



"The True Specialists in Clinical Hypnotherapy Training"

Student Handbook

Qualifications

Certificate in Hypnosis

(only available as first exit point qualification from Diploma in Clinical Hypnotherapy)

Certificate in Clinical Hypnotherapy

(only available as second exit point qualification from Diploma in Clinical Hypnotherapy)

Diploma of Clinical Hypnotherapy

Advanced Diploma of Clinical Hypnotherapy

For existing Health Practitioners

Practitioner Certificate in Hypnosis

Practitioner Certificate in Clinical Hypnotherapy

Practitioner Diploma of Clinical Hypnotherapy

and

Stand-alone Continuing Professional Development Units

This Handbook should be read in conjunction with the Prospectus and Enrolment Form/ Price List.
Please ensure that you read this Handbook BEFORE ENROLLING.



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TABLE OF CONTENTS

1.	INFORMATION.....	4
2.	ACADEMY ENVIRONMENT.....	4
▪	PRACTICAL WORKSHOPS AND THERAPEUTIC APPLICATIONS WORKSHOPS	4
3.	MISSION STATEMENT	4
4.	CODE OF PRACTICE	5
5.	ACCESS, EQUITY AND PARTICIPATION.....	5
▪	TRAINING GUARANTEE.....	5
▪	ENTRY REQUIREMENTS	5
6.	ENROLMENTS AND REGISTRATION CHOICES	6
▪	HOW TO ENROL – FIRST ENROLMENT INTO A COURSE.....	6
▪	HOW TO ENROL – SECOND AND SUBSEQUENT ENROLMENTS INTO UNITS IN A COURSE.....	7
7.	EXEMPTION/RECOGNITION OF PRIOR LEARNING (RPL)	7
▪	MUTUAL RECOGNITION POLICY	7
8.	REQUIREMENTS FOR AWARD OF QUALIFICATIONS	7
9.	COURSE MATERIALS.....	7
10.	COMPLETING AND SUBMITTING ASSESSMENTS.....	8
11.	ASSESSMENT STRATEGIES.....	8
▪	WRITTEN ASSIGNMENTS	8
▪	EXAMINATIONS	9
▪	PRACTICAL DEMONSTRATIONS.....	9
12.	TO HELP YOU	9
▪	MOODLE.....	9
▪	STUDY SUGGESTIONS	9
▪	STUDY SUPPORT GROUPS	9
▪	MENTORS	9
▪	REQUESTS FOR EXTENSION OF TIME.....	9
13.	RESPONSIBILITY OF STUDENTS AND OF THE ACADEMY.....	10
▪	COMPLIANCE WITH LEGISLATIVE REQUIREMENTS	10
▪	CONFIDENTIALITY AND PRIVACY	10
▪	YOUR PERSONAL RECORDS.....	10
▪	ACCESS TO YOUR PERSONAL RECORDS BY A THIRD PARTY	10
14.	SUSPENSION AND EXPULSION.....	10
15.	REFUND.....	10
▪	INITIAL UNIT/SECTION REFUND GUARANTEE.....	11
▪	REQUESTS FOR WITHDRAWAL BEFORE COMMENCEMENT OF TERM.....	11
▪	REQUESTS FOR WITHDRAWAL AFTER COMMENCEMENT OF A TERM.	11
▪	IF THE ACADEMY DOES NOT DELIVER THE UNIT(S).....	11
16.	DEFERMENTS.....	11
17.	TIMETABLE AND CURRICULUM CHANGES.....	11
18.	DURATION AND DISTANCE LEARNING	12
19.	GRIEVANCE POLICY & PROCEDURES.....	12
20.	APPEALS MECHANISM	12
21.	PROFESSIONAL HYPNOTHERAPY - TRAINING PATHWAY	13
22.	SUMMARIES OF UNITS – PROFESSIONAL HYPNOTHERAPY TRAINING.....	14
	DIPLOMA OF CLINICAL HYPNOTHERAPY	14
▪	HYPNOSIS, COUNSELLING AND THERAPY HCT401	14
▪	PSYCHOLOGY FOR HYPNOTHERAPY PSY401 AND.....	14

▪	PSYCHOLOGY FOR HYPNOTHERAPY PSY402	14
▪	COUNSELLING IN HYPNOTHERAPY COU401 AND	15
▪	COUNSELLING IN HYPNOTHERAPY COU402	15
▪	MEDICAL SCIENCES IN HYPNOTHERAPY MSH401	15
▪	PRACTICAL WORKSHOP PW401	16
▪	PRE-CLINIC THERAPEUTIC APPLICATIONS PCTHAP 401	16
▪	INTERN CLINIC IC401.....	17
▪	ETHICS, LEGAL AND BUSINESS ISSUES ELBI501.....	18
▪	HYPNOANALYTICAL TECHNIQUES HT502.....	18
▪	NLP IN HYPNOTHERAPY NLP502	18
▪	TA/GESTALT IN HYPNOTHERAPY TAG501	18
▪	ADVANCED THERAPEUTIC APPLICATIONS ADVTHAP501	19
▪	ADVANCED THERAPEUTIC APPLICATIONS ADVTHAP502	19
▪	ADVANCED PRACTICAL WORKSHOP PW501	19
▪	ADVANCED PRACTICAL WORKSHOP PW502.....	19
▪	SENIOR INTERN CLINIC SNRIC501	19
▪	SENIOR INTERN CLINIC SNRIC502	19
▪	CLINIC CONSULTATION HOURS	19
▪	SUMMARY – SENIOR INTERN CLINIC	19
	<i>ADVANCED DIPLOMA OF CLINICAL HYPNOTHERAPY</i>	20
▪	PROFESSIONAL DEVELOPMENT PD601.....	20
▪	PROFESSIONAL DEVELOPMENT PD602.....	20
▪	RESEARCH METHODOLOGY RM601	20
▪	TEACHING SELF HYPNOSIS TSH601.....	20
▪	TA/GESTALT IN HYPNOTHERAPY TAG602.....	21
▪	PROJECT PRO601.....	21
23.	SUMMARY OF UNITS PRACTITIONER COURSES.....	21
	<i>PRACTITIONER CERTIFICATE IN HYPNOSIS</i>	21
▪	HYPNOSIS, COUNSELLING AND THERAPY HCT401	21
	<i>PRACTITIONER CERTIFICATE IN CLINICAL HYPNOTHERAPY</i>	22
▪	PSYCHOLOGY FOR HYPNOTHERAPY PSY401 AND.....	22
▪	PSYCHOLOGY FOR HYPNOTHERAPY PSY402	22
▪	COUNSELLING IN HYPNOTHERAPY COU401 AND	23
▪	COUNSELLING IN HYPNOTHERAPY COU402	23
▪	MEDICAL SCIENCES IN HYPNOTHERAPY MSH401	23
▪	PRACTICAL WORKSHOP PW401	24
▪	PRE-CLINIC THERAPEUTIC APPLICATIONS PCTHAP 401	24
▪	INTERN CLINIC IC401.....	25
	<i>PRACTITIONER DIPLOMA OF CLINICAL HYPNOTHERAPY</i>	26
▪	ETHICS, LEGAL AND BUSINESS ISSUES ELBI501.....	26
▪	HYPNOANALYTICAL TECHNIQUES HT502.....	26
▪	NLP IN HYPNOTHERAPY NLP502	26
▪	ADVANCED PRACTICAL WORKSHOP PW501	27
▪	ADVANCED PRACTICAL WORKSHOP PW502.....	27
▪	ADVANCED THERAPEUTIC APPLICATIONS ADVTHAP501	27
▪	ADVANCED THERAPEUTIC APPLICATIONS ADVTHAP502	27
▪	SENIOR INTERN CLINIC SNRIC501	27
▪	SENIOR INTERN CLINIC SNRIC502	27
▪	CLINIC CONSULTATION HOURS	27
▪	SUMMARY – SENIOR INTERN CLINIC	27
	<i>ADVANCED DIPLOMA OF CLINICAL HYPNOTHERAPY</i>	28
▪	PROFESSIONAL DEVELOPMENT PD601.....	28
▪	PROFESSIONAL DEVELOPMENT PD602.....	28
▪	RESEARCH METHODOLOGY RM601	28
▪	TEACHING SELF HYPNOSIS TSH601.....	28
▪	TA/GESTALT IN HYPNOTHERAPY TAG602.....	29
▪	PROJECT PRO601.....	29
	<i>STAND ALONE CONTINUING PROFESSIONAL DEVELOPMENT UNITS</i>	30

1. INFORMATION

Welcome to the Academy of Applied Hypnosis.

The Academy was founded by Dr Leon W. Cowen in 1983 to meet what he saw as an urgent need for a standard of professional training for Clinical Hypnotherapists that is as high, as comprehensive and as soundly based as the training for any other of the allied health professions.

The Academy also includes counselling and psychotherapy in its training program.

The Academy's training methods are strongly based in Adult Learning principles and methodology, thus a proportion of your learning is directed self-study.

When you enrol into a course, you can elect to do the required minimum of 8 units (full time) per term or 4 (part time) per term, or more if your lifestyle permits.

If you are undertaking CPD units, you can undertake more than one CPD unit per term if you wish. Also, unless the curriculum requires otherwise, you can mix and match your units each term as best suits you.

We guide you with the order in which you complete the course units each term but you can undertake multiple units concurrently or you can work through them one at a time.

The Academy has found this flexibility helps students to plan their studies around work and family.

If ever you have any questions about your studies with the Academy please direct those questions to Academy personnel rather than to other students. If somebody asks you about the curriculum, or about their studies, please advise that person to get the information directly from the Academy. With the best of intentions of being helpful, you may provide incorrect information.

As this course promotes self- development, there is a strong possibility that you will confront some personal issues due to the experiential nature of the training, for example in the workshop/practical units. The Academy does not insist that you deal with your own issues (although that would certainly be the ideal), however it is demanded that you acknowledge, even if only to yourself, any such issues that may arise. This is essential if you are to become an effective therapist. If a therapist has no awareness of his or her own issues, then the possibility of that therapist getting "hooked" into a client's issues is enormous. All therapists get "hooked" somewhere along the line. An aware therapist will know they have been "hooked" and can do something about it – an unaware therapist will not know the "hook" is there and this means that the therapist, at a fundamental level, may not be making the distinction between their own issues and the client's issues.

Please understand that as a therapist your self-awareness needs to be an ongoing process throughout your professional life. If you are not prepared to do this, then for your own sake and for your future clients, you need to review your choice of profession.

2. ACADEMY ENVIRONMENT

▪ Practical Workshops and Therapeutic Applications Workshops

The Academy's workshops are in-house. The venue for these workshops is arranged prior to the workshops.

If you require special assistance you need to advise the Academy in advance of the workshop.

Mobile Phones should be turned off during classes and workshops

Also please avoid using the heavier perfumes or aftershaves as some people have an intolerance which can manifest as asthma, sinus headaches, nausea, etc.

3. MISSION STATEMENT

To present hypnotic theory in a functional form and to give practical instruction in the application of hypnosis at both personal and professional levels. All training, whether personal or vocational, is competency based and each individual's capacity to realise his or her unique potential is honoured and developed within the framework of our credo: *Se Aduvare* (translation: "to help oneself")

4. CODE OF PRACTICE

In our endeavours to pursue our mission, we provide the best professional service we can to our clients and we pledge:

1. To ensure that we provide the best possible outcome for our clients commensurate with our abilities skills and experience.
2. To never work beyond one's competence and to make appropriate referral when faced with client needs beyond our experience.
3. To never raise unwarranted expectations in clients.
4. To refrain from advertising or otherwise misrepresenting our competence or services.
5. To refrain from involvement with clients that is outside the therapeutic relationship and to respect the potential for close emotional bonds.
6. To be honest and fair when dealing with clients and others.
7. To ensure the complete confidentiality of the therapeutic process unless this is compromised by regulations requiring disclosure.
8. To encourage open commitment and feedback as part of the therapeutic process.
9. To ensure there is an open process for resolution of client grievances and maintain records available for both client and practitioner benefit.
10. To seek to develop our skills by continued professional improvement; and.
11. To strive to enhance the profession by supporting other practitioners; assisting our professional association; promoting research and education with hypnotherapy and working collegiately with other professions

5. ACCESS, EQUITY AND PARTICIPATION

The Academy of Applied Hypnosis has established policies in relation to access in its courses which ensures equity of access for all students. The Academy has determined minimum requirements for entry into all its courses. These are based on educational requirements to undertake study. In all cases, students must have the prescribed educational entry requirements. All entry requirements appear on the Academy's promotional literature for the courses on offer.

The Academy of Applied Hypnosis opens its doors to all students who meet the educational prerequisites, regardless of racial origin, colour, nationality, gender, sexuality, religion, and physical ability.

The Academy does its best to accommodate course participants with **special needs** – please check with the Academy to see if and how we can assist you

Students come from all walks of life to study with the Academy. An equal opportunity also exists in the classroom and for all Academy facilities and resources. Students are entitled to and afforded equal access to educational resources, lecturing staff and career opportunities offered through the Academy.

■ **Training Guarantee**

The Academy of Applied Hypnosis will assist all students to complete all training and/or assessments once the student/learner has commenced study in their chosen qualification or course of study.

In the event that the Academy cancels or postpones an advertised course in which a student has enrolled, all fees paid by the student will be refunded in full. Once students have enrolled the Academy will complete any course that has commenced or find an alternative provider or course for the students to finish their studies.

■ **Entry Requirements**

Qualifications

Diploma of Clinical Hypnotherapy

The applicant must:

- (a) have satisfactorily completed Year 10 (in NSW education system) or its equivalent; and
- (b) be of mature age i.e. over 21 years of age; and
- (c) demonstrated at interview the ability and capacity to undertake study at this level. Particular attention will be given to the prospective student's level of maturity, character, and personal qualities; and.
- (d) applicants from a non-English speaking background must supply proof of achievement of minimum standard of IELTS 5.5 – 6.0 or equivalent.

Advanced Diploma of Clinical Hypnotherapy

The applicant must:

- (a) hold the *Diploma of Clinical Hypnotherapy* or equivalent; and/or
- (b) have satisfactorily completed Year 10 (in NSW education system) or its equivalent; and
- (c) be of mature age i.e. over 21 years of age; and
- (d) demonstrated at interview the ability and capacity to undertake study at this level. Particular attention will be given to the prospective student's level of maturity, character, and personal qualities; and.
- (e) applicants from a non-English speaking background must supply proof of achievement of minimum standard of IELTS 5.5 – 6.0 or equivalent.

For Health Practitioners

Practitioner Certificate in Hypnosis

The applicant must hold an existing health qualification. The applicant must provide documentary evidence of existing qualifications.

Practitioner Certificate in Clinical Hypnotherapy

The applicant must hold the *Practitioner Certificate in Hypnosis* or equivalent.

You can enrol directly into this *Practitioner Certificate in Clinical Hypnotherapy* and it will include the *Practitioner Certificate in Hypnosis*.

Practitioner Diploma of Clinical Hypnotherapy

The applicant must hold the *Practitioner Certificate in Clinical Hypnotherapy* or equivalent.

You can enrol directly into this *Practitioner Diploma of Clinical Hypnosis* and it will include the *Practitioner Certificate in Hypnosis* and the *Practitioner Certificate in Clinical Hypnotherapy*.

Advanced Diploma of Clinical Hypnotherapy

The applicant must hold the *Practitioner Diploma of Clinical Hypnotherapy* or equivalent.

6. Enrolments and Registration Choices

Enrolment is flexible although it is best if you enrol at the beginning of a term. If there are insufficient enrolments into any given classroom-based unit, the unit may be rescheduled and/or presented in a modified manner so the learning outcomes are achieved.

Each term (approximately 3 months) it is expected that a student who has undertaken a full time workload will complete 8 units and a student who has undertaken a part time workload will complete 4 units. Should difficulties occur which interfere with fulfilling your workload commitment you may apply for consideration to vary your workload for that term. To maintain enrolment in a course, each student is required to enrol into a minimum of two units per term.

Re mandatory practical units: enrolment requirements include the mandatory practical units. If you feel that you have not completed sufficient prerequisite units to meet the requirements of the practical units you may apply for an exemption.

Should these conditions not be met the Academy will deem that you have withdrawn from the course and re-enrolment will be required. If you paid a registration fee with your initial enrolment, you will not need to pay that again, but you will be charged the prevailing Administration Fee (see the prevailing Fees and Enrolment Form).

▪ How to Enrol – First Enrolment into a course

First you need to decide on the qualification you want to achieve. Then determine whether you will undertake a full time workload or a part time workload. A full time work load requires you to undertake 8 units per term. A part time workload requires a minimum of 4 units per term. [Note: as stated earlier, workloads can be varied if necessary. For example if you have completed your part time workload and find that you have the time to do an extra unit that term, you can enrol into that extra unit. Or if you encounter unforeseen circumstances and can only do some of the units in your workload you can request to vary your workload for a specific term.]

Complete the enrolment form. Notice the information under the heading 'How to Enrol' on the front page of the Enrolment Form. Send your enrolment form and payment to the Academy.

Our courses/units are delivered via Moodle which is an on-line learning platform. As soon as you have sent your Enrolment Form and payment to the Academy you should go to <http://www.aah.edu.au/moodle/login/index.php> and create your account in Moodle.

Within 2 weekdays of finalisation of your enrolment and creation of your Moodle account you will receive notification that your selected course/unit(s) is/are available to you on Moodle.

Within 14 days of enrolment finalisation, you should pay your fees or your first instalment of the balance of Term Fees. Term fees are calculated based on the number of units a student enrolls in per term (full time minimum = 8 units, part time minimum = 4 units). Term Fees are paid in equal instalments throughout the term. Students requiring a variation in this payment arrangement should contact the Academy.

▪ **How to Enrol – Second and subsequent enrolments into units in a course**

On the enrolment form, select the units you want to undertake to fulfil your part time or full time workload. Total the cost to get the total Term Fees for that term. Your first instalment for the Term Fees should be sent to the Academy with your Enrolment Form. Within 2 weekdays (Mon-Fri) your unit notes and audio lectures will be available to you in your Moodle account

▪ **We will support you**

To assist you, as you progress through the training, to achieve the highest possible proficiency, the Academy will support your term by term enrolment and offer the following benefits:

- ✓ Free repetition of workshops already successfully completed
- ✓ The hours for the Supervision Workshops and repeated workshops will be credited to the relevant Clinic unit when and if you undertake that unit.

7. EXEMPTION/RECOGNITION OF PRIOR LEARNING (RPL)

Exemptions from sections 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 or section being undertaken. RPL is a method which allows recognition of what you have already learned from other courses, work experience, life experience and any training previously undertaken. You need to provide evidence to demonstrate you have completed the learning outcomes in the Academy's unit or course. If what you have learned previously is relevant you receive an exemption from certain sections of the unit(s) in question.

You should apply for RPL in any unit if you think your prior learning and/or experience means you can provide evidence to show that you are already competent. You can obtain an Application for a RPL Kit from Administration if you believe there are units in which you have already achieved competency.

▪ **Mutual Recognition Policy**

Mutual recognition is applicable for those who have successfully completed equivalent studies with any other training organisation. Clinical Hypnotherapy is a self-regulating profession and currently is in a very active stage of establishing standards of practice. This involves a lot of work between the schools that teach clinical hypnotherapy, professional associations and individual professionals in the field.

8. REQUIREMENTS FOR AWARD OF QUALIFICATIONS

When you have met the stated competencies (i.e. demonstrated through assessment as specified by the Academy) and provided you have fulfilled all your academic, administrative and financial obligations to the Academy you will be awarded your qualifications.

Participants who fail a unit twice may be asked to show cause as to why they should not be excluded from further studies. Those who fail units or who have been excluded have the right of appeal against such failure or exclusion if they consider they have been failed or excluded unfairly - see “**19 Grievance Policy & Procedures**” and “**20 Appeals Mechanism**” in this Handbook.

9. COURSE MATERIALS

In this Handbook a brief description of units is given as well as the course materials required (“**21 Professional Training Pathway**” onwards).

In order to receive course materials you will need to create an account with the online learning platform, [Moodle](#). Once you have given the Academy your enrolment form, and within 2 working days of creating an account in Moodle, you will receive email notification that your unit notes and audio lectures (if applicable) are ready for you to access in Moodle. Please also see “**12 To Help You,**”

If you have any difficulty in obtaining textbooks, the Academy will source and/or purchase them for you if requested. Please note that the wholesale book distributors generally charge a “small order surcharge” and the Academy will pass this cost on to you (along with Postage and Handling if the book(s) need to be posted to you). Retail booksellers can sometimes offer a lower price than the Recommended Retail Price as a result of student discounting schemes, etc.

When sourcing your textbooks it would be wise to check if the book is available in electronic format as this could save you the expense of retail hard copy, not to mention carting around heavy textbooks if you are a traveller.

Hard copy unit notes are not provided unless for good reason – for this service, please refer to the Schedule of Fees which accompanies the Prospectus.

10. COMPLETING AND SUBMITTING ASSESSMENTS

Written assessments and exams are designed to be completed on-line and are supplied to you in Moodle at the same time as your unit notes and audio lectures. Students undertake the written assessments when they have completed the work required by the unit notes and audio lectures.

You should allow one month after you have submitted your assignment or exam to receive your marks.

11. ASSESSMENT STRATEGIES

The Academy uses Assessment Strategies to ensure an appropriate level of competencies (knowledge, understanding and skills) at all levels of your training. The assessment strategies can vary from unit to unit, so you should carefully read the Learning Outcomes in the introductory notes for each unit to find out what is expected of you. As mentioned earlier in this Handbook the Academy strives to assist those with **special needs** and this includes finding ways to implement assessment strategies for those who may have physical or psychological disabilities or may be ill at the time of assessment. Please talk with the Academy as we may be able to assist.

The Most Commonly Used Assessment Strategies are Written Assignments, Examinations (oral and written) and Practical Demonstrations.

Note: The Directed Self Study Exercises are not part of the Academy's assessment strategy for assessing students' competency. They are instead aimed at helping you test and develop your understanding of the course material.

■ Written Assignments

Written assignments are an integral component of assessment strategies. A written assignment gives you the chance to examine hypnotherapy on both the theoretical and practical levels. The written assignment requires you to establish what you need to know, to locate the sources you need to expand your knowledge, then to present your learning experiences / findings and / or opinions in a structured format. You are expected to critically appraise or analyse the reading and research you have undertaken and to present your own views and alternative arguments. Written assignments should be in your own words and presented in a clearly structured manner.

Plagiarism

Assignments that plagiarise other peoples' work will not be marked. Plagiarism is the action of taking and using somebody else's work (ideas or writings) without acknowledging that it is somebody else's work and passing it off as your own. Therefore, when you use somebody else's words you must put quotation marks around those words and say whose words they are. When you summarise or paraphrase, or quote somebody else's work you must acknowledge your source of information. When you develop an idea which originated from somebody else's work you must acknowledge that original source.

Referencing

When you quote other peoples' work, or where you refer to someone else's work, ideas or views, you must attach a bibliography (a list of reference sources you have used). The referencing system used by the Academy is the American Psychological Association (APA) 5th Edition. Your article references are written in the bibliography in the following manner:

1. Article author/s
2. Date of publication in parenthesis ().
3. Article title.
4. *Journal Title* and *volume number* (italicised),
5. Issue (or part) number for journals without continuous pagination, which goes in brackets followed by a comma e.g. (),
6. Page number(s) - finish the element with a full stop (period).

Two examples are:

Cowen, L. W. (2008). Client-Centred Hypnotherapy - Old Concept - New Application. *Australian Journal of Clinical Hypnotherapy and Hypnosis*, 29(2), 27-34.

Cowen, L. W. (2009). Analgesic Hypnosis. *Journal of Complementary Medicine*, 8(6), 18-20.

The front page should state which course(s)/unit(s) you are doing and the name of the assignment. It is advisable to keep a copy of assignments that you submit to the Academy.

Referencing styles differ for articles, books, and websites etc. It is important that you use the correct style. The usual referencing style for clinical hypnotherapy is the American Psychological Association (APA) Referencing Style. For a comprehensive outline of the (APA) Referencing Style you can search the web or use this University of Western Sydney link:

https://library.westernsydney.edu.au/main/sites/default/files/cite_APA.pdf

and for a general referencing guide use this University of Western Sydney link:

<https://library.westernsydney.edu.au/main/guides/referencing-citation>

▪ **Examinations**

Exams are placed in your Moodle account for you to undertake as soon as you are ready to do so. Exams are open book and generally you will have 5 days to complete and submit to the Academy.

▪ **Practical Demonstrations**

12. TO HELP YOU

▪ **Moodle**

The Academy uses the online learning platform [Moodle](#) to deliver learning material (unit notes, audio lectures, written assessments). Should assistance be required you need only call or email the Academy.

When you complete your Enrolment Form you should also go to [Moodle](#) and create an account. Within 2 working days you will receive an email from the Academy telling you that your unit notes and audio lectures can now be accessed in your Moodle account. Assessments for each unit are usually placed after the unit notes and audio lectures in your Moodle account and are undertaken when you have finished the work required in the unit notes.

Once you commence an assessment in [Moodle](#) you will have five (5) days to complete the assessment. When you need to put aside an assessment you should click on 'Finish'. This will save your work so you can resume later.

When you have finished the assessment and want to send it to the Academy, first click 'Finish' and then 'Submit'. You must click 'Submit' so that Moodle knows to notify the Academy that your assessment is ready for marking.

If you do not submit the assessment within the 5-day time frame Moodle will lock you out of the assessment and you will need to contact the Academy.

▪ **Study Suggestions**

With the expected duration of your chosen course(s)/unit(s) in mind, it is advisable to plan ahead to determine how many hours per week you will devote to study. To help you do this, refer to the nominal unit hours in Item 21 in this Handbook "SUMMARIES OF UNITS – PROFESSIONAL HYPNOTHERAPY TRAINING". The Academy feels that it is important that you design a study timetable and stick to it. Your timetable should include your study times, the dates you must submit assignments to the Academy, dates and times of your workshops etc.

Each set of unit notes contains the stated Learning Outcomes of the unit. The Learning Outcomes specify the objectives of the unit, i.e., what competencies the unit aims to provide and what you are expected to do to demonstrate those competencies. Reading them again after you have completed the unit can help you assess your progress.

▪ **Study Support Groups**

Study groups are an effective way of adding extra dimensions to your learning and enthusiasm. If you would like to belong to a study group please go to that area on the Academy's website.

▪ **Mentors**

A Mentor is somebody who is available to discuss issues associated with your studies. Your Mentor does not need to be qualified in hypnotherapy or any particular field of therapy or education. Your mentor could be a work colleague, friend, family member, or any member of the community. A Mentor is someone who listens, encourages, lets you think for yourself and acts as a sounding board. If you have such a person who would like to be your Mentor, the Academy will send them a document called *Mentor* to help them to help you.

▪ **Requests for Extension of Time.**

Consideration will be given to any reasonable request for an extension of time, however you will be asked to provide a medical certificate or other documentation relevant to the circumstances upon which you are basing your request for an

extension. Requests for extensions should be made prior to the assessment date. If a student misses an assessment and does not contact the Academy within 2 weeks, they will be deemed to have not satisfied the unit requirements. No consideration will be given for normal work commitments and extracurricular activities. It is your responsibility to plan ahead.

13. RESPONSIBILITY OF STUDENTS AND OF THE ACADEMY

You have undertaken to do the work required within the time specified by the Academy and the Academy has undertaken to provide you with the tutors, materials, and information to enable you to do so. The Academy has certain other responsibilities towards you as follows:

▪ Compliance with Legislative Requirements

The Academy complies with all relevant Commonwealth, State and Territory legislation including workplace health and safety legislation and regulations; anti-discrimination legislation and regulations, and consumer protection requirements.

The Academy can provide you with details of such legislation and discuss with you how it may affect your studies. If you have any concerns about legislative matters, please contact Administration and arrange an appointment.

▪ Confidentiality and Privacy

The Academy is committed to protecting the privacy of its students insofar as possible. We do not in any way share any personal details with other organisation. Student records are confidential and used only for statistical reporting purposes or as otherwise required by law.

You, the student, are also expected to maintain confidentiality at all times. Any personal information you become possessed of during the course of your working with other people (family, friends or clients) must not be discussed with any other person. This means that you can talk to your lecturer or mentor or colleague about a case, but you cannot identify the person or provide any information which would identify the person. The Academy applies the same rule of confidentiality in its dealings with you. This means that when you attend a workshop, any personal information you share in that workshop is held confidential by all participants of that workshop and may not be discussed outside of that workshop.

▪ Your Personal Records

We maintain strict security of our student record system. Student records are securely maintained and archived for a period of thirty years. All students have access to their personal records after verification of their identity. Students may receive a transcript of the records of the courses undertaken, grades received, and completion attained. Requests for access to student records and for transcripts will be processed and the information provided within seven working days of the request. Requests should be made to Administration.

▪ Access to your Personal Records by a Third Party

Other than general information as specified in the first paragraph under the heading “**Confidentiality and Privacy**” above, no information will be disclosed about you to a third party without written consent from you. In instances where the content of student records is to be disclosed to a third party, you are required to provide a signed written request for the Academy to provide that information. The letter must be explicit in the information you require the Academy to provide and must specify the full name and address of the third party to whom you request the information to be provided.

14. SUSPENSION AND EXPULSION

A student may be suspended or expelled from the Academy of Applied Hypnosis at the absolute discretion of the Executive Director and Principal in regard to:

- Non-compliance with the policies and conditions as stated in the Prospectus and / or Student Handbook.
- Misconduct or repeated disruption.
- Claiming qualifications they do not hold.
- Non-payment of fees.
- Cheating or plagiarism.

15. REFUND

The Academy strongly advises you to seek expert advice to ensure that you understand the pre-enrolment documentation provided to you, including this Handbook, and to ensure that you understand the terms and conditions of enrolment before enrolling.

Refunds (initiated by the student) for goods and services provided by the Academy incur a fee of 10% of the amount refunded. This fee is deducted from the refund amount at the time of refunding. Please note the exceptions below under the headings “**Initial Unit/Section Refund Guarantee**”, “**Requests for Withdrawal after commencement**” and “**If the Academy does not deliver the Unit(s)**”.

An application for refund of course fees under any other circumstance must be made in writing to Academy of Applied Hypnosis. An eighty five percent (85%) refund is available up to ten (10) working days prior to the commencement of the training program. Cancellation of enrolment under these circumstances will incur a fifteen percent (15%) administration fee.

No refund is available where participants leave prior to completing the course. However, should a participant wish to finalise incomplete units in a future course, the original fee can be used as a credit towards that course. This offer is available within a 12 month period from the time initial payment is made.

Refunds will be considered on a pro-rata basis for student illness or injury to the extent that the student can no longer undertake their enrolled unit(s)/course providing a supporting Medical Certificate is supplied to Academy of Applied Hypnosis.

- **Initial Unit/Section Refund Guarantee.**

The Academy guarantees to refund your tuition fees (includes course unit fees and RPL fees but excludes textbooks) if

- (a) before finalising your initial unit / section of a unit of study, and
- (b) within one month of your initial enrolment

you decide to withdraw your registration/enrolment. If you paid a registration fee, it will also be refunded under this Guarantee. No academic acknowledgement will be given for your incomplete study.

Put another way, you can cancel your registration/enrolment and be refunded your tuition fees (being course fee, registration fee and RPL fees but not textbook costs) if it is your first registration/enrolment with the Academy. However, you have to withdraw within one month of your first registration/enrolment and it has to be before you have finished the first unit/section of the course. You will not receive any certification or credit or similar for any coursework that you did in that first unit or section.

- **Requests for Withdrawal Before Commencement of Term**

If it is your initial enrolment and registration and you have not yet commenced your first unit with the Academy then the conditions as outlined above under “**Initial Unit/Section Refund Guarantee**” will apply.

- **Requests for Withdrawal After Commencement of a term.**

If it is your initial enrolment and registration and you have not yet commenced your first unit with the Academy then the conditions as outlined above under “**Initial Unit/Section Refund Guarantee**” will apply, i.e. you will receive a full refund of course unit fees, RPL fees, and Registration fees (but not textbooks).

If it is not your initial enrolment and registration and you have already completed one or more units or sections of study, then no refunds are given for withdrawals after the commencement of a term unless stated otherwise in this handbook. Please also see **Item 6 “Enrolments and Registration Choices”** and “**If the Academy does not deliver the Unit(s)**” below.

- **If the Academy does not deliver the Unit(s).**

If for any reason the Academy does not deliver the unit(s) you will be informed at least two weeks prior to the commencement of the term and will be offered the choice of transferring to other unit(s); or a Full Refund of all fees paid for the unit(s).

16. DEFERMENTS

Course participants desiring to defer a unit that has already commenced should apply in writing to the Academy, clearly outlining their request and the duration of the deferment. An administration fee will apply.

17. TIMETABLE AND CURRICULUM CHANGES

As part of our commitment to the highest educational excellence the Academy keeps its practical classes small. Small classes benefit the course participants. The Academy's policy is to run practical classes whenever possible – even with small student numbers. This is achieved by modifying the duration to the lesser number of students. If the class numbers are eight (8) or less the unit duration will be shortened whilst maintaining the required competencies.

Some variations can also occur due to the scheduling of public holidays and conditions may vary from term to term. We are continually reassessing our courses through professional association requirements, course participant and lecturer feedback. When timetable or curriculum changes occur we undertake that all endeavours will be made to ensure that no course participants will be disadvantaged.

18. DURATION AND DISTANCE LEARNING

The duration for completing course or units is very much dependent on the student. The Academy has some approximations but these are variable and dependent on the individual student and exclude clinic hours. Each term (approximately 3 months) it is expected that a student who has elected a full time workload will complete 8 units and a student who has elected a part time workload will complete 4 units. Should difficulties occur which interfere with your planned workload you may apply for consideration to vary your enrolment conditions for that term.

The Academy conducts training by a combination of on-line and in-house practical classes. This gives the student the flexibility to study when they wish and still know the Academy is available when they need assistance. To round out the professional skills the Academy conducts practical classes which are required to complete qualifications. If you are unable to attend in-house practical classes, an application for completing the course totally by distance will be considered; however you should consider that some organisations e.g. health funds and professional associations may require a certain percentage of the course to be completed in-class (face to face teaching). Therefore the Academy suggests you confirm the specific requirements of any organisation from whom you intend to seek acknowledgement.

19. GRIEVANCE POLICY & PROCEDURES

There may be an occasion when you believe you have been unjustly treated by the Academy or indeed a fellow student. We have developed procedures to enable these grievances to be resolved as quickly as possible with processes that are fast and fair to all involved.

1. If you or anyone else has reason to believe that a **CRIMINAL OFFENCE** has been committed you are duty bound to inform the police immediately. However, most complaints are not criminal in nature.
2. Most complaints can be resolved initially by discussion with the other party. Maybe your assessment marks are lower than you had hoped, maybe you feel you should not have been charged for a particular service and so on. These matters, while important to you, can be resolved if the parties are willing to listen and are reasonable. If, however, after a reasonable time the grievance remains unresolved you should put it in writing and send it to the Principal.
3. On receiving the written complaint the Principal should within a reasonable time, say 7 days, decide on the action that will follow:-
 - (a) The Principal will send a copy of your complaint to the other party seeking their written response. This is to be fair to the other party by giving them the opportunity to have their say.
 - (b) On receipt of the response from the other party the Principal may adopt one of the following courses of action.
 - (i) Chair a meeting of the parties with a view to mediate OR
 - (ii) Further investigate the complaint OR
 - (iii) With the agreement of both parties ask an independent body to mediate, or arbitrate the matter OR
 - (iv) Take other appropriate action.
4. At the conclusion of the process you will be given a response in writing. It should be pointed out that you have Legal Processes under NSW or Federal Laws seeking redress. However most grievances can be satisfied within the Academy which we believe is in the long run usually a mutually successful process.

20. APPEALS MECHANISM

Course participants must appeal in writing to the Executive Director stating their case. The Executive Director or a person deputised by the Executive Director will approach the relevant Academy personnel on the course participant's behalf. The Academy personnel will be asked to consider the course participant's case and report back to the Executive Director or the deputy with results of the assessment.

The Executive Director will then advise the course participant of the results. Should the course participant not be satisfied with the result, the Academy Board will be asked to convene a panel of senior staff members to consider the case. If the course participant is still not satisfied with the result, an independent panel of mediators will be constructed to consider the issues at stake. This is the final point of appeal.

21. PROFESSIONAL HYPNOTHERAPY - TRAINING PATHWAY

The Academy offers different levels of training in Clinical Hypnotherapy. The qualifications and the units (and pre-requisites if any) which go towards the qualifications are summarised on the following pages. Also see Item 5 in this Handbook “Access, Equity and Participation” Item: “Entry Requirements”

OVERVIEW: PROFESSIONAL HYPNOTHERAPY - TRAINING PATHWAY

Diploma of Clinical Hypnotherapy

Core Units:

Hypnosis Counselling and Therapy (HCT401)

Exit point with award of Certificate in Hypnosis

Psychology for Hypnotherapy A (PSY401)

Psychology for Hypnotherapy B (PSY402)

Counselling for Hypnotherapy A (COU401)

Counselling for Hypnotherapy B (COU402)

Medical Sciences in Hypnotherapy (MSH401)

Hypnoanalytical Techniques (HT401)

NLP in Hypnotherapy (NLP401)

Practical Workshop (PW401)

Pre-Clinic Therapeutic Applications (PCTHAP401)

Intern Clinic (IC401)

Exit point with award of Certificate in Clinical Hypnotherapy

Senior Intern Clinic (SNRIC501)

Senior Intern Clinic (SNRIC502)

Ethics Legal & Business Issues (ELBI501)

Hypnoanalytical Techniques (HT502)

NLP in Hypnotherapy (NLP502)

TA & Gestalt in Hypnotherapy (TAG501)

Advanced Practical Workshop (PW501)

Advanced Diploma of Clinical Hypnotherapy

Prerequisite – *Diploma of Clinical Hypnotherapy* or equivalent.

Core Units:

Professional Development (PD601)

Professional Development (PD602)

Research Methodology (RM601)

Intern Mentorship Practical Workshops (PD603)

Teaching Self Hypnosis (TSH601)

TA & Gestalt (TAG602)

Project (PRO601)



22. SUMMARIES OF UNITS – PROFESSIONAL HYPNOTHERAPY TRAINING

All unit hours given are nominal or approximate.

The term “**private directed study**” refers to work that the Academy has directed you to do. For example, the Hypnosis, Counselling and Therapy unit directs you to read specific chapters of a textbook and then directs you to complete specific exercises based on that reading

Unless otherwise stated, and taking into account the information contained under “**6. Enrolments and Registration Choices**” in this Handbook, coursework can be undertaken as a part time workload or a full time workload and except for the Practical Workshop units and the Therapeutic Applications units, all units are conducted via on-line learning.

Diploma of Clinical Hypnotherapy

▪ **Hypnosis, Counselling and Therapy HCT401**

Nominal Unit Hours Total: 112	Online 24	Private Directed Study 42	Assessment 36	Practical 10
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Aim: To impart understanding of the basic concepts and principles of hypnosis and the different forms and methods of hypnotic suggestion. It is expected that you will be able to explain the basic concepts and principles of hypnosis and, working within ethical guidelines, to effectively guide a person into hypnosis, give hypnotic suggestions as required for specified issues and to bring the person out of hypnosis. It is also expected that you will know and be able to briefly outline the concept and some specific techniques of hypnoanalysis.

Prerequisites: None

Topics: Include and may vary – Hypnotic Theory, Susceptibility Techniques, Induction Procedures, Deepening Procedures, Practical component, Hypnoanalytical Techniques, Self Hypnosis, Transactional Analysis, Ethics and Clinical Approach to Common Conditions.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Assignments and Assessment: Written assessments for each topic are on Moodle. The practical assessment requires presentation of an audio/visual session accompanied by a verbatim transcript.

RPL: Available.

Award: Note: A *Certificate in Hypnosis* will be awarded to students exiting the *Diploma of Clinical Hypnotherapy* at this point.

▪ **Psychology for Hypnotherapy PSY401 and**

▪ **Psychology for Hypnotherapy PSY402**

Nominal Unit Hours Total: 84	Online 12	Private Directed Study 60	Assessment 12
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Aim: To enable understanding of how the psychological frameworks are associated with the, practice of Clinical Hypnotherapy. For example you will be expected to be able to explain the concept of psychology and to outline the major theoretical frameworks; you will also be expected to identify the various specific psychological disorders in terms of behaviour.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* (HCT401) or equivalent

Co requisites: None

Topics: Include and may vary – Abnormality, Biochemical Model, Psychodynamic and Existentialist Approaches,, Phobic, Panic and the Anxiety Disorders, Obsession, Hysteria, and Dissociation, Health Psychology, Personality Disorders, Psychoactive Substance Use Disorder, The Schizophrenias, Depression, Suicide, Disorders of the Nervous System and Pathology, Childhood Disorders, Mental Retardation, Law and Politics of Abnormality.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

▪ **Counselling in Hypnotherapy COU401 and**

▪ **Counselling in Hypnotherapy COU402**

Nominal Unit Hours Total: 90	Online 12	Private Directed Study 60	Assessment 18
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Aim: Participants are provided with the knowledge to develop the skills that will enable them to demonstrate competent therapist communication in the consultation process. For example, some of the things you will be expected to do will be to explain the fundamental principles of counselling, and to show your understanding of the role of hypnotherapy within a counselling framework; demonstrate appropriate techniques from the major Counselling Models; show your understanding of the necessity of considering social parameters concerning gender and ethnic issues; why therapists should identify and deal with their own issues.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* (HCT401) or equivalent

Co requisites: None

Counselling in Hypnotherapy COU401 Topics: Include and may vary: Principles of counselling, responses to feelings from a counselling model, understanding ethical considerations, counselling techniques, multicultural approach, support the protection of children and young people, Report indications of possible risk of harm to children.

Counselling in Hypnotherapy COU402 Topics: Include and may vary: Principles of counselling. major counselling models, qualitative counselling techniques, stress management model, client contract, and the use of perspective in counselling.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Exam(s).

RPL: Available.

▪ **Medical Sciences in Hypnotherapy MSH401**

Nominal Unit Hours Total: 93	Online 18	Private Directed Study 72	Assessment 3
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Aim: The purpose of this unit is to have the participants achieve the knowledge and skills to enable them to describe the structure and function of the body, the disturbances in structure and function and the relationship of hypnotherapy to those disturbances.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* (HCT401) or equivalent

Co requisites: None

Topics: Include and may vary: Terminology, Basic Anatomy and Physiology, Basic Pathological Processes, Hypnotherapy and disorders of the Body's systems, Psychopharmacology, Links between mental, emotional and physiological processes.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

▪ **Hypnoanalytical Techniques HT401**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide the knowledge and skills required to determine the factors which underlie presenting symptoms. For example, you will be expected to demonstrate how to use Hypnoanalytical Techniques to assist towards the uncovering and resolution of a client's underlying problem.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* (HCT401) or equivalent

Co requisites: None

Hypnoanalytical Techniques HT401 Topics: Include and may vary - Hypnoanalytical Concepts, Hypnoanalytical Techniques - Progression, Regression and Automatic Writing, Therapy process, Leading, Hypnotherapy and Cognitive Behavioural Therapy.

Materials: Textbooks. Computer, e-mail and internet..

Assessment: Exam.

RPL: Available.

▪ **NLP in Hypnotherapy NLP401**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide selected concepts and techniques from Neuro-Linguistic Programming (NLP). You will be expected to apply certain specific NLP techniques in the hypnotherapeutic situation as well as show your understanding of principles universal to all psychological therapies.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* (HCT401) or equivalent

Co requisite: None.

NLP in Hypnotherapy (NLP401) Topics: Include and may vary - Representational System, Submodalities, Time Line Therapy, Accessing Cues, Reframing, Metaphors and Time Line Therapy and Selection/Avoidance Criteria.

Materials: Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **Practical Workshop PW401**

Nominal Unit Hours Total: 27	Online 3	Private Directed Study 12	Assessment 3	Practical 9
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Aim: To provide the additional opportunity to apply the integrated skills and knowledge being gained from units in the Certificate course, in a practical simulated situation. This unit provides students with a combination of resources unavailable elsewhere. These resources are: a place to practice, a specified practice time, people to practice with, a safe environment to practice, access to assistance if required, feedback & mentoring at the end of each session and the opportunity for practical demonstration of a technique(s) by the mentor.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* (HCT401) or equivalent

Co requisites: Units: *Hypnosis Counselling & Therapy* (HCT401), *Psychology for Hypnotherapy* (PSY401 & PSY402) *Counselling in Hypnotherapy* (COU401 & COU402), *Medical Sciences in Hypnotherapy* (MSH401), *Hypnoanalytical Techniques* (HT401), *NLP for Hypnotherapy* (NLP401), .

Topics: Practical application of all other units in the *Certificate in Clinical Hypnotherapy*.

Materials: None

Assessment: Self-Assessment and Peer Feedback

RPL: Not available

▪ **Pre-Clinic Therapeutic Applications PCTHAP 401**

Nominal Unit Hours Total: 36	Online 3	Private Directed Study 21	Assessment 3	Practical 9
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Note: This section can only be undertaken immediately prior to commencing the Intern Clinic unit. This means that you should have completed, all other units from the Certificate in Clinical (or be in the final stages) before undertaking Pre-Clinic Therapeutic Applications.

Aim: To provide the knowledge and skills to demonstrate competent therapeutic techniques in a simulated clinical situation(s) of approximately thirty minutes duration. You will be expected to demonstrate how to apply specific techniques learned in other units across a broad range of unpredictable presenting problems. At various times during these units you will have the opportunity to be a therapist (whilst being mentored) to another participant, deal with your own issues as the client and be an observer. It is expected that each student will take the roles of *Therapist, Client, Mentor* and *Observer* at least once. in each module.

Prerequisites: Units: *Hypnosis Counselling & Therapy* (HCT401), *Psychology for Hypnotherapy* (PSY401 & PSY402) *Counselling in Hypnotherapy* (COU401 & COU402), *Medical Sciences in Hypnotherapy* (MSH401), *Hypnoanalytical Techniques* (HT401), *NLP for Hypnotherapy* (NLP401), *Practical Workshop* (PW401).

Co-requisites: None.

Topics: Practical application of all topics covered in course modules

Materials: Computer, e-mail and internet.

Assessment: Practical

RPL: Available.

■ Intern Clinic IC401

Nominal Unit Hours Total: 49	Online 9	Private Directed Study 20	Assessment 10	Practical 10
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Intern Clinic consists of a nominal 10 client consultation hours (Practical). The requirements for competency for this unit are successfully completing the unit AND achieving the prescribed competencies. If the prescribed competencies are not achieved within the nominal 49 hours, it follows that those nominal hours will total more than 49.

Duration: This unit must be completed within three (3) months. Should you not have completed the required competencies within three (3) months you should contact the Academy to discuss as you may be required to re-enrol into the unit at additional cost.

The Intern must have a current First Aid Certificate or equivalent. The Academy does not supply this training.

A Certificate of Currency is required as proof of current Professional Indemnity Insurance before commencing this unit and will be required again on 1st October of any year in which the Intern is undertaking this unit.

If the student does not have Professional Indemnity Insurance the Academy can join the student to its Professional Indemnity Insurance for the duration of the required 10 consultation hours or 3 months, whichever comes first. Some basic conditions apply as per the unit notes.

Aim: to apply the knowledge and techniques of clinical hypnotherapy in a supervised clinical environment. You will be expected to demonstrate:

- Appropriate Counselling Skills;
- Assessing a Client's Suitability for Hypnotherapy;
- History Taking Skills;
- Formulating and Implementing Appropriate Therapeutic Structure
- Formulating and Implementing Appropriate Hypnotherapeutic Structures;
- Applying chosen hypnotherapeutic structures
- Assessing the Effectiveness of the Hypnotherapeutic Techniques;
- Determining and implementing structures for appropriate ongoing therapy;
- Client Record Keeping;
- Communicating with other Health Professionals,
- Implementing marketing and promotional activities.

Prerequisites: Unit: Pre-Clinic Therapeutic Applications (PCTHAP401), Current Apply First Aid certificate and Professional Indemnity Insurance as described above.

Co-requisites: None.

Topics: Practical application of all topics in all units preceding Intern Clinic unit.

Materials: None

Assessment: Regular Supervision Sessions with Supervisor, Peer Feedback. Final assessment: submission of audio-visual recording of session with typed verbatim transcript.

RPL: Not available.

It is important that the student enrol into IC401 within 9 weeks after successfully completing PCTHAP401 Pre-Clinic Therapeutic Applications. Failure to do so may mean that the PCTHAP401 will need to be undertaken again before enrolling into IC401.

Additional Information

Before undertaking this unit, interns are required to read and sign the Rules of Clinic document. Please ensure that you read this document before you enrol. Like all policy and procedure, this is subject to future change if necessary but reading it will give you a clearer perspective of what is required of people undertaking this unit.

Case study supervision is usually conducted via Skype (or some other electronic means) between the hours of 9am to 5pm (Sydney time), Monday to Friday inclusive.

Case Study Supervision must be attended.

Clinical consultation hours will be credited only for case studies that are written up and presented to the Academy by the stipulated date and the Intern must be in attendance for that Case Study Supervision. In other words, if the Intern presents his or her case histories to the Academy by the stipulated date (currently a week before the Case Study Supervision Session), but fails to attend the Case Supervision Session, no hours will be credited.

The Academy may select any case study for review and supervision at any time therefore the Intern's own records need to be always up to date.

▪ **Ethics, Legal and Business Issues ELBI501**

Nominal Unit Hours Total: 81	Online 12	Private Directed Study 42	Assessment 24	Practical 3
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Aim: To develop an understanding of the underlying professional ethical issues and legal issues arising during the practice of clinical hypnotherapy and to establish a basic framework upon which to build and develop a fuller practical appreciation of the ethical issues. You will be expected to develop the knowledge and skills to enable you to establish a clinical practice which reflects the professional, business and ethical standards required of health professionals.

Prerequisites: Unit: *Hypnosis, Counselling & Therapy* (HCT401) or equivalent.

Co requisites: Unit: Currently undertaking or have completed *Intern Clinic* (IC401).

Topics: Include and may vary: Starting and maintaining a practice, general office procedures, maintenance and equipment, Professional Networking, Advertising, Conducting Consultations, History Taking, Ethics, and establishing a marketing strategy in practical terms.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Assignment(s).

RPL: Available.

▪ **Hypnoanalytical Techniques HT502**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide the knowledge and skills required to determine the factors which underlie presenting symptoms. For example, you will be expected to demonstrate how to use Hypnoanalytical Techniques to assist towards the uncovering and resolution of a client's underlying problem.

Prerequisites: Unit: Currently undertaking or have completed *Intern Clinic* (IC401).

Co requisites: None

Hypnoanalytical Techniques HT502. Topics: Hypnoanalytical Concepts, Hypnoanalytical Techniques - Ideomotor Questioning and Dream Therapy and the Therapy process

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **NLP in Hypnotherapy NLP502**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide selected concepts and techniques from Neuro-Linguistic Programming (NLP). You will be expected to apply certain specific NLP techniques in the hypnotherapeutic situation as well as show your understanding of principles universal to all psychological therapies.

Prerequisites: Unit: Currently undertaking or have completed *Intern Clinic* (IC401).

Co requisite: None.

NLP in Hypnotherapy NLP502. Topics: Include and may vary - Meta Model, Reframing, Anchoring and Collapsing Anchors, Ericksonian Concepts and Techniques, Pure Process and Selection/Avoidance Criteria.

Materials: Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **TA/Gestalt in Hypnotherapy TAG501**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide participants with the necessary knowledge and skills to select specific techniques and concepts from the modalities of Transactional Analysis and Gestalt and apply them in the hypnotherapeutic situation.

Prerequisites: Unit: Currently undertaking or have completed *Intern Clinic* (IC401).

Co requisites: None.

TA/Gestalt in Hypnotherapy TAG501. Topics: Includes and may vary Minscript, Drivers and Life Script, Empty Chair, Hypnotic Empty Chair and Figure and Ground, Strengths and Weaknesses of each Theory and Technique.

Materials: Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

- **Advanced Therapeutic Applications ADVTHAP501**

- **Advanced Therapeutic Applications ADVTHAP502**

Nominal Unit Hours Total: 102	Online 12	Private Directed Study 60	Assessment 6	Practical 24
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Aim: To provide the additional opportunity to apply the integrated skills and knowledge being gained from units in the Diploma of Clinical Hypnotherapy course, in a practical simulated situation. This unit provides students with a combination of resources unavailable elsewhere. These resources are: a place to practice, a specified practice time, people to practice with, a safe environment to practice, access to assistance if required, feedback & mentoring at the end of each session and the opportunity for practical demonstration of a technique(s) by the mentor.

Prerequisites: Unit: *Intern Clinic* (IC401).

Co requisites: All other units in the *Diploma of Clinical Hypnotherapy*

Topics: Practical application of all topics covered in course module

Materials: None

Assessment: Self-Assessment and Peer Feedback

RPL: Not available

- **Advanced Practical Workshop PW501**

- **Advanced Practical Workshop PW502**

Nominal Unit Hours Total: 78	Online 6	Private Directed Study 48	Assessment 6	Practical 18
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Aim: To provide the additional opportunity to apply the skills and knowledge gained from all the units in a practical simulated situation.

Prerequisites: Unit: *Intern Clinic* (IC401).

Co-requisites: All other units in the *Diploma of Clinical Hypnotherapy*.

Topics: Practical application of all topics in units from *Diploma of Clinical Hypnotherapy*).

Materials: None

Assessment: Self-Assessment and Peer Feedback

RPL: Available

- **Senior Intern Clinic SNRIC501**

- **Senior Intern Clinic SNRIC502**

Nominal Unit Hours Total: 200	Online 12	Private Directed Study 90	Assessment 18	Practical 80
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Senior Intern Clinic consists of a nominal 40 client consultation hours for each unit (total 80 hours).

The requirements for competency are completion of all sections AND achieving the prescribed competencies.

Duration: SNRIC501 – three (3) months

SNRIC502 – three (3) months.

Should you not have completed the required competencies within the required time frame you should contact the Academy to discuss as you may be required to re-enrol into the unit at additional cost.

A Certificate of Currency is required as proof of current Professional Indemnity Insurance before commencing this unit and will be required again on 1st October of any year in which the Intern is undertaking this unit.

Professional Indemnity Insurance is not provided by the Academy and must be acquired from an insurance provider at the course participant's expense.

- **Clinic Consultation Hours**

Senior Interns complete their clinic hours outside of the Academy in their own practice. Case study supervisions will be held monthly via Skype (or by some other electronic means). From time to time the Senior Intern will be required to undertake a case study assessment and this will involve producing an audio-visual recording of a consultation for assessment.

- **Summary – Senior Intern Clinic**

The following applies to all Senior Interns without exception:

- All written up case studies, observer's notes and promotional/marketing activities must be submitted to the Academy up to 1 week before the scheduled Supervision, which is usually conducted by Skype (or other electronic means);

- The Senior Intern must attend all scheduled Case Study Supervisions. Clinical consultation hours will be credited only for case studies that are written up and presented to the Academy by the stipulated date.

In other words, if the Senior Intern gives his or her case studies to the Academy by the stipulated date (currently the week prior to the supervision session), but fails to attend the Supervision Session no hours will be credited.

- The Senior Intern is responsible for keeping records and details of the hours being claimed and ensuring that they are presented to the Academy on time.
- The Academy can select any case study, any observation notes and any practice management activity for review and supervision at any time, therefore the Senior Intern's own records must be always up to date.

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Advanced Diploma of Clinical Hypnotherapy

- Professional Development PD601
- Professional Development PD602

Nominal Unit Hours Total: 206	Online 12	Private Directed Study 90	Assessment 24	Practical 80
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Aim: To refine professional skills by presenting case histories and providing appropriate peer support case management feedback. To develop case management knowledge and skills to observe, monitor techniques, provide effective appropriate feedback, mentoring and demonstration of relevant techniques in:

- Therapeutic Applications
- Practical Workshops
- Advanced Therapeutic Applications
- Advanced Practical Workshops

and other workshops/units as appropriate.

Prerequisites: *Diploma of Clinical Hypnotherapy* or equivalent.

Co-requisites: All other units in the *Advanced Diploma of Clinical Hypnotherapy*.

Topics: Stating and respecting boundaries (personal and group) Impartiality, Caring, Respect of self and others cultural and religious beliefs, Confidentiality, Constructive Criticism.

Materials: None

Assessment: Practical demonstration, interview.

RPL: Available.

- Research Methodology RM601

Nominal Unit Hours Total: 66	Online 12	Private Directed Study 36	Assessment 18
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Aim: To provide an understanding of *basic* research methodology to enable participants to identify, analyse and evaluate information for planning and research purposes in the field of clinical hypnotherapy.

Prerequisites: *Diploma of Clinical Hypnotherapy* or equivalent

Co requisites: None

Topics: Includes but not restricted to: planning a research project, types of projects, data collection and analysis, sourcing information, preparing a case study, report writing.

Materials: Computer, e-mail and internet

Assessment: Written exam

RPL: Available.

- Teaching Self Hypnosis TSH601

Nominal Unit Hours Total: 72	Online 12	Private Directed Study 24	Assessment 36
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Aim: To provide the knowledge and skills to enable assessment and management of a client's need for Self Hypnosis, to determine the specific specialised techniques best suited to the client, to develop and manage a treatment plan incorporating the specialised techniques and to effectively teach the client those techniques. You will be expected to explain the philosophy behind teaching a client self-hypnosis, to show that you can construct a treatment plan incorporating self-hypnosis and implement that treatment plan giving consideration to the changing requirements of your client.

Prerequisites: *Diploma of Clinical Hypnotherapy* or equivalent

Co requisites: None

Topics: Include and may vary - Concept of self hypnosis, Conditioning, Imagination, Suggestion, Induction and Deepening, Time Distortion, Waking Hypnosis, Controlling Pain, Healing and Bleeding, Personal Therapy.

Materials: Computer, e-mail and internet.

Assessment: Assignment.

RPL: Available.

▪ **TA/Gestalt in Hypnotherapy TAG602**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide participants with the necessary knowledge and skills to select specific techniques and concepts from the modalities of Transactional Analysis and Gestalt and apply them in the hypnotherapeutic situation.

Prerequisites: *Diploma of Hypnotherapy* or equivalent

Co requisites: All other units in the *Advanced Diploma of Clinical Hypnotherapy*

TA/Gestalt in Hypnotherapy TAG602. Topics: Include and may vary: Reparenting, and Finding the Ins', Gestalt Dream Therapy and When to Use Why, Strengths and Weaknesses of each Theory and Technique

Materials: Computer, e-mail and internet.

Assessment: Assignment.

RPL: Available.

▪ **Project PRO601**

Nominal Unit Hours Total: 212	Online 12	Private Directed Study 140	Practical 60
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Aim: To bring together all parts of the course. The participants will have the opportunity to negotiate a project and demonstrate the ability to synthesise skills, knowledge, and clinical experience and to communicate their findings. The Project is to be 3000 – 5000 words unless another method of presenting the project has been agreed to by the Academy.

Note: The Academy may request to keep a copy of your project work in its library. Copyright remains with the author of the Project.

Prerequisites: All other units. Current First Aid Certificate. Current Professional Indemnity Insurance.

Co requisites: All other units in the *Advanced Diploma of Clinical Hypnotherapy*

Topics: The topic is negotiated with the Academy then the participant must submit a research program.

Materials: This is determined by method of presentation.

Assessment: Project material, discussion. An external assessor may also be involved to supply specialist knowledge.

RPL: Available.

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23. SUMMARY OF UNITS PRACTITIONER COURSES

Unless otherwise mentioned, and taking into account the information contained under “6. Enrolments and Registration Choices” in this Handbook, all units may be undertaken as either a Full Time workload or as a Part Time Workload.

Practitioner Certificate in Hypnosis

▪ **Hypnosis, Counselling and Therapy HCT401**

Nominal Unit Hours Total: 112	Online 24	Private Directed Study 42	Assessment 36	Practical 10
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Aim: To impart understanding of the basic concepts and principles of hypnosis and the different forms and methods of hypnotic suggestion. It is expected that you will be able to explain the basic concepts and principles of hypnosis and, working within ethical guidelines, to effectively guide a person into hypnosis, give hypnotic suggestions as required for specified issues and to bring the person out of hypnosis. It is also expected that you will know and be able to briefly outline the concept and some specific techniques of hypnoanalysis.

Prerequisites: An existing qualification in a health practitioner or allied field.

Co-requisites: None.

Topics

Hypnotic Theory for the Health Professional: Explains various beliefs and concepts within hypnosis.

Susceptibility Techniques: How to assess and raise a client's responsiveness in terms of their ability to enter the hypnotic state by using certain pre-hypnotic techniques.

Induction Procedures: Techniques used to easily guide a client into the hypnotic state. The course participant begins to use his or her own creativity and is taught to construct their own techniques spontaneously.

Deepening Procedures: Techniques used to enhance the hypnotic state. Once again, course participants are taught to use their own resources.

Suggestion: Focuses on various types of hypnotic suggestions, their structures and usage and the need to construct suggestions to suit the individual subject or client

Practical: Course participants are required to use the various techniques in class to build their basic skills.

Hypnoanalytical Techniques: Outlines concepts of basic techniques of Automatic Writing, Regression, Dream Therapy and Ideomotor Questioning. These techniques are used to trace problems to the original cause. Once the cause has been found the client is assisted in its resolution.

Self-Hypnosis: This technique is in essence the same as deep relaxation or meditation. The extra potency comes from the concepts and procedures used.

Transactional Analysis: The use of various therapeutic approaches in conjunction with hypnotherapy is vital for the professional Clinical Hypnotherapist. Transactional Analysis is a simple structure relating to the individual's personality.

Gestalt: This therapeutic approach is based on existence, the 'wholeness' and integration of the individual.

Ethics and Safeguards: It is essential that the course participant with limited training knows and understands the safeguards and appropriate ethical behaviour to which they should adhere.

Practical Workshops: These workshops are designed to enable the Certificate level course participants to practise their skills and further develop their techniques. The workshops are monitored by Interns.

Clinical Approach to Conditions in an existing Health Practice: Focuses on hypnotic suggestions for conditions that may present in a health practice.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Assignments and Assessment. If student is unable to attend in-house, the final assessment requires presentation of an audio and/or video session accompanied by a verbatim transcript.

RPL: Available.

Award: *Practitioner Certificate in Hypnosis (PCH).*

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Practitioner Certificate in Clinical Hypnotherapy

- **Psychology for Hypnotherapy PSY401 and**
- **Psychology for Hypnotherapy PSY402**

Nominal Unit Hours Total: 84	Online 12	Private Directed Study 60	Assessment 12
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Aim: To enable understanding of how the psychological frameworks are associated with the, practice of Clinical Hypnotherapy. For example you will be expected to be able to explain the concept of psychology and to outline the major theoretical frameworks; you will also be expected to identify the various specific psychological disorders in terms of behaviour.

Prerequisites: Unit: *HCT401 Hypnosis Counselling and Therapy* or equivalent.

Co requisites: None

Topics: Include and may vary – Abnormality, Biochemical Model, Psychodynamic and Existentialist Approaches, Phobic, Panic and the Anxiety Disorders, Obsession, Hysteria, and Dissociation, Health Psychology, Personality

Disorders, Psychoactive Substance Use Disorder, The Schizophrenias, Depression, Suicide, Disorders of the Nervous System and Pathology, Childhood Disorders, Mental Retardation, Law and Politics of Abnormality.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **Counselling in Hypnotherapy COU401 and**

▪ **Counselling in Hypnotherapy COU402**

Nominal Unit Hours Total: 90	Online 12	Private Directed Study 60	Assessment 18
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Aim: Participants are provided with the knowledge to develop the skills that will enable them to demonstrate competent therapist communication in the consultation process. For example, some of the things you will be expected to do will be to explain the fundamental principles of counselling, and to show your understanding of the role of hypnotherapy within a counselling framework; demonstrate appropriate techniques from the major Counselling Models; show your understanding of the necessity of considering social parameters concerning gender and ethnic issues; why therapists should identify and deal with their own issues.

Prerequisites: Unit: *HCT401 Hypnosis Counselling and Therapy* or equivalent.

Co requisites: None

Counselling in Hypnotherapy COU401 Topics: Include and may vary: Principles of counselling, responses to feelings from a counselling model, understanding ethical considerations, counselling techniques, multicultural approach, support the protection of children and young people, Report indications of possible risk of harm to children.

Counselling in Hypnotherapy COU402 Topics: Include and may vary: Principles of counselling, major counselling models, qualitative counselling techniques, stress management model, client contract, and the use of perspective in counselling.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Exam(s).

RPL: Available.

▪ **Medical Sciences in Hypnotherapy MSH401**

Nominal Unit Hours Total: 93	Online 18	Private Directed Study 72	Assessment 3
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Aim: The purpose of this unit is to have the participants achieve the knowledge and skills to enable them to describe the structure and function of the body, the disturbances in structure and function and the relationship of hypnotherapy to those disturbances.

Prerequisites: Unit: *HCT401 Hypnosis Counselling and Therapy* or equivalent.

Co requisites: None

Topics: Include and may vary: Terminology, Basic Anatomy and Physiology, Basic Pathological Processes, Hypnotherapy and disorders of the Body's systems, Psychopharmacology, Links between mental, emotional and physiological processes.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **Hypnoanalytical Techniques HT401**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide the knowledge and skills required to determine the factors which underlie presenting symptoms. For example, you will be expected to demonstrate how to use Hypnoanalytical Techniques to assist towards the uncovering and resolution of a client's underlying problem.

Prerequisites: Unit: *HCT401 Hypnosis Counselling and Therapy* or equivalent.

Co requisites: None

Hypnoanalytical Techniques HT401 Topics: Include and may vary - Hypnoanalytical Concepts, Hypnoanalytical Techniques - Progression, Regression and Automatic Writing, Therapy process, Leading, Hypnotherapy and Cognitive Behavioural Therapy.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **NLP in Hypnotherapy NLP401**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide selected concepts and techniques from Neuro-Linguistic Programming (NLP). You will be expected to apply certain specific NLP techniques in the hypnotherapeutic situation as well as show your understanding of principles universal to all psychological therapies.

Prerequisites: Unit: *HCT401 Hypnosis Counselling and Therapy* or equivalent.

Co requisite: None.

NLP in Hypnotherapy NLP401 Topics: Include and may vary - Representational System, Submodalities, Time Line Therapy, Accessing Cues, Reframing, Metaphors and Time Line Therapy and Selection/Avoidance Criteria.

Materials: Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **Practical Workshop PW401**

Nominal Unit Hours Total: 27	Online 3	Private Directed Study 12	Assessment 3	Practical 9
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Aim: To provide the additional opportunity to apply the integrated skills and knowledge being gained from units in the Certificate course, in a practical simulated situation. This unit provides students with a combination of resources unavailable elsewhere. These resources are: a place to practice, a specified practice time, people to practice with, a safe environment to practice, access to assistance if required, feedback & mentoring at the end of each session and the opportunity for practical demonstration of a technique(s) by the mentor.

Prerequisites: Unit: *HCT401 Hypnosis Counselling and Therapy* or equivalent.

Co requisites: Psychology for Hypnotherapy (PSY401 & 402), NLP for Hypnotherapy (NLP401 or 402), Hypnoanalytical Techniques (HT401 or 402), Medical Sciences in Hypnotherapy (MSH401), Counselling for Hypnotherapy (COU401 & 402).

Topics: Practical application of all other units in the *Practitioner Certificate in Clinical Hypnotherapy*.

Materials: None

Assessment: Self Assessment and Peer Feedback

RPL: Not available

▪ **Pre-Clinic Therapeutic Applications PCTHAP 401**

Nominal Unit Hours Total: 36	Online 3	Private Directed Study 21	Assessment 3	Practical 9
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Note: This section can only be undertaken immediately prior to commencing the Intern Clinic unit. This means that you should have completed, all other units from the *Practitioner Certificate in Clinical Hypnotherapy* (or be in the final stages) before undertaking Pre-Clinic Therapeutic Applications.

Aim: To provide the knowledge and skills to demonstrate competent therapeutic techniques in a simulated clinical situation(s) of approximately thirty minutes duration. You will be expected to demonstrate how to apply specific techniques learned in other units across a broad range of unpredictable presenting problems. At various times during these units you will have the opportunity to be a therapist (whilst being mentored) to another participant, deal with your own issues as the client and be an observer. It is expected that each student will take the roles of *Therapist, Client, Mentor* and *Observer* at least once in each module.

Prerequisites: Units: Hypnosis Counselling & Therapy (HCT401), Psychology for Hypnotherapy (PSY401 & PSY402) Counselling in Hypnotherapy (COU401 & COU402), Medical Sciences in Hypnotherapy (MSH401), Hypnoanalytical Techniques (HT401), NLP for Hypnotherapy (NLP401), and Practical Workshop (PW401).

Co-requisites: None.

Topics: Practical application of all topics covered in course modules

Materials: Computer, e-mail and internet.

Assessment: Practical

RPL: Available.

▪ **Intern Clinic IC401**

Nominal Unit Hours Total: 49	Online 9	Private Directed Study 20	Assessment 10	Practical 10
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Intern Clinic consists of a nominal 10 client consultation hours. The requirements for competency for this unit are successfully completing the unit AND achieving the prescribed competencies. If the prescribed competencies are not achieved within the nominal 49 hours, it follows that those nominal hours will total more than 49.

Duration: This unit must be completed within three (3) months. Should you not have completed the required competencies within three (3) months you should contact the Academy to discuss as you may be required to re-enrol into the unit at additional cost.

The Intern must have a current First Aid Certificate or equivalent. The Academy does not supply this training.

A Certificate of Currency is required as proof of current Professional Indemnity Insurance before commencing this unit and will be required again on 1st October of any year in which the Intern is undertaking this unit.

If the student does not have Professional Indemnity Insurance the Academy can join the student to its Professional Indemnity Insurance for the duration of the required 10 consultation hours or 3 months, whichever comes first. Some basic conditions apply as per the unit notes.

Aim: to apply the knowledge and techniques of clinical hypnotherapy in a supervised clinical environment. You will be expected to demonstrate:

- Appropriate Counselling Skills;
- Assessing a Client's Suitability for Hypnotherapy;
- History Taking Skills;
- Formulating and Implementing Appropriate Therapeutic Structure
- Formulating and Implementing Appropriate Hypnotherapeutic Structures;
- Applying chosen hypnotherapeutic structures
- Assessing the Effectiveness of the Hypnotherapeutic Techniques;
- Determining and implementing structures for appropriate ongoing therapy;
- Client Record Keeping;
- Communicating with other Health Professionals,
- Implementing marketing and promotional activities.

Prerequisites: Unit: Pre-Clinic Therapeutic Applications (PCTHAP401), Current Apply First Aid certificate and Professional Indemnity Insurance as described above.

Co-requisites: None.

Topics: Practical application of all topics in all units preceding Intern Clinic unit.

Materials: None

Assessment: Regular Supervision Sessions with Supervisor, Peer Feedback. Final assessment: submission of audio-visual recording of session with typed verbatim transcript.

RPL: Not available.

It is important that the student enrol into IC401 within 9 weeks after successfully completing PCTHAP401 Pre-Clinic Therapeutic Applications. Failure to do so may mean that the PCTHAP401 will need to be undertaken again before enrolling into IC401.

Additional Information

Before undertaking this unit, interns are required to read and sign the Clinic Terms and Conditions document. Please ensure that you read this document before you enrol. Like all policy and procedure, this is subject to future change if necessary but reading it will give you a clearer perspective of what is required of people undertaking this unit.

Case study supervision is usually conducted via Skype (or some other electronic means) between the hours of 9am to 5pm (Sydney time), Monday to Friday inclusive.

Case Study Supervision must be attended.

Clinical consultation hours will be credited only for case studies that are written up and presented to the Academy by the stipulated date and the Intern must be in attendance for that Case Study Supervision. In other words, if the Intern presents his or her case histories to the Academy by the stipulated date (currently a week before the Case Study Supervision Session), but fails to attend the Case Supervision Session, no hours will be credited.

The Academy may select any case study for review and supervision at any time therefore the Intern's own records need to be always up to date.



Practitioner Diploma of Clinical Hypnotherapy

▪ **Ethics, Legal and Business Issues ELBI501**

Nominal Unit Hours Total: 81	Online 12	Private Directed Study 42	Assessment 24	Practical 3
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Aim: To develop an understanding of the underlying professional ethical issues and legal issues arising during the practice of clinical hypnotherapy and to establish a basic framework upon which to build and develop a fuller practical appreciation of the ethical issues. You will be expected to develop the knowledge and skills to enable you to establish a clinical practice which reflects the professional, business and ethical standards required of health professionals.

Prerequisites: Currently undertaking or have completed IC401 Intern Clinic.

Co requisites: None

Topics: Include and may vary: Starting and maintaining a practice, general office procedures, maintenance and equipment, Professional Networking, Advertising, Conducting Consultations, History Taking, Ethics, and establishing a marketing strategy in practical terms.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Assignment(s).

RPL: Available.

▪ **Hypnoanalytical Techniques HT502**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide the knowledge and skills required to determine the factors which underlie presenting symptoms. For example, you will be expected to demonstrate how to use Hypnoanalytical Techniques to assist towards the uncovering and resolution of a client's underlying problem.

Prerequisites: Currently undertaking or have completed IC401 Intern Clinic.

Co requisites: None

Hypnoanalytical Techniques HT502. Topics: Hypnoanalytical Concepts, Hypnoanalytical Techniques - Ideomotor Questioning and Dream Therapy and the Therapy process.

Materials: Textbooks. Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **NLP in Hypnotherapy NLP502**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide selected concepts and techniques from Neuro-Linguistic Programming (NLP). You will be expected to apply certain specific NLP techniques in the hypnotherapeutic situation as well as show your understanding of principles universal to all psychological therapies.

Prerequisites: Currently undertaking or have completed IC401 Intern Clinic.

Co requisite: None.

NLP in Hypnotherapy NLP502. Topics: Include and may vary - Meta Model, Reframing, Anchoring and Collapsing Anchors, Ericksonian Concepts and Techniques, Pure Process and Selection/Avoidance Criteria.

Materials: Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

▪ **TA/Gestalt in Hypnotherapy TAG501**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide participants with the necessary knowledge and skills to select specific techniques and concepts from the modalities of Transactional Analysis and Gestalt and apply them in the hypnotherapeutic situation.

Prerequisites: Currently undertaking or have completed IC401 Intern Clinic.

Co requisites: None.

TA/Gestalt in Hypnotherapy TAG501. Topics: Includes and may vary Minscript, Drivers and Life Script, Empty Chair, Hypnotic Empty Chair and Figure and Ground, Strengths and Weaknesses of each Theory and Technique.

Materials: Computer, e-mail and internet.

Assessment: Exam.

RPL: Available.

- **Advanced Practical Workshop PW501**

- **Advanced Practical Workshop PW502**

Nominal Unit Hours Total: 78	Online 6	Private Directed Study 48	Assessment 6	Practical 18
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Aim: To provide the additional opportunity to apply the skills and knowledge gained from all the units in a practical simulated situation.

Prerequisites: Unit: IC401 Intern Clinic.

Co-requisites: All other units in the *Diploma of Clinical Hypnotherapy*.

Topics: Practical application of all topics in units from *Diploma of Clinical Hypnotherapy*).

Materials: None

Assessment: Self-Assessment and Peer Feedback

RPL: Available

- **Advanced Therapeutic Applications ADVTHAP501**

- **Advanced Therapeutic Applications ADVTHAP502**

Nominal Unit Hours Total: 102	Online 12	Private Directed Study 60	Assessment 6	Practical 24
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Aim: To provide the additional opportunity to apply the integrated skills and knowledge being gained from units in the Diploma of Clinical Hypnotherapy course, in a practical simulated situation. This unit provides students with a combination of resources unavailable elsewhere. These resources are: a place to practice, a specified practice time, people to practice with, a safe environment to practice, access to assistance if required, feedback & mentoring at the end of each session and the opportunity for practical demonstration of a technique(s) by the mentor.

Prerequisites: Unit: IC401 Intern Clinic

Co requisites: All other units in the *Practitioner Diploma of Clinical Hypnotherapy*

Topics: Practical application of all topics covered in course module

Materials: None

Assessment: Self-Assessment and Peer Feedback

RPL: Not available

- **Senior Intern Clinic SNRIC501**

- **Senior Intern Clinic SNRIC502**

Nominal Unit Hours Total: 200	Online 12	Private Directed Study 90	Assessment 18	Practical 80
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Senior Intern Clinic consists of a nominal 40 client consultation hours for each unit (total 80 hours).

The requirements for competency are completion of all sections AND achieving the prescribed competencies.

Duration: SNRIC501 – three (3) months

SNRIC502 – three (3) months.

Should you not have completed the required competencies within the required time frame you should contact the Academy to discuss as you may be required to re-enrol into the unit at additional cost.

A Certificate of Currency is required as proof of current Professional Indemnity Insurance before commencing this unit and will be required again on 1st October of any year in which the Intern is undertaking this unit.

Professional Indemnity Insurance is not provided by the Academy and must be acquired from an insurance provider at the course participant's expense.

- **Clinic Consultation Hours**

Senior Interns complete their clinic hours outside of the Academy in their own practice. Case study supervisions will be held monthly via Skype (or by some other electronic means). From time to time the Senior Intern will be required to undertake a case study assessment and this will involve producing an audio-visual recording of a consultation for assessment.

- **Summary – Senior Intern Clinic**

The following applies to all Senior Interns without exception:

- All written up case studies, observer's notes and promotional/marketing activities must be submitted to the Academy up to 1 week before the scheduled Supervision, which is usually conducted by Skype (or other electronic means);

- The Senior Intern must attend all scheduled Case Study Supervisions. Clinical consultation hours will be credited only for case studies that are written up and presented to the Academy by the stipulated date.

In other words, if the Senior Intern gives his or her case studies to the Academy by the stipulated date (currently the week prior to the supervision session), but fails to attend the Supervision Session no hours will be credited.

- The Senior Intern is responsible for keeping records and details of the hours being claimed and ensuring that they are presented to the Academy on time.
- The Academy can select any case study, any observation notes and any practice management activity for review and supervision at any time, therefore the Senior Intern's own records must be always up to date.

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Advanced Diploma of Clinical Hypnotherapy

- **Professional Development PD601**
- **Professional Development PD602**

Nominal Unit Hours Total: 206	Online 12	Private Directed Study 90	Assessment 24	Practical 80
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Aim: To refine professional skills by presenting case histories and providing appropriate peer support case management feedback. To develop case management knowledge and skills to observe, monitor techniques, provide effective appropriate feedback, mentoring and demonstration of relevant techniques in:

- Therapeutic Applications
- Practical Workshops
- Advanced Therapeutic Applications
- Advanced Practical Workshops

and other workshops/units as appropriate.

Prerequisites: *Practitioner Diploma of Clinical Hypnotherapy* or equivalent.

Co-requisites: All other units in the *Advanced Diploma of Clinical Hypnotherapy*.

Topics: Stating and respecting boundaries (personal and group) Impartiality, Caring, Respect of self and others cultural and religious beliefs, Confidentiality, Constructive Criticism.

Materials: None.

Assessment: Practical demonstration, interview.

RPL: Available.

- **Research Methodology RM601**

Nominal Unit Hours Total: 66	Online 12	Private Directed Study 36	Assessment 18
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Aim: To provide an understanding of *basic* research methodology to enable participants to identify, analyse and evaluate information for planning and research purposes in the field of clinical hypnotherapy.

Prerequisites: *Practitioner Diploma of Clinical Hypnotherapy* or equivalent.

Co requisites: None.

Topics: Includes but not restricted to: planning a research project, types of projects, data collection and analysis, sourcing information, preparing a case study, report writing.

Materials: Computer, e-mail and internet.

Assessment: Written exam.

RPL: Available.

- **Teaching Self Hypnosis TSH601**

Nominal Unit Hours Total: 72	Online 12	Private Directed Study 24	Assessment 36
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Aim: To provide the knowledge and skills to enable assessment and management of a client's need for Self Hypnosis, to determine the specific specialised techniques best suited to the client, to develop and manage a treatment plan incorporating the specialised techniques and to effectively teach the client those techniques. You will be expected to explain the philosophy behind teaching a client self-hypnosis, to show that you can construct a treatment plan incorporating self-hypnosis and implement that treatment plan giving consideration to the changing requirements of your client.

Prerequisites: *Practitioner Diploma of Clinical Hypnotherapy* or equivalent.
Co requisites: None.

Topics: Include and may vary - Concept of self-hypnosis, Conditioning, Imagination, Suggestion, Induction and Deepening, Time Distortion, Waking Hypnosis, Controlling Pain, Healing and Bleeding, Personal Therapy.

Materials: Computer, e-mail and internet.

Assessment: Assignment.

RPL: Available.

▪ **TA/Gestalt in Hypnotherapy TAG602**

Nominal Unit Hours Total: 48	Online 9	Private Directed Study 36	Assessment 3
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Aim: To provide participants with the necessary knowledge and skills to select specific techniques and concepts from the modalities of Transactional Analysis and Gestalt and apply them in the hypnotherapeutic situation.

Prerequisites: *Practitioner Diploma of Clinical Hypnotherapy* or equivalent.

Co requisites: None.

TA/Gestalt in Hypnotherapy TAG602. Topics: Include and may vary: Reparenting, and Finding the Ins', Gestalt Dream Therapy and When to Use Why, Strengths and Weaknesses of each Theory and Technique

Materials: Computer, e-mail and internet.

Assessment: Assignment.

RPL: Available.

▪ **Project PRO601**

Nominal Unit Hours Total: 212	Online 12	Private Directed Study 140	Practical 60
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Aim: To bring together all parts of the course. The participants will have the opportunity to negotiate a project and demonstrate the ability to synthesise skills, knowledge, clinical experience and to communicate their findings. The Project is to be 3000 – 5000 words unless another method of presenting the project has been agreed to by the Academy.

Note: The Academy may request to keep a copy of your project work in its library. Copyright remains with the author of the Project.

Prerequisites: All other units in *Advanced Diploma of Clinical Hypnotherapy*. Current First Aid Certificate. Current Professional Indemnity Insurance.

Co requisites: All other units in the *Advanced Diploma of Clinical Hypnotherapy*

Topics: The topic is negotiated with the Academy then the participant must submit a research program.

Materials: This is determined by method of presentation.

Assessment: Project material, discussion. An external assessor may also be involved to supply specialist knowledge.

RPL: Available.

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Stand Alone Continuing Professional Development Units

The units listed below may be undertaken as stand-alone units to fulfil Continuing Professional Development requirements. Assessment: No formal assessment.

Award: Certificate of Completion.

These units may also be undertaken towards a qualification and in that event you would need to complete the relevant assessment for each unit.

Award: Certificate of Achievement.

Please contact the Academy to discuss the terms and conditions applicable to attaining a qualification this way.

Hypnosis Counselling and Therapy (HCT401)	
Psychology for Hypnotherapy A (PSY401)	
Psychology for Hypnotherapy B (PSY402)	
Counselling for Hypnotherapy A (COU401)	
Counselling for Hypnotherapy B (COU402)	
Medical Sciences in Hypnotherapy (MSH401)	
Hypnoanalytical Techniques (HT401)	
NLP in Hypnotherapy (NLP401)	
Practical Workshop (PW401)	
Pre-Clinic Therapeutic Applications (PCTHAP401)	
Intern Clinic (IC401)	Contact Academy for required pre-requisites
Senior Intern Clinic (SNRIC501)	Contact Academy for required pre-requisites
Senior Intern Clinic (SNRIC502)	Contact Academy for required pre-requisites
Ethics Legal & Business Issues (ELBI501)	
Hypnoanalytical Techniques (HT502)	
NLP in Hypnotherapy (NLP502)	
TA & Gestalt in Hypnotherapy (TAG501)	
Advanced Practical Workshop (PW501)	
Professional Development (PD601)	
Professional Development (PD602)	
Research Methodology (RM601)	
Teaching Self Hypnosis (TSH601)	
TA & Gestalt (TAG602)	
Project (PRO601)	Contact Academy for required pre-requisites

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TAKE THREE DEEP BREATHS

AND

REMEMBER TO HAVE FUN!