



GESTALT THERAPY BRISBANE

Education Institute for Awareness & Growth

**Enrolment Pack
Graduate Entry
Master of Gestalt Therapy**

for graduates with 4 years Gestalt therapy education from accredited gestalt institutes

2017

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INTRODUCTION

Gestalt Is...

An existential and relational approach to therapy;

A therapeutic approach which supports growth and wellbeing, and enhances a person's development of self-awareness and self-responsibility;

A therapeutic modality that builds a person's capacity to explore and experience new and creative options for living a fulfilling and meaningful life;

A therapy based on a holistic philosophy of integrating the full range of emotional, cognitive, physical and spiritual experience in human functioning.

The aim of our Gestalt Therapy education program is to develop a high level of personal awareness, practitioner competence, and a sound grounding in the theoretical principles underlying Gestalt Therapy.

Gestalt Therapy Brisbane

The Institute is a member of GANZ (Gestalt Australia and New Zealand), an Association of Gestalt therapists and practitioners.

Gestalt Therapy Brisbane Pty Ltd promotes growth and development of individuals, groups and the community.

Gestalt Therapy Brisbane Pty Ltd is committed to ethical practice and teaching.

Gestalt Therapy Brisbane - History

Gestalt Therapy Brisbane (GTB) began operations in 2008. It came into being through the merging of two organisations: the Brisbane Gestalt Institute (BGI), established in 1980, and the Gestalt Association of Queensland Inc (GAQI), established in 1991, which offered the first Higher Education accredited Gestalt training program in 1997.

GTB commencing Directors were Dr Greer White and Maria Vogt. Dr White continues as a Director of GTB and was joined in this capacity by Sharon Gray and Paddy O'Regan in 2014.

Gestalt Therapy Brisbane Pty Ltd holds the academic records of both previous Brisbane Gestalt institutes and all awards for Gestalt Therapy Sydney students who have engaged in the Gestalt Therapy Brisbane courses.

Maria Vogt – In Memoriam

Maria Vogt was the Director of Brisbane Gestalt Institute and then Co-Director of Gestalt Therapy Brisbane. Maria died on 16th August, 2010. Her contribution to the growth of Gestalt Therapy in Brisbane is both significant and enduring. She is sorely missed.

Directors

Greer White EdD, Sharon Gray & Paddy O'Regan

Dr Greer White is a Clinical Member of GANZ and is on the PACFA register. She is an experienced Gestalt therapist, supervisor, group facilitator and educator. She received her Gestalt training with the Gestalt Association of Queensland Inc. Greer has an education and welfare background with experience in working with young people at risk and those who have been abused or suffered trauma. Her doctoral studies focused on adolescent masculine development. She works with individuals, couples, groups and organisations.

Sharon Gray's own life journey is to explore how to live her "one wild and precious life" in ways that are meaningful and satisfying in relationship with her family, friends and the communities with whom she is connected. In her roles as mother, therapist, supervisor, educator, consultant and facilitator she is passionate about supporting others to explore how they might live their own satisfying and meaningful lives. With Bachelor degrees in Theology and Ministry and Master degrees in Education and Counselling and career experience in outdoor education, pastoral care, school and tertiary education and management Sharon brings wisdom, creativity and play to her life and work.

Paddy O'Regan is a qualified Social Worker and psychotherapist, trainer, group facilitator and organisational consultant. He received his Gestalt training at the Gestalt Association of Queensland Inc. He has worked extensively in the Employee Assistance field with a particular interest in responding to traumatic events. He has engaged in the management of several national and international consulting and counselling organisations in the welfare, state and private sector. He enjoys practicing Aikido whenever he can.

Dr Greer White's, Sharon Gray's & Paddy O'Regan's work as Directors of Gestalt Therapy Brisbane Pty Ltd is supported by a competent and experienced faculty.

Gestalt Therapy Brisbane Faculty for 2017

Greer White
Sharon Gray
Paddy O'Regan
Angela Shaw
Michael Pitt
Tracy Santos
Zjamal Xanitha
Tine Mueller

Gestalt Therapy Brisbane offers:

A four year Accredited Education programme in Gestalt therapy leading to the academic qualification, Master of Gestalt Therapy.

A one year introductory education programme in Gestalt therapy leading to the academic qualification, Graduate Certificate in Gestalt Therapy.

A student clinic for members of the public to access Gestalt therapists

Professional Development workshops

Guest faculty: National and International Educators

Access to Gestalt therapists for individual and couple therapy

Individual and team supervision

Accreditation

Professional Accreditation

Gestalt Therapy Brisbane's 4-year education program has been fully accredited by GANZ (Gestalt Australia and New Zealand). GANZ is a professional association of Gestalt practitioners and the peak body representing Gestalt practitioners in Australia and New Zealand. GANZ is a member of PACFA (Psychotherapists and Counsellors' Federation of Australia), a national peak body. This membership will cease from 1 July 2017 and GANZ will form as an association of people interested in the advancement of the practice of Gestalt by therapists and practitioners.

Gestalt Therapy Brisbane's 4-year education program has also been fully accredited by PACFA (Psychotherapy and Counselling Federation of Australia). PACFA is a peak body for Counsellors and Psychotherapists. Gestalt Therapy Brisbane meets the standards of the counselling and psychotherapy profession as developed by PACFA.

Graduates who complete the required hours of clinical practice and supervision are strongly encouraged to join a professional association and membership of PACFA is recommended. Graduates and students can seek membership in the PACFA College of Psychotherapy where they will find a Gestalt therapy presence.

For more information on GANZ and PACFA see the following websites:

www.ganz.org.au

www.pacfa.org.au



Higher Education Accreditation

Gestalt Therapy Brisbane's two courses, The Master of Gestalt Therapy and the Graduate Certificate in Gestalt Therapy are also accredited by TEQSA (Tertiary Education Quality and Standards Agency). The Tertiary Education Quality and Standards Agency (TEQSA) is

Australia's regulatory and quality agency for higher education. Please visit <http://www.teqsa.gov.au> to find out more about TEQSA.

GTB offers eligible students entry into a **Master of Gestalt Therapy**. Students who wish to gain entry to be eligible to receive the academic award of Master of Gestalt Therapy, need to have undergraduate qualifications (Bachelor level) or post graduate qualifications in fields such as Social Work, Psychology, Counselling, or other allied fields. Other TAFE qualifications together with relevant employment experience may be considered.

Please look at Policy No 8A: Criteria and Procedures for Selection of Students, which can be found at the end of this Application Form.

Our entire curriculum revolves around providing the student with the maximum opportunity for personal growth and skill acquisition.

Course Assurance

Gestalt Therapy Brisbane's courses are assured through ACPET.

This insurance ensures that students enrolled in the Graduate Certificate in Gestalt Therapy and the Master of Gestalt Therapy who is displaced due to:

- The course not commencing on the agreed starting date; or,
- The course ceasing to be provided after it has started; or,
- The full course not being delivered because a sanction has been imposed on the provider;

are offered a refund of the tuition fee for any incomplete units of study, or are effectively relocated to a comparable course with another ACPET ASTAS member, or are relocated to another approved provider with funds paid for any incomplete units of study being transferred (with the student's agreement) to the new provider with whom they enrol.

COURSE INFORMATION

Master of Gestalt Therapy Graduate Entry

Students can be accepted into the Graduate Entry program if they have completed 4 years of Gestalt therapy education at an accredited Gestalt therapy educational institution. Upon successful completion of the Graduate Entry program students will qualify for an award of Master of Gestalt Therapy.

The Graduate Entry program comprises the following subjects:

Semester 1

TG 400: Theory, Research and Practice

(Optional) EG 400 : Experience of & Reflection on Psychotherapy

Semester 2:

PG 401: Gestalt Practice and Supervision II

SP 400: Supervision of Practice (minimum of 5 supervision sessions)

Graduate Program structure:

3 Weekends (Friday night, Saturday & Sunday)

6 -day Residential at end of year

20 hrs Client work

5hrs External supervision of client work

3hrs Faculty supervision of literature review/thesis

In order to fulfil attendance requirements students must attend 90% of the weekend tuition and 90% of the residential. If after enrolment this becomes difficult the student is to talk with the Year Coordinator about this.

The Graduate Entry program coordinators for 2017 will be Sharon Gray and Dr Greer White.

Our aim is to enable students to develop their unique therapeutic style and make use of their creative abilities as human beings.

Education Dates 2017

Graduate Entry

Fri 17 Mar 6pm – 9pm Sat 18 Mar 9.30am – 5pm Sun 19 Mar 9.30am – 4pm	Research & Writing <ul style="list-style-type: none">• Current issues in psychotherapy• Academic Literature
Fri 28 April 6pm – 9pm Sat 29 April 9.30am – 5pm Sun 30 April 9.30am – 4pm	Gestalt therapy theory refresher Sun - Writing Tutorial
Fri 1 September 6pm – 9pm Sat 2 September 9.30am – 5pm Sun 3 September 9.30am – 4pm	Organisational Work Guest Trainer <ul style="list-style-type: none">• Guest educator
Sun 5 – Fri 10 November	Residential Details regarding education will be given before the residential.

Fees and Admission Process

The admission process for Gestalt Therapy Brisbane is contained in its Policy No 8A: *Procedures for Selection of Students*. Prospective students seeking recognition of prior learning should also read Policy No 4B: *Recognition of Prior Learning and the Granting of Credit*. These policies can be found as an appendix to this Brochure and on our Website <http://www.gestaltinstitute.com.au/policies.htm>

It is an expectation that students enrol with the intention of completing the whole year of each year of education.

The fee for each year of education for 2017 is outlined on the previous pages. In addition to this fee, students are required to pay for their 5 supervision sessions for SP400, for their own 10 personal therapy sessions (if they choose to undertake these), and for their food and accommodation costs for the Residential. In 2017 the residential cost will be approximately \$700 plus GST.

Payment Schedule (Non FEE-HELP)

Deposit	\$400	On application
1 st instalment	\$1,900.00	due by Friday 17 March 2017
2 nd instalment	\$1,450.00	due by Friday 28 April 2017
Costs for food and accommodation approximately \$700 (plus GST)		

Withdrawal from the program after acceptance to the Course but *before commencement* of tuition will incur a \$100 administration fee.

FEE-HELP

The students of Gestalt Therapy Brisbane can access FEE-HELP from the program offered through the Department of Education and Training (DET).

FEE-HELP is a Federal Government loan given to eligible fee-paying students to help pay their tuition fees. A FEE-HELP loan can cover all or part of a student's tuition fees. A maximum of \$96,000 in tuition fees may be paid using FEE-HELP over a student's lifetime. Students are generally required to be Australian citizens to access FEE-HELP. One exception is FEE-HELP is offered to New Zealand citizens who have resided in Australia for a period of 10 years or more. Please check your eligibility for FEE-HELP. If you want to know more about FEE-HELP follow the link to <http://studyassist.gov.au/sites/StudyAssist/> or phone to talk with GTB about it. Gestalt Therapy Brisbane has a booklet available for students on request

Students who access fee-help have the availability of obtaining their 10 personal therapy sessions through this loan together with *half* of the costs towards the Residential (*approximately \$350.00 + gst*).

Students who intend to access FEE-HELP are not required to pay the \$400 deposit.

FEE SCHEDULE AND CENSUS DATES – Graduate Entry

1st Semester 16 Feb – 10 Jul Census date 16 March 2017	2nd Semester 20Jul – 8 Dec Census date 24 Aug 2017
\$3,200.00 Total Fee for 1st Semester including optional subject EG400	\$3,500.00 Total Fee for 2nd Semester
TG400 \$1,900.00 (EFTSL value 0.23) EG400 \$1,300.00 (EFTSL value 0.05) – optional	PG401 \$2,200.00 (EFTSL value 0.22) (Includes half Residential Food/Accommodation costs) SP400 \$1,300.00 (EFTSL value 0.025)
EFTSL Year 4 Graduate Entry - 1.00 = 92 hours (excluding person study and personal therapy)	

EG400 optional subject (10 sessions of personal therapy)

- If students are eligible for and choose to use FEE-HELP for this subject, therapy will be paid through GTB. This must be used by 31 December 2016 and will expire at that time.
- If students are not eligible for FEE-HELP, or choose not to claim for this subject, personal therapy will be paid by the student directly to the therapist.

SP400 Supervision (5 sessions of supervision undertaken before the end of Semester 2)

- If students are eligible for and choose to use FEE-HELP for this subject, supervision will be paid through GTB. This must be used by 30 June 2017 and will expire at that time.
- If students are not eligible for FEE-HELP, or choose not to claim for this subject, supervision will be paid by the student directly to the supervisor.



APPLICATION FORM - GRADUATE ENTRY

Name

Address
(please include post code)

.....

Telephone Work Home

Mobile

E-mail

Occupation

Qualifications

(Please provide a certified copy of the record of achievement of your highest qualification.)

.....

.....

.....

Previous Gestalt therapy education.....

.....

Please enclose your CV with a Certified Copy of your highest academic award and a copy of your Gestalt therapy qualifications.

Applications are open mid-November 2016 to 1-March 2017

Please explain your reasons for applying for GTB's education program.

.....
.....

What other forms of therapy/personal growth have you participated in and what was the experience like for you?

.....
.....
.....

How are you prepared ethically to enter into this programme and to share with others this therapeutic/personal growth experience?

.....
.....
.....

Signature

Date.....

What to include with your application:

- Your CV detailing all relevant education and work experience history;
- A CERTIFIED COPY of your highest degree or relevant qualification. (
- Full CERTIFIED documentation of your previous Gestalt therapy study including the Award granted to you and the Academic Record of this study.
- Inter-Institute transfer document from the Gestalt therapy institute where you have previously studied. If the institute has closed you will need to provide a letter of recommendation from one of your previous Gestalt therapy educators, preferably the Director of Training.

A deposit of \$400 (refundable if not accepted to the Course), will need to be provided by people who are not applying for FEE-HELP.

Students applying for fee-help are not required to pay a deposit.

Please indicate your desire to apply for FEE-HELP by ticking this box.

Further information regarding how to apply for FEE-HELP will be given to people on enrolment.

Payment Details for students NOT applying for FEE-HELP

- I enclose my Cheque in the amount of \$400, made payable to Gestalt Therapy Brisbane.
- I have made a direct debit

Direct Debit Banking Details:

Bank Commonwealth Bank
Account Name Gestalt Therapy Brisbane PTY LTD
BSB 064-112
Account No. 1020 7209

Please put your name as a reference so we can identify your payment.

Please email or post your application to:

Gestalt Therapy Brisbane Pty Ltd

P O Box 6015,

Fairfield Gardens LPO, QLD.

contact@gestalttherapybrisbane.qld.edu.au

Your application will not be processed until GTB receives all relevant documentation.

Be Patient

*Be patient toward all that is
unsolved in your heart
and try to love the questions
themselves
do not seek the answers that
cannot be given to you
because you would not be able
to live them
and the point is to live everything
live the questions now
perhaps you will gradually without
noticing it
live along some distant day into
the answers.*

– Rainer Maria Rilke

Policy No 8A

CRITERIA AND PROCEDURES FOR SELECTION OF STUDENTS

Ratified by the Academic Governance Body December 2016

Purpose

To set out the criteria and procedures for accepting students into the courses of study offered by Gestalt Therapy Brisbane Pty Ltd and studied at Gestalt Therapy Brisbane (GTB) and Gestalt Therapy Sydney (GTS).

Related policies

- Policy No 4B: Recognition of Prior Learning and the Granting of Credit
- Policy No 15: Teaching and Learning

Accessing this policy

This policy is available in the GTB Policy and Procedures Handbook and on the GTB/GTS websites.

Institutional enrolment arrangements

All students in Brisbane and Sydney are enrolled in Gestalt Therapy Brisbane, as Gestalt Therapy Brisbane is the non self accrediting higher education provider. Gestalt Therapy Brisbane holds the accreditation and registration authority to deliver the Graduate Certificate in Gestalt Therapy and the Master of Gestalt Therapy. It is Gestalt Therapy Brisbane's programs that are also accredited by GANZ (Gestalt Australia and New Zealand) and PACFA (Psychotherapy and Counselling Federation of Australia).

Course entry criteria

Students who wish to gain entry to be eligible to receive the academic award of Master of Gestalt Therapy, are required to have Undergraduate qualifications (Bachelor level) or post graduate qualifications in fields such as Social Work, Psychology, Counselling, or other allied fields. Other TAFE qualifications together with relevant employment experience may be considered.

GTB will consider people for admission into the course without an approved 3 or 4 year Bachelor Degree if they have an Advanced Diploma, Diploma or higher-level vocational Certificate in a relevant area of study, together with extensive relevant work experience. Applicants must also demonstrate through a presentation of past assessment work and/or referee inclusion the potential to undertake work at Master level. The Directors will assess people on these criteria.

All applicants are expected to fulfil the following occupational and personal requirements.

Occupational requirements: Employment in or an intention to work in the fields of counselling, psychotherapy, mental health, teaching, nursing, human resource management or human services.

Personal requirements:

- A commitment to developing awareness of own and others' processes of communicating and making contact;
- An ability to give and receive personal feedback;
- An ability to relate to others in a receptive and reflective way;
- A capacity to work dialogically and relationally with another;

- A capacity to understand and practice ethical behaviour and preparedness to follow a code of practice;
- Demonstrated ability to commit to the educational program for the period for which they enrol and have a capacity to cope with the academic rigour of graduate study; and
- Demonstrate substantial proficiency in English in their interview, since they will be working with real clients or students throughout this course.

These requirements will be assessed via interviews, references, reports from previous educational bodies, reports from medical practitioners or other allied health professionals and other means in addition to the information required in the Enrollment Procedure below.

Entry requirements for later years will be considered on a case by case basis, on receipt of an application form. Credit for prior learning will be granted for other GANZ accredited Gestalt therapy education programs. Please refer to Policy No 4B: Recognition of Prior Learning and the Granting of Credit.

Enrolment Procedure

The Directors of Gestalt Therapy Brisbane are responsible for making decisions about a person's eligibility to enroll in the program.

Prospective students are invited to enter into the application process.

1. Prospective students are to complete the GTB/GTS application form. The application form will also contain a copy of Policy No 8A: PROCEDURES FOR SELECTION OF STUDENTS and where relevant Policy 4B: Recognition of Prior Learning and the Granting of Credit.

Application must contain:

- A completed copy of GTB's official application form;
- A CV that details all relevant education and work experience history. (See Course Entry requirements in this policy);
- A CERTIFIED COPY of the highest degree or relevant qualification and a the associated Academic Record;
- References from two people that the applicant judges to be suitable to provide a reference as to the student's suitability for entering into Gestalt Therapy Brisbane study;
- An Inter Institute Transfer or letter of recommendation from the previous Gestalt Institute for students entering into Year 2, 3, 4 or Graduate Entry; and,
- A CERTIFIED COPY of the Academic Record and Award (if completed) from the Gestalt Institute where previous study has been undertaken.

Applications will not be processed until all material has been received at Gestalt Therapy Brisbane.

2. When GTB/GTS has received a prospective student's enrolment, this will be acknowledged.
3. An interview will then be arranged at a time convenient for both the prospective student and a Director of GTB or the Director of Education at GTS. The interview will take place at either the Brisbane or Sydney campus. The preferred way of interviewing students is face to face at Gestalt Therapy Brisbane. In exceptional circumstances an interview may be granted through an electronic medium such as Skype or FaceTime.

4. At the interview the prospective student will be given an introduction to the Education Program and given an opportunity to ask questions about the program.

Applicants may choose to exit the program after first year. Applicants who meet the criteria of the Master of Gestalt Therapy will be invited continue and complete their four years of study.

At the interview the prospective student also will be asked about aspects of his or her application, including:

- Any previous Gestalt therapy education in order that Credit can be arranged;
- The applicant's motivation to engage in Gestalt therapy education;
- The applicant's ability to commit to growth in self awareness;
- The applicant's ability to relate to others in a receptive and reflective way;
- The applicant's capacity to understand and practice ethical behaviour and preparedness to follow a code of practice;
- The applicant's experience of counselling or dealing with mental health issues;
- The applicant's ability to commit to the educational program and capacity to cope with the academic rigour of graduate study; and,
- The applicant's expectations of the course and his or her goals after completing the educational program.
- The applicant's qualifications and eligibility to enter into the Master of Gestalt Therapy.
- Applicants need to demonstrate substantial proficiency in English in their interview, since they will be working with real clients or students throughout this course.

5. Recommendations about the acceptance of students at GTS will be forwarded to GTB for review.
6. Recommendations about the acceptance of students into the Master of Gestalt Therapy course on the basis of prior learning if they don't have an undergraduate qualification will be made to the Academic Governance Body for their review and ratification.
7. The decision to accept a student will be at the discretion of the Directors of Gestalt Therapy Brisbane, subject to the Academic Governance Body's agreement in relation to students seeking enrollment on the basis of prior learning if they don't have an undergraduate qualification.
8. The prospective student will then be notified of his or her acceptance or non acceptance into the program. Successful applicants will also receive at this time information about dates and hours and other helpful details. The Directors of GTS will inform students applying for entry to GTS of the outcome of their application.
9. Students who are accepted into a program will be asked to complete a student agreement with GTB, and with GTS when they will undertake their study at that campus.
10. GTS students are enrolled in the GTB course. As a consequence their student agreement will be forwarded to GTB. A Director of GTB will countersign the GTS student agreement and forward a copy of the agreement to both the student and GTS.

Student self-assessment of suitability to enrol in Gestalt therapy education

Students are informed in their interview of the particular nature of the GTB/GTS education program. The

education offered through the Gestalt Therapy Brisbane Pty Ltd program is preparing students to be Gestalt psychotherapists. This education does involve students being in touch with their emotions and their experience as a Gestalt therapist's access to present emotional responses and past experiences, form some of the tools used at the service of the client.

GTB is a higher education institution and not a healing centre. Although healing does and can occur for students, students are asked to make a decision that they have the emotional stability that enables them to enter into the rigour of higher education. A student may need to consult his/her medical practitioner to seek advice as to whether he/she is emotionally robust enough to engage in experiential and emotional engendering experiences. If at the time of interview a Director or faculty member of GTB/GTS suspects the student may not be emotionally stable he/she may request that the student provide a statement from a medical practitioner that he/she would be able to engage in the course.

GTB does not provide psychotherapy as part of its education program and students who think they need extended therapy for personal issues need to seek this. However, GTB's course outline requires that all students engage in a minimum of 10 hours of personal therapy per year. These limitations as to GTB's involvement in psychotherapy with students are clearly outlined in the GANZ Code of Ethics. "Gestalt practitioners ... refrain from the following ... dual relationship(s). Director of Education, Faculty Member or Tutor and therapist/counsellor for any person currently enrolled in that program..."

Progression into the Master of Gestalt Therapy program after completion of Year 1

The successful completion of Year 1 educational program does not automatically entitle a student to progress into the Master of Gestalt Therapy course. The Year Coordinator or a Director of GTB/GTS will invite students into this course. The decision will be made by the Year Coordinator, Faculty and Directors and will consider the following:

- a) The academic experience and skill of the students and whether it is judged the student has the capacity to engage in further Higher Education; and
- b) The capacity of the student to hold their emotional responses in a way that means that they can be available for feedback from other students and GTB/GTS educators. The capacity of a student to hold their emotional responses while remaining available for communication with GTB/GTS faculty will give an indication of whether a student will have that capacity whilst sitting with a client.

Privacy Statement

All personal information collected by Gestalt Therapy Brisbane and Gestalt Therapy Sydney is protected under the Privacy Act 1988 (Commonwealth of Australia). Any and all information will be treated with the utmost care, being kept strictly confidential within the confines of the educational program. It will not be sold, re-used, rented, loaned or otherwise disclosed to a third part, except where prior written permission is obtained from the individual who supplied the information and to whom the information refers.

Policy No 4B

RECOGNITION OF PRIOR LEARNING AND THE GRANTING OF CREDIT

Ratified by the Academic Governance Body 1 December 2014

Purpose

This document sets out Gestalt Therapy Brisbane Pty Ltd policy in relation to the recognition of prior learning for the purposes of granting credit towards the completion of the Master of Gestalt Therapy studied at Gestalt Therapy Brisbane (GTB) and Gestalt Therapy Sydney (GTS).

Related policies

- Policy No. 4A: Credit Policy
- Policy No. 8A: Criteria and Procedures for Selection of Students

Accessing this policy

This policy is available in the GTB Policy and Procedures Handbook and on the GTB/GTS websites.

Policy statement

Gestalt Therapy Brisbane, in accordance with GANZ¹ requirements, will give recognition of prior learning and grant credit for previous study where students transfer from a GANZ approved education program or the shown equivalent into the Gestalt Therapy Brisbane Master of Gestalt Therapy program provided at Gestalt Therapy Brisbane (GTB) and Gestalt Therapy Sydney (GTS).

The Master of Gestalt Therapy provides graduates with skills in this specific therapeutic model. GTB does not grant credit for study undertaken that is not Gestalt therapy specific or where Gestalt therapy is not the primary emphasis. GTB will only consider granting credit for study undertaken in an accredited GANZ education program, or in an equivalent accredited program.

Procedure: students wishing to transfer from another institute:

Students who wish to apply for recognition of prior learning and the granting of credit must present a GANZ Inter Course Transfer Form completed by the Director of Education of their previous Gestalt therapy institute. This form can be found at the end of this policy statement;

Students who wish to enter into the Master program need to fulfil the entry requirements as described in Policy 8: Procedures for Selection of Students;

Students who wish to enter into GTB/GTS's Year 4 Master program from a completed 3rd or 4th Year at a GANZ approved education program must submit their Year 3 assessment work for evaluation to the Directors of GTB to ensure that their work is up to Master standard. If the work is not judged to be up to Master standard students wishing to obtain credit for previous study will be asked to enrol in the 3rd Year Master program;

¹ Gestalt Australia and New Zealand, the Professional Association which represents Gestalt Practitioners in this region, accredits Gestalt counselling and psychotherapy training programs, and offers graduates recognition of their competence to practice as Gestalt therapists through membership of the Association.

Enrolment and successful completion of education at a GANZ approved education program does not guarantee admission to GTB/GTS;

Previous education at a GANZ approved education program must have been completed no more than three years before the date of application to Gestalt Therapy Brisbane; and,

Gestalt Therapy Brisbane will only give recognition of prior learning and credit transfer on the successful completion of whole years of study, and requires that each aspect of a student's prior learning with the period credit is sought for must have been successfully completed for the granting of credit to be considered. Due to the integrated structure of theory and practical work over a whole year, GTB does not recognise the completion of individual subject work or semester work.

Students who have undertaken Gestalt study at an institute outside of Australia and New Zealand and wish to enrol in the GANZ approved and/or Master program offered by GTB/GTS will be assessed for recognition of prior learning on a case by case basis once the academic record of a person and the curriculum content of their previous course of study has been assessed.

Procedure: former GTB/GTS students

Recognition of credit for students who interrupt their studies at GTB/GTS is limited in the following ways.

- I. Students must complete their studies at GTB/GTS within a 7 year period;
- II. Students must take no more than 2 breaks out of the 4 year program; and,
- III. Students must not have more than a 3 year break between one year and the next.
- IV. Students must enroll in a whole year of study and complete all units for that year in order to progress to the next year. There is one exception to this rule in Year 4. Students may choose to enrol in the unit GT400 Theory, Research and Practice on the year following their completion of all other units involved in Year 4 study.
- V. The Directors will be responsible for making a decision about whether a student will be enrolled into the GTB program and where a student needs to enter into the program.

Decisions regarding the granting of credit

The Directors of GTB are responsible for decisions about recognising prior learning and granting credit. The Directors could seek the advice of the Gestalt Educational Processes Committee (Brisbane or Sydney).

Students who are dissatisfied with the decision of the Directors may make application to the Academic Governance Body (AGB) for a review of the decision in accordance with Policy No. 3: Grievance Policy and Procedure. Students should provide the AGB with a full copy of their application for credit, all information provided with the decision of the Directors and a statement outlining their reasons why they believe credit should be granted.

Privacy Statement

All personal information collected by GTB/GTS is protected under the Privacy Act 1988 (Commonwealth of Australia). Any and all information will be treated with the utmost care, being kept strictly confidential within the confines of the educational program. It will not be sold, re-used, rented, loaned or otherwise disclosed to a third party, except where prior written permission is obtained from the individual who supplied the information and to whom the information refers.

Inter-Institute Transfer Form Part 1: Study Information

All personal information collected by Gestalt Therapy Brisbane/ Gestalt Therapy Sydney is protected under the Privacy Act 1988 (Commonwealth of Australia). Any and all information will be treated with the utmost care, being kept strictly confidential within the confines of the educational program. It will not be sold, re-used, rented, loaned or otherwise disclosed to a third part, except where prior written permission is obtained from the individual who supplied the information and to whom the information refers.

1. To be filled in by student:

Name *If you have a transcript of academic record from your Gestalt education, attach a copy.*

Year studied	Gestalt institute	No. face to face tuition hours	No. supervision hours additional to tuition sessions	No. therapy hours additional to tuition sessions	What subjects or units were covered as part of the year	Completed all requirements for the year?	Any special conditions placed on continuation?

2. To be filled in by Director of Education of previous institute:

This is a true and correct record of study. The information provided in this form can be used by GTB/GTS to assess an application to study with GTB/GTS:

Signed (student) Signed (Director of previous institute) Date

3. After completion by the previous Director, this form is to be sent to the institute being applied to.

Inter-Institute Transfer Form Part 2: Director comments

All personal information collected by Gestalt Therapy Brisbane/ Gestalt Therapy Sydney is protected under the Privacy Act 1988 (Commonwealth of Australia). Any and all information will be treated with the utmost care, being kept strictly confidential within the confines of the educational program. It will not be sold, re-used, rented, loaned or otherwise disclosed to a third part, except where prior written permission is obtained from the individual who supplied the information and to whom the information refers.

1. To be filled in by student:

I give permission for(name of school/ institute) to provide the information requested to Gestalt Therapy Brisbane/ Gestalt Therapy Sydney

Signed (student) Date.....

2. To be filled in by previous director and sent directly to the institute being applied to. It is recommended that a copy be provided to the student and noted that the student will have a right of access to information about them unless it meets an exemption under the Privacy Act 1988.

Director comments.

Include identification of student strengths, growing edges, and any areas of concern. If you believe the person is not suitable for continuation of Gestalt education, or if there should be conditions placed on their continuation, provide background detail on these.

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Name..... Signed..... Date

Inter-Institute Transfer Form Part 3: Student comments

~ To be filled in by student and sent directly to the institute being applied to.

What did you really appreciate about your tuition to date?

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Are there any areas you objected to regarding your tuition to date?

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What are your reasons for transferring to this institute?

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Privacy release: I give permission for my application to be discussed, including the exchange of information regarding my progress and assessment, by the Directors of Education I have previously studied and, with the Director of Education to whom I am applying for entry.

Applicant: NameSigned Date