



Admissions Requirements for Courses in Counselling

Title: Admissions Requirements for Courses in Counselling
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Overview

Morling College offers current and prospective students the opportunity to enrol in a range of postgraduate awards in Counselling.

Admission into these awards is governed Morling College entry requirements and, while MC can offer guidance to the student, it is the student's responsibility to select the award that will best suit their personal and academic goals. For further guidelines on admissions please refer to the *Admissions Policy*.

The objectives of the *Admissions Requirements for Graduate Courses in Counselling* are:

- To identify the specific admission entry requirements of the MC awards in Counselling, and
- To identify key Processes and Procedures that govern Admissions

Counselling courses

The courses offered in Counselling are:

1. Graduate Certificate of Counselling
2. Graduate Diploma of Counselling
3. Master of Counselling

Admission entry requirements

Counsellor training requires an interface between expert knowledge, skill development, internal resilience and self-awareness. The counsellor training program at Morling College provides the opportunity for students to integrate both spiritual and personal growth and

aims to develop increased psychological resilience and maturity. It also aims to develop and equip students with the qualities and skills needed to be a highly skilled counsellor.

The aim of the selection process is:

- a) To inform applicants regarding their decision and commitment to enter a Counselling training program from a Christian world view.
- b) To determine whether applicants have reasonable capacity to acquire the qualities and skills needed to be competent in this field of work.
- c) To assess that the applicant has sufficient maturity to engage in the learning processes that comprise counselling training.

While everyone can learn and grow from counselling training, there are a number of reasons why not everyone is suitable to pursue a career in counselling. For this reason, the selection process seeks to apply the knowledge and skill of experienced counsellors as well as objective assessment methods to determine applicants' suitability for training in this area.

The following selection criteria are used:

1. Basic Requirements

An applicant should meet basic requirements and Morling College rules for admission to a study program.

Method of Assessment:

- *Confirmation of Identity*
- *Assessment of English Competency.* Applicants whose first language is not in English must have a minimum IELTS score of 7
- *Citizen/Resident*

2. Prior Learning

The applicant needs to demonstrate that they have sufficient prior learning to enable them to undertake a Christian Counselling Program at a graduate level.

This may be demonstrated through different pathways including:

- a. A recognised undergraduate degree.
- b. In the absence of possessing a recognised degree, a level of prior learning judged to be equivalent to a degree may be acceptable. This will be assessed individually on a case by case basis. If an applicant is assessed as possessing the required characteristics that would enable them to complete the course successfully they will be eligible for study. In this case, applicants will only be accepted for the Graduate Certificate level of study and on successful completion may then apply to be admitted to further study.

Method of Assessment:

- *Current Resume*
- *Academic Records*
- *Case by case review*

3. Community Standing

The applicant should demonstrate that they have a basis for sufficient standing within the broader community in which Counselling services are offered.

Method of Assessment:

- *Pastor's Referee Report*
- *Professional Referee Report*
- *Current Working With Children Check number from the Office of the Children's Guardian. This can be applied for at:*
<http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/New-Working-with-Children-Check>

4. Resourcefulness

The applicant must demonstrate that they have sufficient motivation and resourcefulness to complete the study program.

Method of Assessment:

- *Individual Interviews*

5. Maturity

Applicants will need to demonstrate a level of maturity to enable them to engage in counsellor training.

Method of Assessment:

- *Personal statements*
- *References*
- *Interviews*

6. An acceptable level of psychological resilience

Applicants must be assessed to have good mental health sufficient to enable them to deal with the demands and pressures of the counselling training program without themselves experiencing excessive or unmanageable psychological distress.

Method of Assessment:

- *Psychometric Assessment*
- *Interviews*
- *References*

An objective evaluation of aptitude, personality and psychological temperament is obtained. Also screening is conducted to identify whether the applicant is potentially suffering from any psychological condition that may render them unsuitable for training as a counsellor. The Counselling Program wishes to ensure that people are not accepted for training in circumstances that may be harmful to their psychological health.

This assessment is strictly confidential.

7. Counsellor Qualities or Characteristics

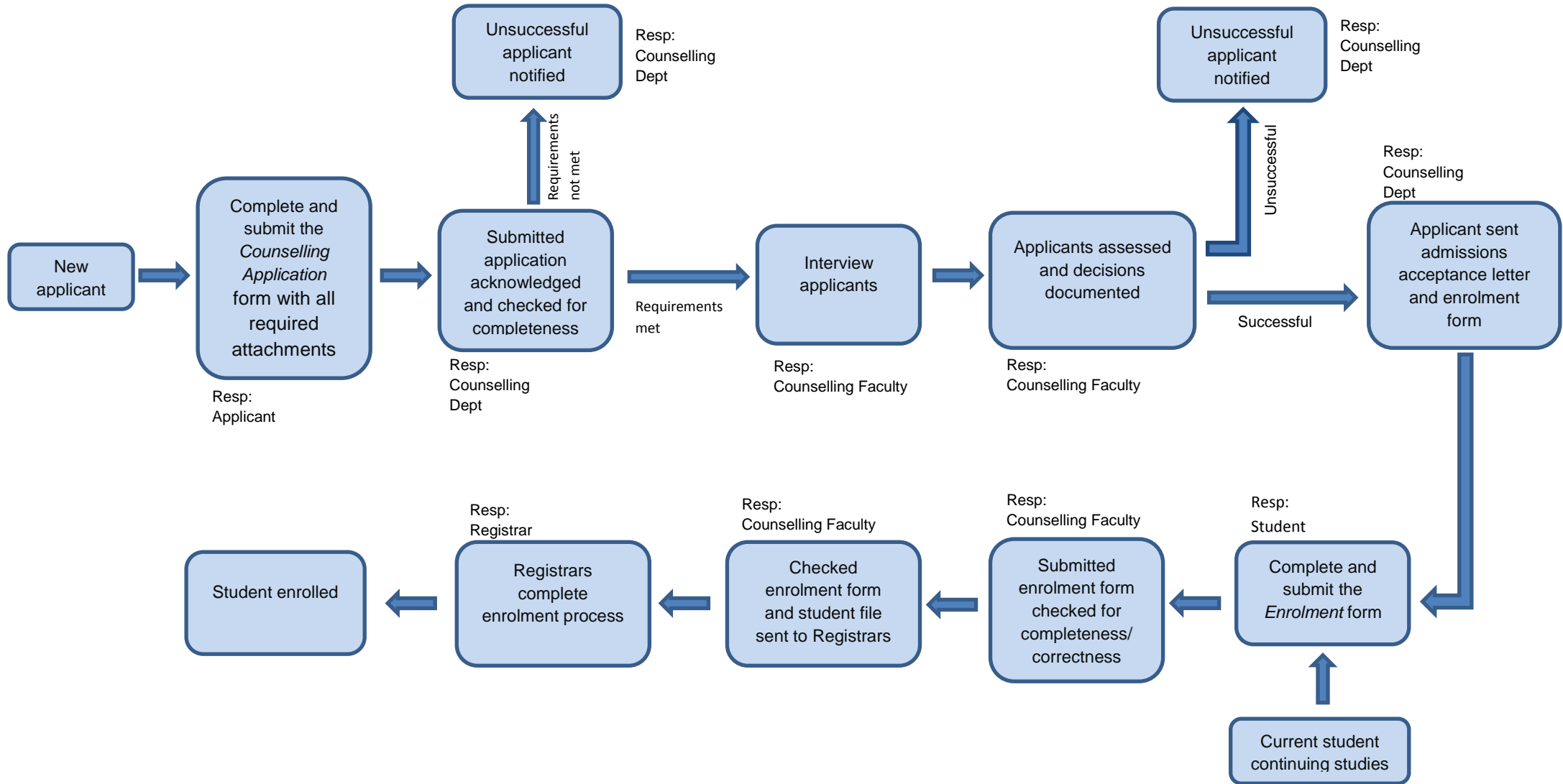
The applicants must be assessed to have the minimum qualities that are essential to participate in counselling training.

Method of Assessment:

- *By interview and if required applicants may be asked to participate in a group exercise the purpose of which is to observe and assess interpersonal communication styles.*
- *Psychometric Assessment.*

Admissions Requirements for Courses: Counselling

Admissions flowchart for Counselling awards



The admissions process for Counselling courses

Refer to flowchart diagram on previous page.

Step 1: Complete and submit *Application for Admission* form

- The applicant completes the *Counselling Application* form, available for download from the MC website.
- Supporting documentation includes official academic transcripts of previous tertiary studies. Certified copies of original documents are required. Where documentation shows a different name from that under which applicants wish to enrol, they must supply evidence in support of their change of name e.g. certified photocopy of marriage certificate.
- Two references are required as supporting documentation. A *Referee Report* form is included with the application form.
- Completed application forms and supporting documentation must be posted or delivered to:
Morling Counselling, 120 Herring Road, MACQUARIE PARK NSW 2113, Australia, or emailed to counselling@morling.edu.au. Original certificates must not be sent as these will not be returned. However, original certificates may be brought into the College and signed off at the College as 'sighted original'.

Step 2: Submitted application checked for completeness

- The application is checked for completeness including all required supporting documentation.
- The application is checked to verify that all the course entry requirements are satisfied.
- If the applicant does not meet the defined course entry requirements, the application is rejected and the applicant notified.
- If the applicant meets the defined course entry requirements, the process continues.

Step 3: Interview applicants

- If the application meets the course entry requirements, the candidate will be *interviewed*.
- The aim of the interview process is:
 - To inform, advise and guide applicants in their decision to and commitment to the counselling program.
 - To determine the applicant's level of relational maturity and resilience to deal with some of the unique challenges inherent in the counselling profession. If major concerns in this regard arise during the interview process, then discussions about her/his suitability will be undertaken with the Faculty.
 - To conduct a set of psychometric tests and, if required, group exercises with the applicants.
 - To discuss with the applicant's commitment to counselling. This part of the interview focuses on the applicant's goal upon completion of the course. This will create the opportunity for the interviewers to be open

about the nature of this program of study and to ensure that it is likely to assist the applicant achieve her/his goals.

Step 4: Assess the results of the interview and the Application

- The Counselling Faculty assesses the information contained in the *Application*, the required supporting documentation against the defined entry requirements for the respective course and all the results from the interview process.
- The following selection and guidance criteria are used in the assessment of the application:
 1. Basic Requirements – reviewed from application forms
 - Confirmation of Identity
 - English Competency
 - Citizen/Resident Visa Status
 - Review of all submitted documentation – transcripts, references, etc
 2. Tertiary qualifications and references
 3. Personal statements
 4. Results of interview process
- The decisions made in the meeting are documented.

Step 5: Applicants notified

- Successful applicants are notified of their admissions acceptance and are sent an Invitation to Study letter and an enrolment form.
- Unsuccessful students are notified.

Step 6: Enrolment process

- The student completes and submits an *Enrolment Form*.
- The *Enrolment Form* is submitted to Morling Counselling either through delivery/mail to Morling Counselling, 120 Herring Road, MACQUARIE PARK NSW 2113, Australia, or via email at counselling@morling.edu.au
- The Counselling Department checks the enrolment for completeness and correctness before sending it on to the Registrar's Office.
- Enrolment data is entered by the Registrar's office.
- Student receives a student number and Moodle login details.

Key dates in Admission

1. The Registrar will nominate the key enrolment dates for each semester detailing information related to refunds, fees and academic penalties that apply:
 - a. Administration Date
 - b. Census Date
 - c. Withdrawal Date
2. The important dates will be communicated on the MC website, in student handbooks and on all the enrolment forms. It is the student's responsibility to ensure that they are aware of all the dates and the implications to their individual enrolment circumstances.
3. The Registrar has the discretion to waive the closing date and make provision for late acceptance, given exceptional circumstances. Due consideration will be given for the equitable and fair treatment for all applicants in these instances.

Related documents:

Admissions Policy

Appendix 1

The Admissions procedure

New Counselling applicants

1. When enquiry is received take the address, telephone no. and email address of enquirer. Send the enquirer a copy of the Counselling Booklet & Application Form and Information Day/Night details if applicable. Notify Morling Office of prospective student's name.

Counselling Booklet & Application form located on S:\Counselling\Booklet and Enrolment Forms

2. When an application form is received:
 - date & time stamp the form,
 - make up a new yellow file with the student's name, (SURNAME, first name on top left hand side and first name, SURNAME on top right hand side) and the Applicant Checklist stapled to the front of the folder.

Applicant Checklist form located on - S:\Counselling\Students\Student Applications\Application procedures and criteria

3. Enter student details, and information received, into the Black Book xl spreadsheet – Counselling section. Keep Black Book updated.

Black Book shortcut located on - S:\Counselling\Students\New Student Applications\Applications for 2014

4. Contact the applicant by phone/email and book them in for an interview slot using the Interview Timetable Template. Follow up on Referee reports or other information if it has not been received. ESPECIALLY WWCC (working with children check)

Interview Timetable Template is located on - S:\Counselling\Students\Student Applications\Application procedures and criteria

5. Send formal Letter of Invitation to Interview & Selection Criteria for Applicants Document.
'Save as' into Invitation to Interview folder within that year's Applications.

Before exiting the document, go to Page Layout, select Watermark, and place a COPY watermark across the document. Print and place in file. Exit the document but do not save changes.

Update Black Book

Invitation to Interview Letter is located on - S:\Counselling\Students\Student Applications\Application procedures and criteria

Selection Criteria for Applicants Document is located on -
Interview Timetable Template is located on - S:\Counselling\Students\Student

Applications\Application procedures and criteria

6. Applicants attend interviews with Faculty.

Interview Forms and Questions located on - S:\Counselling\Students\Student Applications\Application procedures and criteria\Interview Forms & Questions

CORE & DASS testing forms located on - S:\Counselling\Students\Student Applications\Application procedures and criteria

7. After interviews Faculty meet together to discuss the applicants acceptance into the program. Once student has been approved, remove DASS & CORE tests from files and shred.
8. WWCC – go to www.kids.nsw.gov.au – START HERE button – Employer login & verify button.
Username: MorlingCollege
Password: WWCC4kids! (note kids is all in lowercase)
Enter the family name, birthdate and either the WWC or APP number.
Print the clearance page that appears and place in file.
Note the WWC number and clearance complete on file front page, and in Applicant Data Tracking xl sheet.
9. Formal Letter of Acceptance to Study letters are sent to applicants with:
- Enrolment Form
 - Fee Help Form & info.
 - Semester Timetable
 - Core Texts List
 - Academic Calendar Dates
 - Intensive Guide
 - Student Handbook

Letter: 'Save as' into Invitation to Study folder with that year's Applications.
Before exiting the document, go to Page Layout, select Watermark, and place a COPY watermark across the document. Print and place in file. Exit the document but do not save changes.

Update Black Book

Letter of Acceptance to Study template is located on - S:\Counselling\Students\Student Applications\Application procedures and criteria

Enrolment Form is located on: S:\Counselling\Booklet and Enrolment Forms

10. When Enrolment forms are received from students:
- Date & time stamp
 - check for completeness and that students have enrolled in the correct subjects for their level of study.
 - Note: If Enrolment form is sent first to Registrar's Office, they will send to the Counselling Office for the above checks to be completed before processing.
 - Sign/approve enrolment form (bottom 2nd page).

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- Update Black Book

Award Structure Outlines & Pre-requisites located on – S:\Counselling\Course Material

11. Enter student details into Student Data Base.

Student Spread Sheet located on - S:\Counselling\Students\Enrolled students

12. If all data has been received, take whole file with Enrolment Form to Registrar and hand over.

Current Counselling students

1. When an Enrolment form is received from a student, date and time stamp and email student advising receipt. Check that:
 - Form is complete
 - Any pre-requisite has been met
 - Is the student graduating this year?
2. Enter the details into Student Data Base
3. Sign-off and send to Registrar.