

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 part, 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 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