Information in this publication was correct at time of printing: December 2019
Version 1

All CHC policies, documents and forms referred to in this Handbook are available on relevant pages of the CHC website.

This Courses Handbook is to be read in conjunction with the CHC Student Handbook 2020.

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Campus map

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Welcome

Dear Social Sciences students,

Welcome to Christian Heritage College. We hope that the time that you study with us will be personally enriching and will help prepare you to serve the particular communities and contexts into which you are vocationally called. As staff, we are fully committed to making your time with us as valuable as possible, while serving to enrich your life and further your personal and academic development.

Social Sciences is a broad field, but at its core is a desire to understand people and to serve them more fully – whether in more individual fields such as human services, counselling, more community-oriented contexts such

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CHC calendar 2020

For up-to-date information, please check the *Calendar* on the [Documents](#) page of the CHC website on a regular basis as dates are subject to change.

SEMESTER 1, 2020						WINTER SEMESTER, 2020[4]		
COMMENCING	CHC WEEK	POSTGRADUATE BUSINESS (STUDY PERIODS 1-3)[1]	BUSINESS, CHRISTIAN STUDIES, LIBERAL ARTS, SOCIAL SCIENCES	EDUCATION[2]	MINISTRIES	COMMENCING	CHC WEEK	ALL SCHOOLS
3 February	-	Study Period 1 begins *Last day to add: 3 Feb* [1]						

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SEMESTER 2, 2020	SEMESTER 3, 2020[8]

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Important dates 2020

For up-to-date information, please check the *Important Dates* on the [Documents](#) page of the CHC website on a regular basis as dates are subject to change.

		Postgraduate Business courses only:	
Close of applications for commencing international students (non-student visa holders)	15 December 2019	Study Period 1, 2020	

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Section 1: General information

1.1   School of Social Sciences staff
1.2   School of Social Sciences practices
      1.2.1   Attendance and engagement
      1.2.2e(1 re 006366-8.00615(r)5.99425(i)-v.00735(ol)cy4.02dm)-,.0044h: Idagg108-3.98989(t)3.0
            1.2.

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1.2.2   Privacy, confidentiality and informed consent

It is not uncommon for students engaging in Social Sciences courses to reflect on real life experiences and to share personal information and emotions with class members and lecturers in the context of discussion groups and assignment writing, and when engaging in practicum units. It is also not uncommon for students to receive personal information, emotions or experiences from fellow students and from clients in the context of assignment preparation and during practicum placements. Due to the nature of the subject matter that is contained in many units in the Social Sciences courses and in practicum situations, privacy and confidentiality are of the utmost concern. These principles are also subject to legislative requirements that must be observed.

CHC Policy: *Student Code of Conduct* and CHC Policy: *Privacy* refer to the issue of confidentiality. These extend

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1.2.3   Conflict of interest and dual relationship

It is understood that, sometimes, a conflict of interest and/or dual relationships may occur and that students should develop the knowledge and skills to deal with such matters.

Students are responsible for informing their course coordinator or the practicum coordinator (as appropriate) if they believe there to be potential for a conflict of interest and/or dual relationships to arise. The relevant course coordinator or practicum coordinator is responsible for ensuring that processes are in place to deal with such situations after a decision is made about the case at the Board of Studies meeting.

Students are to notify the relevant person via the

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Reflective Essay
An essay that is a combination of theoretical and personal perspectives on a topic. It follows the formal conventions of an academic essay, however there will be times where it is appropriate to use first person.
Folio
A folio is a collection of materials that relate to the topic being studied. It may include a range of things such as artefacts, **documents, photos, recordings, etc. These may be presented as a 'hard copy' or as a digital or e**-folio. It may be that writing tasks will be included in a folio.
Handout
A handout is a document that may include writing, diagrams, artwork, photographs, etc. The purpose is to provide information to the reader in an abbreviated form. It is most likely to accompany a seminar presentation.
Interview schedule
An interview schedule is a list of the questions you intend to ask your interviewees. It is a kind of a script to use so that everyone gets the same questions asked in the same way. The questions are normally derived from and related to prior observations, enquiries or study.
Literature review

A literature review, whether **a 'stand-alone' piece** or part of a larger work

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1.4   Fieldwork placement requirements

Required fieldwork placements

Courses in the School of Social Sciences are designed to meet the accreditation requirements of relevant professional associations. An important aspect of meeting the training standards of each of these bodies is the number of supervised fieldwork placement hours completed by students during their course.

Students in these courses are advised that, while the Practicum Administrator is able to assist with the finding of suitable placements, the ultimate responsibility for locating and organising practicum placements rests with students.

Below is a list of the courses and their required fieldwork placements:

Diploma of Social Science

- Placement Observations: observations in a Human Services organisation
- Field Observations and Report: observational visits in two different organisations

Bachelor of Human Services

- Year 1 - Placement Observations: an observation in a Human Services organisation
        - Field Observations and Report: observational visits in two different organisations
- Year 2 - Practicum I (Semester 1): 100 hours
        - Practicum II (Semester 2): 100 hours
- Year 3 - Practicum III: 200 hours

Practicums I and II are completed in one setting over two semesters. Practicum III is completed in a different setting.

Students must abide by the ACWA Code of Ethics and Practice Guidelines.

Bachelor of Counselling

- Year 1 - Placement Observations: an observation in a Human Services organisation
        - Field Observations and Report: observational visits in two different organisations
- Year 2 - Site visits (5)
        - 15 hours of external professional development
- Year 3 - CO367: 20 hours of client-related contact in a placement setting
        - CO368: 40 face-to-face counselling hours plus 20 hours of client-related contact hours; 7 hours of individual supervision; fortnightly group supervision
        - CO369 and CO370: 40 face-to-face counselling hours plus 20 hours of client-related hours; 7 hours of individual supervision; fortnightly group supervision

For each semester in which students are enrolled in a practicum unit, they also have to attend a fortnightly supervision group.

Students must abide by the PACFA Code of Ethics.

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Master of Counselling

- Year 1 - Site visits (5)
    - External Professional Development (15 hours)
- Year 2 - CO667: 20 hours of client-related contact in a placement setting
    - CO668: 40 face-to-face counselling hours plus 20 hours of client-related contact hours; 7 hours of individual supervision; fortnightly group supervision
    - CO669 and CO670: 40 face-to-face counselling hours plus 20 hours of client-related contact hours; 7 hours of individual supervision; fortnightly group supervision

For each semester in which students are enrolled in a practicum unit, they also have to attend a fortnightly supervision group.

Students must abide by the PACFA Code of Ethics.

Safety checks

When students work with children (including infants, children or young people under the age of 18) and/or vulnerable people (including the aged, people with mental illness, people with disabilities, or other designated people), students need to possess some form of safety check. For those working with children a current blue card issued by the Blue Card Services department of the Queensland government (or equivalent from the jurisdiction in which they reside) is needed before they are permitted to commence a practicum unit. For those working with vulnerable people a Police Check issued by the Queensland Police Service (or equivalent from the jurisdiction in which they reside) is needed before they are permitted to commence a practicum unit.

Bachelor of Human Services students working in youth work or family support and child protection will need a blue card. Students working in human behaviour may need a blue card and/or a Police Check.

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courses are designed to equip student counsellors with the knowledge, skills and experience necessary to work ethically, sensitively, inclusively and respectfully with clients from diverse backgrounds within an increasingly pluralistic society.

Facilitation of practice frameworks that are specific and appropriate for each individual student

The counselling courses emphasise the

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Both the Bachelor Counselling and Master of Counselling are accredited by PACFA. This means that, upon completing either award, CHC counselling graduates can become Provisional Members of PACFA member associations, branches or colleges, or become individual members of PACFA.

More information is available on the PACFA website.

Christian Counsellors Association of Australia (CCAA)

The Christian Counsellors Association of Australia (CCAA) is a nationwide federation of state based CCAAs that promotes and maintains professional standards of quality counselling across Australia. The aim of the CCAA is to support and encourage counsellors to integrate their Christian faith with their practice at a professional level.

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Table 1: Course Requirements – Diploma of Social Science

Course title:	Diploma of Social Science
Course structure:	The course requires 80 credit points for completion, comprising 80 credit points of core units.
	A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.
	To qualify for the award of the Diploma of Social Science a student must accrue at least 80 credit points, including satisfactory completion of the core units noted below. N

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3.3   Bachelor of Human Services (SS19) *[formerly Bachelor of Applied Social Science (SS17)]*

The Bachelor of Human Services is a three-year course (full-time equivalent) and is available on both a full-time and part-time basis. It is designed to provide students with broad and coherent knowledge and skills for professional work and future learning in Human Services discipline areas. Alongside core units, students select a specialisation as the focus of their study and undertake either a practicum stream or a coursework stream.

The maximum time allowed for completing the Bachelor of Human Services is 10 years.

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Course content (continued): *= Internal mode only*	Unit		Credit points
	Youth Work		
	Discipline studies electives:		
	YO240	Youth Work: Theoretical Perspectives	10
	YO241	Youth Work: Skills and Strategies*	10
	YO342	Youth Work: Current and Emerging Issues	10
	SO343	Reflective Practice*	10
	and		
	Practicum stream:		
	SO230	Applied Social Sciences Practicum I*	10
	SO231	Applied Social Sciences Practicum II*	10
	SO330	Applied Social Sciences Practicum III*	20
	or		
	Coursework stream:		
	SO222	Research Methods	10

SO393   Gu9 Tf 1 0 058 145.449t2(d)99.993311(c)-2.962(a)-13.01r025(e)-2.5.9828()e6.015

Recommended full time enrolment pattern (continued): *= Internal mode only*	Unit		Credit points
	Year 3 Semester 2		
	SO343	Reflective Practice* (Discipline Studies elective #4)	10
	SO352	Culturally Sensitive and Inclusive Practice	10
	SO330	Applied Social Sciences Practicum III* *or*	20
	SO394	Extended Self-Directed Project	20
Course pathways:	The Diploma of Social Science comprises the first year (full-time equivalent) of the Bachelor of Human Services. Students who enter the Diploma of Social Science may transfer into the Bachelor of Human Services. Students who graduate with the Diploma of Social Science may articulate into the Bachelor of Human Services. Students who are enrolled in the Bachelor of Human Services may exit early from this course with the Diploma of Social Science (subject to course rules).		

3.4 Bachelor of Counselling (SS18)

The Bachelor of Counselling is a three-year course (full-time equivalent) and is available on both a full-time and part-time basis. It is designed to serve the need of the institutional church, individual Christian clergy and lay-people, and members of the wider community to gain an appropriate qualification to offer effective professional counselling services.

The maximum time allowed for completing the Bachelor of Counselling is 10 years.

The Diploma of Social Science is nested within the Bachelor of Counselling and provides an early exit point from that award as well as being a stand-alone qualification. Students who successfully complete the Diploma of Social Science may apply to enter the Bachelor of Counselling. Students who are enrolled in the Bachelor of Counselling may exit with the Diploma of Social Science, subject to the completion of course requirements.

Table 3: Course Requirements – Bachelor of Counselling

Course title:	Bachelor of Counselling
Course structure:	The course requires 240 credit points for completion, comprising 220 credit points of core units and 20 credit points of elective units.

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Course content   Unit
(continued):

*= **Internal mode only**

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Recommended full time enrolment pattern (continued): ** = Internal mode only*	Unit		Credit points
	Year 3 Semester 1		
		Elective unit #1	10
	CO367	Reflective Practice: Consolidating Foundations*	10
	CO368	Reflective Practice: The Therapeutic Relationship*	10

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This course can be completed entirely in external mode of study, which makes it an attractive choice for students who do not live within travelling distance of CHC. Please see Section 1.3 for details on internal and external modes of study.

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Table 6: Course Requirements – Master of Counselling

Course title:	Master of Counselling
Course structure:	The course requires 160 credit points for completion, comprising 130 credit points of core units and 30 credit points of elective units. The areas of study from which students may choose elective units are: • Child and Adolescent Counselling; • Family and Relationship Counselling; and • Trauma Counselling.
Course structure (continued):	Students must complete a minimum of 20 credit points of elective units in the same area of study. Students who complete the first elective unit in area of study and then to change to a different area of study are to complete the first two elective units in the second area of study. A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.

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The Graduate Certificate in Social Science Leadership is nested within the Master of Social Science Leadership and provides an early exit point from that award as well as being a stand-alone qualification. Students who successfully complete the Graduate Certificate in Social Science Leadership may apply to enter the Master of Social Science Leadership. Students who are enrolled in the Master of Social Science Leadership may exit with the Graduate Certificate in Social Science Leadership, subject to the completion of course requirements.

Except for SO662 Group Facilitation, this postgraduate award can be completed in external mode of study. This makes the Master of Social Science Leadership an attractive choice for students who do not live within travelling distance of CHC. Please see Section 1.3 for details on internal and external modes of study.

Table 7: Course Requirements – Master of Social Science Leadership

Course title:	Master of Social Science Leadership
Course structure:	The course requires 120 credit points for completion, comprising 120 credit points of core units.
	A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.
	To qualify for the award of the Master of Social Science Leadership a student must accrue at least 120 credit points, including satisfactory completion of the core units noted below. Not more than one grade of Pass Conceded (PC) will be allowed for credit towards the award.

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Section 5: Unit prerequisite requirements

5.1 Undergraduate units
5.2 Postgraduate units

The information presented on the following pages is provided for students to assist with course planning.

Questions regarding the prerequisite and co-requisite requirements for particular units should be directed to the appropriate course coordinator.

5.1 Undergraduate units

Unit	Unit Name	Prerequisite[1]	Prerequisite OR Corequisite[2]	Incompatible[3]
CO221	Group Processes	60cp, including SO100, SO114		
CO212	Counselling Approaches	SO100, SO112		
CO213	Introduction to Mental Health	SO112		
CO215	Advanced Interpersonal Counselling Skills	SO100, SO114		
CO282	Major Issues in Counselling	SO100, SO112, SO114		
CO220	Development through the Lifespan	SO100, SO112		
CO223	Ethics in Counselling	CO214, CS216	CO213	
CO314	Advanced Processes and Strategies	CO215		
CO367	Reflective Practice: Consolidating Foundations	CO212, CO223, CO215, CO314 recommended		
CO368	Reflective Practice: The Therapeutic Relationship		CO367	
CO369	Reflective Practice: External Contests	CO368		
CO370	Reflective Practice: Personal Practice Framework		CO369, SO317	
CO380	Compulsive Behaviours	60cp of introductory units including SO110, SO112, SO114		
CO382	Child and Adolescent Issues	60cp of introductory units including SO110, SO112, SO114	CO220	
CO383	Family and Relationship Issues	60cp of introductory units including SO110, SO112, SO114	CO220	
CO385	Grief and Loss	60cp of introductory units including SO110, SO112, SO114		
CO386	Trauma Counselling	60cp of introductory units plus CO213, CO215		
CS116	Christian Foundations for Work and Vocation I	Nil		
CS216	Christian Foundations for Work and Vocation II	Nil		
FC240	Family Support and Child Protection: Theoretical Perspectives	40cp		
FC241	Family Support and Child Protection: Skills and Processes	SO114		
FC342	Family Support and Child Protection: Current and Emerging Issues	40cp		
HB241	Social Psychology	40cp		
HB342	Contemporary Technology and Human Behaviour	40cp		
HB343	Neuroscience and Human Behaviour	40cp		

[1] *Must be completed prior to enrolment in the unit.*
[2] *May be completed either prior to or concurrently with enrolment in the unit.*
[3] *May not be done concurrently with or after completing the unit.*

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Section 6: Resource requirements

6.1   Computing facilities
6.2   Textbooks
6.3   Other requirements

6.1   Computing facilities

All students will require computer and internet access for engaging with their studies. A limited number of computers are available for student use at the Learning Hub.

Students at CHC are assigned a dedicated email address and this will be used to deliver important information and documentation. You will be assigned individualised login details for using Library services and the Moodle™ learning platform. You are also assigned individual space on the student server for the purpose of data storage. You are expected to check your email and access the Moodle™ site for relevant class materials and online activities on a regular basis.

All courses offered by CHC require the ongoing use of computer technology. To engage fully with the learning experience for the duration of their studies, students will need to have access to and be able to use internet-connected devices and have reliable connectivity to the internet. Students are expected to find, use and

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