At 4Life College we tackle the issues that people, families and employers face daily, in a nationally recognised Counselling Diploma, taught with a difference. If you are seeking a new career, adding skills to your existing career or looking for personal development, then welcome to our Diploma of Counselling, delivered in partnership with Royal Rehab.  

4Life offers you a unique learning environment to facilitate your development into becoming a skilled, aware Counsellor who is ready and able to step into the world of working with courageous clients.

From the moment you begin your journey with 4Life, you will begin to develop your personal and professional skills as you prepare to enter our student-counselling clinic. There, you will have the opportunity to work with real people in a supported, supervised student clinic.

Our Diploma of Counselling is a nationally recognised qualification supported by the community services sector.

Some areas where graduates may find work are:

- Working with clients with mental illness
- Alcohol and drug counselling
- Domestic violence centres
- Youth work
- Working with carers
- Working with children, child abuse and trauma

No matter what your reasons for taking this course, we are here to help you succeed in achieving your goals. With the Diploma of Counselling you will have the foundation skills that will support you to engage in further specialisation.

This course is delivered in partnership with Royal Rehab National Provider No: 90546
Why select 4Life for your Diploma of Counselling?

This is a counselling course for today’s environment, providing students with the skills that employers require in community organisations. You will learn evidence-based counselling models, strategies and therapies such as mindfulness, a Feedback Informed Therapy (F.I.T) framework, and techniques from strength-based therapy, neuropsychology, spirituality and positive psychology.

We cover the basic traditional therapies you will find in all VET courses, and extend these using current evidence-based therapies used by Counsellors with clients every day.

Is the career path right for you?

People embark on this Diploma of Counselling for many different reasons - as a career, for their own personal development, to enhance their current career or as a stepping-stone to future studies. No matter what your reason for embarking on this Counselling Diploma with us, we are here to help you succeed in achieving your goals.

How is the course organised?

Blended delivery model which has:
- Interactive classroom-based training
- Textbooks, video clips
- Webinars
- Guest speakers
- Student clinic
- Counselling journal

Part-time students will be required to complete a practical component online.

This includes:
- Online tutorials
- Practical skill boosters
- Discussion forums
- Weekend workshops

Learners will be required to undertake self-directed learning outside of classroom delivery.

Duration

- 18 months part-time
- 6 terms of 10 weeks
- 3 weekend workshops

Or
- 12 months full-time
- 4 terms of 12 weeks

Environment

Our average class sizes are small (20-25) which means you will get the individual attention you deserve from your trainer. You will work in an environment that encourages free discussion, exploring your ideas, whilst working in pairs, triads or groups with like-minded learners.

Assessment Methods

- In-class activities
- Case studies
- Short answer
- Research projects
- Presentations
- Role plays
- Simulations
- Student clinic

Your assignments lead to the development of you as a counselling professional.
Entry Requirements
While there are no pre-requisite units to gain entry into this qualification, it is recommended that potential applicants have sufficient relevant work or life experience to indicate likely success at this level.

The minimum age for this course is 20 years.

English Language Requirements
This course requires you to read textbooks, learner guides, articles, handouts and assessments. You require a level of English proficiency to participate in class discussions and simulations with your trainer and fellow learners. Learners will be required to pass the 4Life Language Literacy and Numeracy Test.

Additional Requirements
National Criminal Check – Working with Children Check
Please note that if seeking work in the community services sector you will be required to undertake a National Criminal Record Check and if also working with children under the age of 18, a Commission for Children and Youth People Declaration.

Depending on individual State and Territory legislation it should be noted that any criminal behaviour, even if it doesn’t lead to a conviction, will be recorded on the NCC. Employers will then assess the risk posed by individuals to ensure safe environments for what are considered “vulnerable” or “special needs” populations (such as children, aged and those with disabilities).

IT Requirements
This course requires learners to have the ability to access a reliable internet connection to access our student portal. You will need Microsoft Office or similar and be able to use basic Word and Excel programs. Our on-line portal can be accessed through computer and mobile devices.

Part-time Students
Will require a webcam/headset and a Data Plan of at least 200GB/month.

Delivery
This course is delivered at both our Sydney and Melbourne Campuses.

Intake Dates:
5/2/16 part-time, full-time.
4/4/16 full-time.

How to apply
It is important that you read:
› This brochure
› Student Handbook
› VET FEE-HELP 2016 booklet and fact sheets
› Undertake LLN Test
› Complete on-line enrolment form

At the completion of your application 4Life Student Services will conduct a telephone interview with you to answer any of your questions, discuss your individual learning needs and assess your suitability for the program.
Fees
18,000 plus textbooks.

This qualification has the following textbooks which are compulsory:

- Counselling and Psychotherapy Theories in Context and Practice, J & R Sommers-Flanagan (2012)

What are my Payment Options?
Your payment method will depend on the study option that you choose.

Fee for Service
Under the fee for service, you pay a deposit and choose a payment plan by direct debit either weekly, fortnightly or monthly payment plan. 4Life does not charge any additional fees if you are paying by a payment plan. However where 4life is charged bank fees for funds not being available in a student’s account, this bank fee will be included in the next invoice.

You will be suspended from the course if fees are not paid as required.

Fee Refund Policy
Please refer to the Student Handbook.

VET FEE-HELP
VET FEE-HELP is a Commonwealth Government loan scheme that helps eligible learners pay for their course fees. Under the scheme, the government pays your course fees and once you are employed you repay the loan through the tax system.

- VET FEE-HELP can be used to pay all or part of the learner’s tuition fees. This is in partnership with Royal Rehab.
- VET FEE-HELP cannot be used for additional study costs such as accommodation or textbooks.
- VET FEE-HELP allows you to study and pay later.
- Full details of VET FEE-HELP eligibility, procedures and refund processes are in our Student Handbook.
- Before applying for a VET FEE-HELP loan you must read the current version of the VET FEE-HELP Information Booklet and FAQ’S at www.studyassist.gov.au

VET FEE-HELP Census Dates
VET FEE-HELP students are required to know when their census dates are.

The census date is the most important date for you to know about! You may find this information at the end of this brochure.

The census date is:

- The last date for you to submit a request for a VET FEE-HELP assistance form to access a VET FEE-HELP loan.

Or

- The last day to withdraw your enrolment without incurring the cost or debt for that unit.

Who is eligible for VET FEE-HELP?
You must be an Australian citizen or a permanent humanitarian visa holder who is a resident in Australia for the duration of study.
Articulation Pathways

With successful completion, students may decide to undertake further studies in Diploma or Advanced Diploma qualifications in the Community Services field or undertake a related Bachelor Degree in Counselling or Psychology.

Recognition of Prior Learning (RPL)

RPL kit available on request.

Credit Transfer

Students who have completed units from their course at another RTO will be given recognition on presentation of a verified copy of their transcript, Award or Statement of Attainment.

Please contact Student Services to discuss your RPL options or credit transfer requirements. This should be discussed at enrolment or prior to commencing the course.

Trainers have many years’ experience working in the business field. All have current industry experience and related qualifications. They are passionate about preparing students to work in this exciting growth industry. There will be guest trainers to share their area of expertise and every month we will have leading Counsellor’s from different fields, come and talk with our students and discuss how they became successful.

4Life staff are here to help you succeed and we want nothing more than to help you graduate.

Some of the ways 4Life can assist you are by:

- Providing on-going contact and personalised support.
- Making a wide range of personal and academic support available to assist you to succeed.

4Life offers a framework of positive education while you develop the skills to become an effective entrepreneur. Your days will be filled with group discussions, written activities, role plays, interactive class activities and practical skill development, all expertly designed to assist you to understand and work as a Counsellor.
This course has 17 units – there are 14 core units and 3 elective units.

Course Structure - full-time.

<table>
<thead>
<tr>
<th>ORDER OF STUDIES</th>
<th>WHAT YOU WILL LEARN</th>
<th>COMPETENCY UNIT</th>
</tr>
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</table>
| **Term 1**       | › Framework of counselling  
› Learning how to sit with our clients | HLTHIR403C Work effectively with culturally diverse clients and co-workers.  
CHCCSL501A Work within a structured counselling framework.  
CHCCSL503B Facilitate the counselling relationship.  
CHCMH411A Work with people with mental health issues. |
| **Term 2**       | › Theories and therapies as a base for our counselling skills  
› Applying theories with clients issues | CHCCSL504A Apply personality & development theories.  
CHCCSL505A Apply learning theories in counselling.  
CHCCSL506A Apply counselling therapies to address a range of client issues.  
CHCCSL502A Apply specialist interpersonal and counselling interview skills. |
| **Term 3**       | › Framework of practice and working with your client  
› Empowering clients | CHCCSL508B Apply legal and ethical responsibilities in counselling practice.  
CHCCM503C Develop, facilitate and monitor all aspects of case management.  
CHCCSL512A Determine suitability of client for counselling.  
CHCCSL507B Support clients in decision-making processes.  
CHCCSL509A Reflect and improve upon counselling skills. |
| **Term 4**       | › Specialist services | HLTWHS300A Contribute to WHS processes.  
CHCCS514A Recognise and respond to individuals at risk.  
CHCDFV301A Recognise and respond appropriately to domestic and family violence.  
CHCCS426B Provide support and care relating to loss and grief.  
Student clinic. |
### Course Structure - part-time

<table>
<thead>
<tr>
<th>ORDER OF STUDIES</th>
<th>WHAT YOU WILL LEARN</th>
<th>COMPETENCY UNIT</th>
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</table>
| **Term 1**       | › Framework of counselling  
› Learning how to sit with our clients | HLTHIR403C Work effectively with culturally diverse clients and co-workers.  
CHCCSL501A Work within a structured counselling framework.  
CHCCSL503B Facilitate the counselling relationship. |
| **Term 2**       | › Theories as a base for your counselling skills | CHCMH411A Work with people with mental health issues.  
CHCCSL504A Apply personality and development theories.  
CHCCSL505A Apply learning theories in counselling. |
| **Term 3**       | Applying theories with client issues | CHCCSL506A Apply counselling therapies to address a range of client issues.  
CHCCSL502A Apply specialist interpersonal and counselling interview skills.  
CHCCSL508B Apply legal and ethical responsibilities in counselling practice. |
| **Term 4**       | › Empowering clients | CHCCM503C Develop, facilitate and monitor all aspects of case management.  
CHCCSL512A Determine suitability of client for counselling.  
CHCCSL507B Support clients in decision-making processes. |
| **Term 5**       | › You as a counselling professional | CHCCSL509A Reflect and improve upon counselling skills.  
HLTWHS300A Contribute to WHS processes.  
CHCCS514A Recognise and respond to individuals at risk. |
| **Term 6**       | Specialist services | CHCDFV301A Recognise and respond appropriately to domestic and family violence.  
CHCCS426B Provide support and care relating to loss and grief.  
Student clinic. |

### Partnership Arrangements

4Life College partner, Royal Rehab is the Registered Training Organisation (RTO). They are required to meet the administrative, delivery, staffing, facility, marketing financial, quality assurance and assessment standards regulated by the Australian Skills Quality Authority (ASQA). Also, ASQA monitors and can audit Royal Rehab to verify adherence to these standards. Royal Rehab is responsible for issuing the Diploma qualification and Statement of Attainment for partial completion.
<table>
<thead>
<tr>
<th>VET Unit of Study</th>
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<td>CHCMH411A Work with people with mental health issues</td>
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<tr>
<td>CHCCSL505A Apply learning theories in counselling</td>
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<td>CHCCSL506A Apply counselling therapies to address a range of client issues</td>
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<td>CHCCSL502A Apply specialist interpersonal and counselling interview skills</td>
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CENSUS DATES

Royal Rehab & 4Life College

SCHEDULE OF VET UNITS OF STUDY AND VET TUITION FEES – COURSE FEBRUARY 2016

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<td>CHCCM503C Develop, facilitate and monitor all aspects of case management</td>
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<td>CHCCSL507B Support clients in decision-making processes</td>
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<tr>
<td>CHCCSL509A Reflect and improve upon counselling skills</td>
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<td>HLTWHS300A Contribute to WHS processes</td>
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<tr>
<td>CHCCS426B Provide support and care relating to loss and grief</td>
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1.00 $18,000 $14,400
### Royal Rehab & 4Life College

**SCHEDULE OF VET UNITS OF STUDY AND VET TUITION FEES – COURSE FEBRUARY 2016**

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### Diploma of Counselling

**COURSE NAME:** CHC51712 Diploma of Counselling  
**DELIVERY MODE:** Face-to-face and on-line part-time

#### SCHEDULE OF VET UNITS OF STUDY AND VET TUITION FEES – COURSE FEBRUARY 2016

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<th>VET Tuition Fee</th>
<th>Recognition of Prior Learning (RPL)</th>
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</table>
| Diploma of Counselling Part 3 | CHCCSL506A Apply counselling therapies to address a range of client issues  
CHCCSL502A Apply specialist interpersonal and counselling interview skills  
CHCCSL508B Apply legal and ethical responsibilities in counselling practice | DC4LU07 | 05/08/2016 | 19/08/2016 | 28/10/2016 | 0.16 | $3,000 | $2,400 |
| Diploma of Counselling Part 4 | CHCCM503C Develop, facilitate and monitor all aspects of case management  
CHCCSL512A Determine suitability of client for counselling  
CHCCSL507B Support clients in decision-making processes | DC4LU08 | 04/11/2016 | 25/11/2016 | 03/02/2017 | 0.16 | $3,000 | $2,400 |
### Diploma of Counselling Part 5

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### Diploma of Counselling Part 6

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Equivalent Full-time Study Load: 1.00  
VET Tuition Fee: $18,000  
Recognition of Prior Learning (RPL): $14,400
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<tr>
<td>CHCCSL504A Apply personality and development theories</td>
<td>DC4LU02</td>
<td>04/07/2016</td>
<td>22/07/2016</td>
<td>30/09/2016</td>
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<tr>
<td>CHCCSL505A Apply learning theories in counselling</td>
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<tr>
<td>CHCCSL506A Apply counselling therapies to address a range of client issues</td>
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<tr>
<td>CHCCSL502A Apply specialist interpersonal and counselling interview skills</td>
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### COURSE NAME:
CHC51712 Diploma of Counselling

### DELIVERY MODE:
Face-to-face and on-line full-time

<table>
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<tr>
<th>VET Unit of Study</th>
<th>Unit of Study Code</th>
<th>Commencement Date</th>
<th>Census Date</th>
<th>Completion Date</th>
<th>Equivalent Full-time Study Load</th>
<th>VET Tuition Fee</th>
<th>Recognition of Prior Learning (RPL)</th>
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<tbody>
<tr>
<td>Diploma of Counselling Part 3</td>
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<td>CHCCSL508B Apply legal and ethical responsibilities in counselling practice</td>
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<td>CHCCM503C Develop, facilitate and monitor all aspects of case management</td>
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<td>CHCCSL512A Determine suitability of client for counselling</td>
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<td>CHCCSL507B Support clients in decision-making processes</td>
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<td>CHCCSL509A Reflect and improve upon counselling skills</td>
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<td>Diploma of Counselling Part 4</td>
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<td>HLTWHS300A Contribute to WHS processes</td>
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<td>CHCSS514A Recognise and respond to individuals at risk</td>
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<td>CHCDFV301A Recognise and respond appropriately to domestic and family violence</td>
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<td>CHCCS426B Provide support and care relating to loss and grief</td>
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**Total: 1.00 $18,000 $14,400**
GETTING HERE IS EASY

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MELBOURNE — AUSTRALIA IN THE HEART OF MELBOURNE CBD

4Life College is located at 3, 45 Exhibition Street, Melbourne, in the heart of the CBD with many nearby transport options including buses and trams.

Information provided in this brochure is current at the date of publication, and may be subject to change. V1-151228