

## COUNSELLING

**Minimum Award Level:** Equivalent to Diploma

**Minimum Total Hours** 775

**Total Core Component Hours** 775

### Core Components

Counselling	600 hours
Practice Management	60 hours
Safe Practices	15 hours
Supervised Clinical Training	100 hours

### Notes

ATMS requires that all supervised clinical training\* be completed by validated supervisors within the profession. The supervision may be conducted face to face or by electronic means.

For Counselling, 100% of the clinic hours must be spent actively treating the clients followed by the appropriate supervision.

*\* followed by appropriate training supervision.*

*These are the Education Standards for ATMS Accreditation, however, no training in needling, manipulation, ingestible medication or electrophysical therapies can be included unless otherwise indicated in these Standards. The ATMS Education Standards are subject to ongoing review and therefore may change at any time without notice.*

## Counselling

Minimum total hours for this component: 600

### Learning Outcomes

- Identify qualities and interpersonal skills of an effective helper.
- Identify five major schools of counselling psychology
- List the effectiveness of the variety of therapeutic approaches when dealing with emotional and psychological problems.
- Discuss primary emotional needs and needs-based therapy.
- Describe the component parts of primary level accurate empathy and their relevance in the therapeutic relationship.
- Provide demonstrations of at least five approaches to Counselling, including but not limited to, transactional analysis, Gestalt, psychodrama, humanistic, process-oriented, wholistic, metaphysical, NLP in action.
- Demonstrate the use of role play in identifying and discharging distress.
- Describe the common theories of human behaviour (perception, attribution, social influence, cognitions, emotions) and their implications.
- Understand the counselling process and its management for professional practice.
- Discuss the values, ethical standards and legal accountability of the counsellor.
- Define crisis theory, crisis types and typical symptomatology.
- Develop an understanding of grief and trauma counselling, conflict resolution and mediation.
- Demonstrate an ability to run a successful practice and an ability to analyse and process case work.
- Undertake field training.
- Provide a video recording of work.

### Notes

Within the 600 hours required for Counselling, 60 hours must be dedicated to personal work including undertaking counselling and other suitable personal healing activities.

## Practice Management

Minimum total hours for this component: 60

### Learning Outcomes

- Demonstrate ability to take a professional case history and operate a successful counselling practice
- List the requirements for a reception area for a clinic.
- Demonstrate an ability to establish and maintain an appointment book for clients.
- Demonstrate a familiarity with the requirements of the relevant association(s) related to the discipline.
- List the legal, financial and insurance requirements involved in establishing and maintaining a practice.
- List the regulations of any local council regulations relating to the establishment of a clinic.
- Demonstrate appropriate communication strategies of colleagues and build strong relationships
- Demonstrate telephone skills.
- Demonstrate ethical marketing skills.
- Ensure continuing self-support and supervision
- Demonstrate appropriate networking skills.
- Describe the place of counselling within the framework of health and health-related services in the local community.



## Safe Practices

Minimum total hours for this component: 15

### Learning Outcomes

- Follow organisational procedures for hazard identification and risk control
- Contribute to occupational health and safety in the workplace
- Use and implement strategies as directed to prevent infection in the workplace
- Use strategies to prevent work overload
- Work in a safe manner
- Use and implement strategies to prevent manual handling injuries
- Collect, handle, store and manage clinical and other waste in a safe manner
- Clean and disinfect equipment and surfaces
- Demonstrate hygiene management procedures
- Identify and respond to infection risk

## Supervised Clinical Training

Minimum total hours for this component: 100

### Learning Outcomes

- Demonstrate the ability to record and maintain client's records.
- Perform daily operations of a counselling clinic.
- Perform routine physical assessments and simple diagnostic tests on clients.
- Describe how a counsellor applies their knowledge and skills in practice.
- Formulate and test trial diagnoses for clients.
- Work with clients to create treatment plans.
- Demonstrate a competent and caring professional manner in a counselling practice.
- Treat clients in a counselling clinic using appropriate techniques.
- Describe the place of counselling within the framework of health and health-related services in a local community.
- Demonstrate an awareness of the particular requirements for a group practice.
- Demonstrate financial viability of operating a counselling practice.
- Describe the place of counselling within the framework of health and health-related services in the local community.
- Demonstrate behaviour conforming to ethical and legal standards when dealing with clients and other health professionals.
- Demonstrate an understanding of cross-cultural issues for working with a range of clients.
- Demonstrate an ability to work in a sole practice.
- Demonstrate an ability to write a professional report about a client.
- List those sections of the Medical Practice Act that affect the practice of counselling

### Notes

Supervised clinical practice refers to a situation where a student/counsellor consults with clients, performs an appropriate health assessment, prepares and provides treatment/management plans, in a clinic open to members of the public and while under the supervision of an appropriately qualified supervisor.

Supervision of each case must be undertaken within one month of that client's appointment unless alternative procedures are established.



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