

Recognition of Prior Learning Kit

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Introduction to Recognition of Prior Learning (RPL)

What is RPL?

RPL is a method which allows recognition for what you have already learned from other courses, work experience, life experience and any training previously undertaken. The Academy checks it against the learning outcomes in the units / course. If what you have learned previously is *relevant* to the unit / course, you may not have to do certain parts of the course.

Who can apply?

You should apply for RPL in any unit(s), if you think that your prior learning and or experience mean you can provide evidence to show that you are already competent.

Why request RPL?

- It recognises that you are entering a unit / course with existing skills.
- It means that you only need to study units which are relevant.

How does it work?

If you decide to apply for RPL you will need to proceed through the following steps:

- Work out which units you wish to apply for by confirming the content of the unit in the current Student Handbook.
- Undertake consultation with an assessor if you would like to discuss RPL further.
- Complete your personal details, Work Experience, Education and Training details on the form provided.
- Generate and collect evidence, then organise your evidence and complete your portfolio.
- Lodge your portfolio (including a self addressed envelope / postage bag –postage paid for return of your portfolio and RPL Fee - \$200.00 per unit) with the Academy of Applied Hypnosis.
- Your RPL evidence will be assessed. You will hear from your assessor regarding any queries.
- If successful you will not be required to do all or certain parts of the units. Depending upon the amount of RPL you are granted, further consultation with your assessor will determine what units you will be required to complete.

Important

- 1. Please provide certified copies of original documents. A *certified copy* means a copy which has been certified as an exact copy of the original document by one of the following persons: bank manager, solicitor, justice of the peace, police officer or a member of the clergy.**
- 2. We strongly recommend that you keep a full copy of RPL documentation as your RPL application must be retained by the Academy and the application will not be returned to you.**
- 3. Please do not provide us with links to other websites. You need to provide information as required by the application documentation.**

How to use the RPL Kit

This RPL Kit contains all the units within the Advanced Diploma of Clinical Hypnotherapy. The units are in alphabetical order by the unit name. The unit number represents the unit name, the course level (Certificate = 4, Diploma = 5 or Advanced Diploma = 6) and the number of the unit e.g. 01. Therefore:

PSY401 = Psychology in Hypnotherapy at the Certificate level, unit 1

NLP401 = Neuro Linguistic Programming at the Certificate level, unit 1

NLP502 = Neuro Linguistic Programming at the Diploma level, unit 2.

When you enrol for the Advanced Diploma it is possible that you will have credit in the Certificate and the Diploma. RPL is available for all units at all levels. Compile the information and if you need additional assistance contact the Academy on (02) 9415 6500.

Fees

The fee for assessing each unit is \$200.00.

Organising and labelling evidence

Insert any evidence you wish to submit after the page titled 'Evidence Collected'.

For each item of evidence, you need to establish how it relates to the necessary topics in the nominated unit(s). That should be indicated in the appropriate place on the unit RPL form, as well as on the evidence.

For some items of evidence it may be appropriate to indicate which part of the item is relevant to which aspect of the unit (by a note on the evidence or by using a highlighter pen for example).

If a piece of evidence is relevant to a number of topics / units it may be appropriate to include it in the application of just one unit. Make sure that you have clear references in each of your applications to any relevant evidence, so that assessors can easily locate it.

All evidence should provide sufficient information for the Academy to verify the information being provided. This means:

- contact details of organisations, associations and individuals (telephone numbers, email address etc).
- full curriculum details of any units / course attended.
- any other information that may be necessary to verify your RPL.

If you don't have *primary evidence** that you can submit to substantiate your claim, but consider that you could demonstrate your competence to assessors, please make a note to that effect.

**Examples of primary evidence may include*

letters/reports from referee	certified copies of awards/statements of results (e.g. Certificate / Diploma / Advanced Diploma / Degree)
examples of evaluations/recommendations	course outlines you have developed/designed/conducted
documentation related to assessments conducted	audio and/or video of sessions conducted
verbal or written evidence	documentation of attendance at workshops or seminars
Official course outline or course descriptions showing course topics and hours involved	Proof of passing the relevant course or subject (e.g. academic record or transcript)
Proof of any name change (e.g. marriage certificate)	Supporting evidence from the Australian Hypnotherapists Association of existing competencies and skills.

*NB. These are a guide only and participants should **not** be limited to the suggestions made.*

Please contact Administration on (02) 9415 6500 if you have any queries.

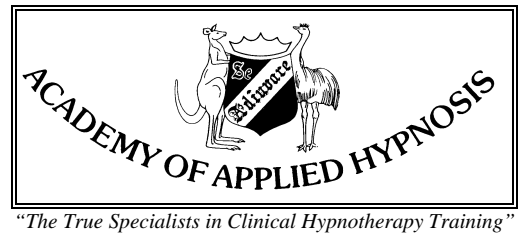
Your job is to make it as easy as possible for the assessor to verify your evidence and thereby grant the Recognition of Prior Learning in as short a time as possible. **It is not the responsibility of the assessor to establish the relationship of the evidence to the unit topics.** If the relationship is not established by the applicant, RPL cannot be granted.

When supplying evidence the following issues should be considered.

Evidence should be:

- *Valid* – The evidence supplied must, in total, cover the broad range of knowledge and skills required to satisfy the assessment criteria.
- *Authentic* – The evidence presented must be the participants own work.
- *Sufficient* – There is sufficient evidence presented to make a judgement about competence.
- *Current* – Evidence, whether from current or past situations, needs to show a participants current competence. Assessors may need to check that any competencies demonstrated in the past are still held.
- Your assessor must also check that the evidence is Reliable. (Assessment practices should be monitored and reviewed to ensure consistency in the interpretation of evidence).

1st Flr 302 Pacific Hwy Lindfield NSW 2070
 Telephone: (02) 9415 6500
 ACN: 001 173 100 ABN: 41 001 173 100
 Website: www.aah.edu.au
 Email: admin@aah.edu.au



Executive Director: Dr Leon W. Cowen
 AdvDipCH, PhD (Clinical Hypnotherapy)
 WorkCover Approval Number: 8613

The following “Sample of a Completed Recognition of Prior Learning Form” is an example of the form to be presented. Use this as a guide when completing your RPL Application Forms. The evidence which is outlined in “Evidence Attached” would be attached to the form

RPL Application Form - HCT401 Hypnosis, Counselling & Therapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached	Face to Face Hours involved	Other Hours involved	Date completed
Susceptibility Techniques	Certificate in Hypnosis Hypnosis Training Enterprises (HTE) Transcript page 4 - Attachment 1	3	6	May 2005
Induction and Deepening Techniques	Certificate in Hypnosis Hypnosis Training Enterprises (HTE) Transcript page 5 - Attachment 1	3	6	May 2005
Suggestion – concepts and usage	Certificate in Hypnosis Hypnosis Training Enterprises (HTE) Transcript page 5 - Attachment 1	3	6	May 2005
Terminating the hypnotic state	Certificate in Hypnosis Hypnosis Training Enterprises (HTE) Transcript page 5 - Attachment 1	3	3	May 2005
Basic Gestalt Principles	Certificate of Gestalt Therapy Gestalt Institute – Transcript page 6 Attachment 2	3	3	Aug 2006
Basic TA concepts	TA 101 course. TA Training - Transcript page 2 - Attachment 3	3	3	October 2006
Basic Concepts of Hypnoanalytical Techniques	Certificate in Relaxation Hypnosis Hypnosis Training Enterprises (HTE) Transcript page 7 - Attachment 1	2	2	May 2005
Responsibilities and Safeguards of basic training	Certificate in Relaxation Hypnosis Hypnosis Training Enterprises (HTE) Transcript page 7 - Attachment 1	2	1	May 2005
Practise of Fundamental Hypnotic Techniques	Personal Practise during consultations and with AHA. AHA Workshop – Attachment 4	3	30	May 2005 - Present

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:	Academy of Applied Hypnosis	Institution Name:	Australian Hypnotherapists Ass
Telephone:	(02) 0415 6500	Telephone:	1800 067 557
Email:	admin@aah.edu.au	Email:	aha@ahahypnotherapy.org.au

Additional Information (if necessary): **Practise:** As there have been practise opportunities available (apart from clinical practise) I have used the AHA workshops and discussions with AHA members as much as possible. I have attached a letter from the Australian Hypnotherapists Association to show that I am a member in good standing and have passed their examinations to become a clinical member.

For office use only

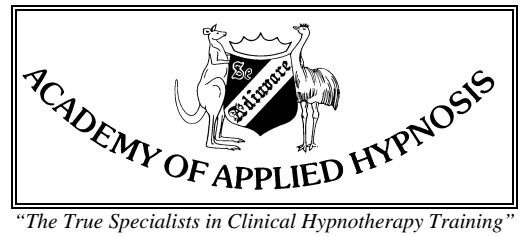
Date: _____

RPL granted / not granted for (unit)

Assessed By: (print name) _____ Signature _____

1st Flr 302 Pacific Hwy Lindfield NSW 2070
Telephone: (02) 9415 6500
ACN: 001 173 100 ABN: 41 001 173 100
Website: www.aah.edu.au
Email: admin@aah.edu.au

Executive Director: Dr Leon W. Cowen
AdvDipCH, PhD (Clinical Hypnotherapy)
WorkCover Approval Number: 8613



RPL Application Form – General Information

Exemptions from units or parts of units may be granted in cases where a student has achieved a level of competence which is equal to or exceeds the standards required by the Academy for the course which is being undertaken.

Students wishing to apply for RPL / Exemptions must do so in writing by completing this form and sending it to Administration plus any relevant documentation. Documentation should include copies of course descriptions (stating the relevant components) as well as proof of passing the relevant subjects / units (e.g. academic record or course transcript). Please send photocopies of the original documents although the original documents may be requested to be presented at a specified time. You will be notified of the outcome of your application in writing / by email. Students are advised to present their applications for RPL / Exemption four weeks prior to enrolment. The Academy accepts no responsibility for delays in studies caused by the processing of the RPL application.

Personal Details

Name: _____

Address: _____ Postcode: _____

Telephone: b/h _____ a/h _____ mb _____

Fax: _____ email: _____

Units

I intend to apply for RPL in the following units:

Unit Number	Unit Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Work Experience:

Please complete the following about your clinical practice, work experience, either full-time or part-time, including any voluntary or unpaid work.

Present Work:

Employer: _____

Position: _____

Duties: _____

Previous Work:

Employer: _____

Position: _____

Duties: _____

Education and Training

Indicate any education and or training you have undertaken, including formal courses, adult education courses, training undertaken at work etc. (if insufficient space, please attach extra information)

I verify that the information and evidence supplied in all aspects of my RPL Application is accurate.

Signature: _____ Date: _____

Checklist (please ensure you have the following documents attached to the unit application form):

- Proof of passing the relevant course or subject (e.g. academic record or transcript)
- Official course outline or course description showing course topics and hours involved
- Proof of any name change (e.g. marriage certificate)
- Copy of award if applicable (e.g. Certificate / Diploma / Degree)

RPL Application Form – ADVPW501 – ADVPW503 Advanced Practical Workshops

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content) (Must include: Documents plus the name, phone number(s) and email address of institution issuing awards)	Face to Face Hours involved	Other Hours involved	Date completed
Use a structured approach to clinical hypnotherapy				
Follow a structured approach to clinical hypnotherapy work based on client needs and expectations				
Explore alternatives to the proposed techniques				
Ensure own level of skill and knowledge of clinical hypnotherapy <i>methods</i> and resources are appropriate to meet client needs				
Demonstrate advanced skills in a practical form				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:	Institution Name:
Telephone:	Telephone:
Email:	Email:

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - ADVTHAP501 – ADVTHAP503 Adv Therapeutic Applications

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hrs involved	Other Hrs involved	Date completed
Demonstrate advanced use of clinical hypnotherapy skills in a clinical hypnotherapy setting				
Demonstrate advanced use of counselling skills in a clinical hypnotherapy setting				
Demonstrate advanced use of psychotherapy skills in a clinical hypnotherapy setting				
Demonstrate effective facilitation within the client-clinical hypnotherapist relationship				
Demonstrate knowledge of indications and contraindications of treatment				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - COU401 and COU402 Counselling for Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate knowledge of fundamental principles of counselling.				
Demonstrate knowledge of the responses to feelings from a counselling model.				
Demonstrate and understanding ethical considerations.				
Demonstrate counselling techniques.				
Demonstrate the use of a multicultural approach.				
Implement work practices which support the protection of children and young people				
Report indications of possible risk of harm to children.				
Demonstrate knowledge of the principles of the major counselling models.				
Demonstrate qualitative counselling techniques.				
Demonstrate the use of a counselling in a stress management model.				
Demonstrate knowledge of a client contract.				
Demonstrate knowledge of the use of perspective in counselling.				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form – ELBI501 Ethics, Legal and Business Issues

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Ethics for Clinical Practice				
Legal Issues in Clinical Practice				
Basic Business Accounting				
Basic Business Administration				
Professional Networking				
Computers and Word Processing				
Insurance				
Taxation				
Setting up in Practice				
Marketing and Advertising				
Communications Equipment				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - HT401 Hypnoanalytical Techniques

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate basic knowledge of Progression, Regression and Automatic Writing in analytical mode and resolution mode				
Identify and describe the principles and practice of Progression, Regression and Automatic Writing				
Identify potential applications of adjunctive theories in the clinical hypnotherapy process				
Demonstrate knowledge of the use of cognitive behavioural theories in clinical hypnotherapy				
Demonstrate knowledge of the strengths and weakness of each Progression, Regression and Automatic Writing				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:	Institution Name:
Telephone:	Telephone:
Email:	Email:

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - HT402 Hypnoanalytical Techniques

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate basic knowledge of Ideomotor Questioning and Dream Therapy in analytical mode and resolution mode				
Identify and describe the principles and practice of Ideomotor Questioning and Dream Therapy				
Identify potential applications of adjunctive theories in the clinical hypnotherapy process				
Demonstrate knowledge of the strengths and weakness of each Ideomotor Questioning and Dream Therapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - HT501 Hypnoanalytical Techniques

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate knowledge of Progression, Regression, Automatic Writing, in analytical mode and resolution mode				
Identify the use of cognitive behavioural theories in clinical hypnotherapy				
Identify potential applications of adjunctive theories in the clinical hypnotherapy process				
Identify strengths and weakness of each theory in relation to individual behaviour and clinical hypnotherapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - HT502 Hypnoanalytical Techniques

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate knowledge of Ideomotor Questioning and Dream Therapy in analytical mode and resolution mode				
Identify potential applications of adjunctive theories in the clinical hypnotherapy process				
Identify strengths and weakness of each theory in relation to individual behaviour and clinical hypnotherapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:	Institution Name:
Telephone:	Telephone:
Email:	Email:

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - HCT401 Hypnosis Counselling and Therapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Identify the basic concepts and theories of hypnosis				
Demonstrate knowledge of susceptibility techniques				
Demonstrate knowledge of induction and deepening techniques				
Demonstrate knowledge of suggestion – concepts and usage				
Demonstrate knowledge of terminating the hypnotic state				
Identify basic Gestalt Principles				
Identify basic TA concepts				
Demonstrate knowledge of basic concepts of Hypnoanalytical Techniques				
Demonstrate knowledge of responsible and safe clinical hypnotherapy practices				
Apply fundamental hypnotic techniques				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form – IC401 Intern Clinic

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate work requirements within a clinical hypnotherapy practice.				
Develop knowledge of the clinical hypnotherapy sector.				
Demonstrate ethical clinical hypnotherapy practices.				
Demonstrate counselling Skills.				
Maintain confidentiality as appropriate.				
Show how to use Clinical Hypnotherapy in a clinical setting.				
Demonstrate client case management procedures.				
Demonstrate professional referral procedures.				
Communicate effectively in a clinical hypnotherapy setting.				
Demonstrate accurate self reflection, self assessment and self evaluation.				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - MSH401 Medical Sciences in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Identify the basic structure and function of the human body.				
Demonstrate basic knowledge of the basic systems of the body. E.g. integumentary, urinary, musculoskeletal, nervous endocrine, respiratory, digestive, reproductive, cardiovascular, lymphatic, immune.				
Identify common system dysfunctions.				
Demonstrate knowledge of referral procedures.				
Demonstrate knowledge of how to treat common dysfunctions with clinical hypnotherapy.				
Demonstrate knowledge of medical terminology.				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - NLP401 NLP in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate knowledge of Representational System, Submodalities, Accessing Cues, Reframing, Metaphors and Time Line Therapy				
Demonstrate knowledge of adjunctive theories in the clinical hypnotherapy process				
Demonstrate knowledge of the strengths and weakness of each theory in relation to clinical hypnotherapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - NLP402 NLP in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate basic knowledge of the Meta Model, Reframing, Anchoring and Collapsing Anchors, Ericksonian Concepts and Techniques, Pure Process				
Demonstrate knowledge of potential applications of adjunctive theories in the clinical hypnotherapy process				
Demonstrate knowledge strengths and weakness of each theory in relation to clinical hypnotherapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - NLP501 NLP in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate knowledge of Representational System, Submodalities, Accessing Cues, Reframing, Metaphors and Time Line Therapy				
Identify potential applications of adjunctive theories in the clinical hypnotherapy process				
Identify strengths and weakness of each theory in relation to individual behaviour and clinical hypnotherapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
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RPL Application Form - NLP502 NLP in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate knowledge of the Meta Model, Reframing, Anchoring and Collapsing Anchors, Ericksonian Concepts and Techniques, Pure Process				
Identify potential applications of adjunctive theories in the clinical hypnotherapy process				
Identify strengths and weakness of each theory in relation to individual behaviour and clinical hypnotherapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:		Institution Name:	
Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
---------------------------	-----------

RPL Application Form – PW401 and PW402 Practical Workshops

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content) (Must include: Documents plus the name, phone number(s) and email address of institution issuing awards)	Face to Face Hours involved	Other Hours involved	Date completed
Identify own limitations and the requirements to improve practice				
Demonstrate skills in a practical form				
Provide and receive open and evaluative feedback				
Identify the indications and contraindications of treatment				
Demonstrate accurate self reflection, self assessment and self evaluation.				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

Institution Name:	Institution Name:
Telephone:	Telephone:
Email:	Email:

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	

Assessed By: (print name)	Signature
---------------------------	-----------

RPL Application Form – PCTHAP401 Pre Clinic Therapeutic Applications

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hrs involved	Other Hrs involved	Date completed
Demonstrate the use of susceptibility, induction, deepening, suggestion, awakening techniques				
Demonstrate the use of hypnoanalytical techniques e.g. Progression, Regression, Automatic Writing, Ideomotor Questioning, Dream Therapy Techniques in analytical and resolution modes				
Demonstrate the use of techniques from other psychotherapeutic models e.g. NLP, Gestalt, Transactional Analysis, Cognitive Behavioural Therapy, Client Centred Therapy and Counselling				
Identify the indications and contraindications of treatment				
Apply specified hypnoanalytical and/or psychotherapeutic techniques from NLP, Gestalt, Transactional Analysis, Cognitive Behavioural Therapy, Client Centred Therapy and Counselling sufficient to enter the Intern Clinic.				
Demonstrate accurate self reflection, self assessment and self evaluation.				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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Telephone:		Telephone:	
Email:		Email:	

Additional Information (please attach additional notes if necessary): _____

For office use only	Date:
RPL granted / not granted for (unit)	
Assessed By: (print name)	Signature

RPL Application Form – PD601 - PD604 Professional Development

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate Knowledge and use of Progression, Regression, Automatic Writing, Ideomotor Questioning, Dream Therapy Techniques in analytical and resolution mode across a broad range of client and simulated situations.				
Demonstrate Knowledge and use of associated Counselling and psychotherapeutic techniques across a broad range of client and simulated situations.				
Demonstrate knowledge and management of contra-indications to treatment and possible complicating factors across a broad range of client and simulated situations.				
Demonstrate an ability to discuss and review of response to treatment				
Demonstrate an ability to reviewing achievement of treatment goals				
Demonstrate an ability to monitoring timeframe for achieving treatment goals				
Clarify discrepancies between the practitioner's and the client's perception of the condition				
Clarify discrepancies between techniques and the client's requirements				

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For office use only

Date:

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Assessed By: (print name)

Signature

RPL Application Form - PRO601 Project

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Negotiate a research project				
Conduct a research project				
Gather information on identified practices and techniques in a format that suits interpretation and analysis				
Analyse the impact on clinical hypnotherapy practice created by the researched material				
Communicate the results of the research project.				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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RPL Application Form - PSY401 and PSY402 Psychology for Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate understanding of the major psychological models.				
Demonstrate knowledge of the behaviours of various psychological disorders.				
Demonstrate how to use psychological principles in a clinical hypnotherapy model.				
Practise of Fundamental Hypnotic Techniques				
Work with clinical hypnotherapy in the context of different mental health diagnoses				
Identify a range of barriers experienced by people affected by mental illness and psychiatric disability				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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Telephone:		Telephone:	
Email:		Email:	

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For office use only	Date:
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Assessed By: (print name)	Signature
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RPL Application Form – RM601 Research Methodology

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Manage information needs				
Identify contemporary primary and secondary sources of information				
Evaluate information				
Apply information to treatment strategy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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Email:		Email:	

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Assessed By: (print name)	Signature
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RPL Application Form – SNRIC501 – SNRIC503 Senior Intern Clinic

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Explore presenting client issues in order to establish their nature and depth, and give attention to the possibility of underlying issues				
Assist clients to become aware of underlying issues where appropriate				
Support clients to experience and process difficulties				
Reflect on and consider interventions that are most likely to facilitate client understanding				
Monitor and review the clinical hypnotherapy process with clients to ensure it remains of value				
Apply ethical codes of conduct as required in addressing clinical hypnotherapy dilemmas				
Provide a current copy of a <i>Certificate of Currency</i> for professional indemnity insurance				

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Email:		Email:	

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Assessed By: (print name)	Signature
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RPL Application Form - TAG501 TA & Gestalt in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate knowledge of Empty Chair, Hypnotic Empty Chair and Figure and Ground				
Demonstrate knowledge of Minscript, Drivers and Life Script,				
Identify potential applications of adjunctive theories in the clinical hypnotherapy process				
Identify strengths and weakness of each theory in relation to individual behaviour and clinical hypnotherapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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Email:		Email:	

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RPL Application Form - TAG502 TA & Gestalt in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Demonstrate knowledge of Gestalt Dream Therapy and When to Use Why.				
Demonstrate knowledge of Reparenting, and Finding the Ins'				
Identify potential applications of adjunctive theories in the clinical hypnotherapy process				
Identify strengths and weakness of each theory in relation to individual behaviour and clinical hypnotherapy				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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RPL Application Form - TAG601 TA & Gestalt in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Manage the specialised Transactional Analysis or Gestalt treatment in a clinical hypnotherapy model				
Provide specialised Transactional Analysis or Gestalt treatment in a clinical hypnotherapy model to ascertain underlying client issues				
Provide specialised Transactional Analysis treatment in a clinical hypnotherapy model using the Minscript, Drivers and Life Script				
Provide specialised Gestalt treatment in a clinical hypnotherapy model using Empty Chair, Hypnotic Empty Chair and Figure and Ground				
Demonstrate advanced knowledge of indications and contraindications of treatment				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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RPL Application Form - TAG602 TA & Gestalt in Hypnotherapy

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Manage the specialised Transactional Analysis or Gestalt treatment in a clinical hypnotherapy model				
Provide specialised Transactional Analysis or Gestalt treatment in a clinical hypnotherapy model to ascertain underlying client issues				
Provide specialised Transactional Analysis treatment in a clinical hypnotherapy model using Reparenting				
Provide specialised Gestalt treatment in a clinical hypnotherapy model using Gestalt Dream Therapy				
Demonstrate knowledge of indications and contraindications of treatment				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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RPL Application Form - TSH601 Teaching Self Hypnosis

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hours involved	Other Hours involved	Date completed
Self hypnosis philosophy				
Self hypnosis principles				
Therapeutic application of self hypnosis techniques				
Integration of Self Hypnosis theories and concepts				
Practise of Fundamental Hypnotic Techniques				
Why teach Self Hypnosis?				
Personal use of Self Hypnosis				
Use research based evidence as a tool in providing treatment				
Demonstrate flexibility in clinical care				
Manage a specialised self hypnosis treatment program				
Review the specialised self hypnosis treatment, evaluating the need for on-going treatment and the need for changes to the treatment plan				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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Email:		Email:	

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RPL Application Form - THAP401 Therapeutic Applications

To verify your evidence is as required, ensure it fits the criteria of being: *valid, authentic, sufficient and current.*

Unit Topic	Evidence Attached (match content)	Face to Face Hrs involved	Other Hrs involved	Date completed
Demonstrate the use of susceptibility, induction, deepening, suggestion, awakening techniques				
Demonstrate the use of hypnoanalytical techniques e.g. Progression, Regression, Automatic Writing, Ideomotor Questioning, Dream Therapy Techniques in analytical and resolution modes				
Demonstrate the use of techniques from other psychotherapeutic models e.g. NLP, Gestalt, Transactional Analysis, Cognitive Behavioural Therapy, Client Centred Therapy and Counselling				
Provide and receive open and evaluative feedback				
Identify the indications and contraindications of treatment				
Demonstrate accurate self reflection, self assessment and self evaluation.				

Details of institutions issuing qualifications use for RPL in this unit. Attach additional page if necessary

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Email:		Email:	

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For office use only	Date:
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