

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).

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 on the GTB website.

Institutional enrolment arrangements

All prospective students 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 PACFA (Psychotherapy and Counselling Federation of Australia).

Course entry criteria

Prospective 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 prospective students 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 work and life experience. Prospective students 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 prospective students 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 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 prospective student'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 application form. The application form will also contain a copy of Policy No 8A: CRITERIA AND 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 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. The interview will take place at the Brisbane 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, FaceTime or Zoom.
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 prospective 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.
 6. 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.
 7. 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.
 8. Students who are accepted into a program will be asked to complete a student agreement with GTB.

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

Prospective students are informed in their interview of the particular nature of the GTB 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 personal transformation 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 academic staff member of GTB 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's course outline requires that all students engage in a minimum of 10 hours of personal therapy per year to support their learning. Students who think they need extended therapy for personal issues need to seek this.

GTB's involvement in psychotherapy with students are clearly outlined in the PACFA Code of Ethics. "Dual and multiple relationships....represent a conflict of interest. Conflicts of interest are to be avoided.. the concurrent roles of trainer, supervisor and therapist are seen as completely distinct and practitioners are advised to avoid this form of dual relationship wherever possible."

<http://www.pacfa.org.au/wp-content/uploads/2014/04/Interim-Code-of-Ethics-2015.pdf>

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 will invite students into this course. The decision will be made by the Year Coordinator, academic staff 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 educators. The capacity of a student to hold their emotional responses while remaining available for communication with GTB academic staff 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 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.