

## Policy No 4B

# RECOGNITION OF PRIOR LEARNING AND THE GRANTING OF CREDIT

Ratified by the Academic Governance Body 14 December 2017

### 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).

### 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 website.

### Policy statement

Gestalt Therapy Brisbane will give recognition of prior learning and grant credit for previous study where students transfer from a Gestalt therapy education program approved by Psychotherapy and Counselling Federation of Australia (PACFA) or equivalent into the Gestalt Therapy Brisbane Master of Gestalt Therapy program provided at Gestalt Therapy Brisbane (GTB).

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 Gestalt therapy 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 letter of recommendation from their Director of Education, an Academic Transcript of study undertaken, and detail of course curriculum. Upon receipt of these a Director of GTB will make contact, where possible, with the relevant institute or person.

Students who wish to enter into the Master program need to fulfil the entry requirements as described in GTB Policy No. 8: Criteria and Procedures for Selection of Students;

Students who wish to enter into GTB's Year 4 Master program from a completed 3<sup>rd</sup> or 4<sup>th</sup> Year at a Gestalt therapy 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 3<sup>rd</sup> Year of the Master program;

Enrolment and successful completion of education at a Gestalt therapy education program does not guarantee admission to GTB;

Previous education at a Gestalt therapy 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.

**Procedure: former GTB students**

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

- I. Students must complete their studies at GTB 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 enrol 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 complete year 4 over two years, enrolling in PG400 Gestalt Practice and Supervision I, EG400 Reflection and Experience of Psychotherapy, TG401 Psychotherapy: Common Clinical Issues and PG401 Gestalt Practice and Supervision II in the first year; and enrolling in TG400 Theory, Research and Practice and SP400 Gestalt Practice and Supervision III in the following year.
- 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.

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 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.