission process, this can be addressed by accessing the provisions of CHC Policy: *Grievance Policy and Procedures for Domestic Students – Non-Academic Grievances* for domestic applicants, or CHC Policy: *Grievance Policy for Overseas Students* for overseas applicants.
8. The protocols for the retention of application documents are:
 - a. All documents of successful applicants who accept the offer of admission will be kept in a secure file for the duration of their study and archived following the cessation of their study;
 - b. All documents of successful applicants who reject the offer of admission will be destroyed at census date;
 - c. All documents of unsuccessful applicants will be destroyed at census date.