

Information for New and Prospective Students Answers to Frequently Asked Questions

How do I enrol in the College

To commence studying students are required to complete an Enrolment Form, a Unit Application Form and arrange to pay for their course. The Forms may be printed off the College website www.lrccs.org.au or obtained from the College Office Ph 67 62 52 10.

Payment arrangements can be made with the Registrar by Phone Fax or email.

What is involved in preparing a unit of work?

There will be written assignments and an examination with some units.

A study book, tapes and other useful materials are provided with each unit.

The principal texts are the latest editions of *The Theory Practice of Counselling and Psychotherapy* by Gerald Corey and *Basic Personal Counselling* by David Geldard.

It is recommended that students purchase these books.

Each unit will also provide a list of additional references which may be found in the College libraries. It is important to research as much as possible for the assignments.

There are library facilities located in each of the tutorial centres. Contact the local Librarian or the Library Technician in Tamworth in person or by phone to ask about the library resources and how to use them. There are also local town libraries and related university libraries.

Students are urged to make use of them to enable them to read widely about their study.

How long should each unit take?

Each unit should take twenty to twenty six weeks to complete. Approximately 165 hours of work are entailed on a unit. This means about five (5) hours per week need to be set aside in order to complete the unit on time. Students will need to enlist the cooperation of their family and household members to allow them quiet study time

What other kinds of help are available?

On enrolment each student is allocated to a Tutorial Group and a Tutor. Tutorials are held monthly in each of the centres. In these, there are opportunities to view demonstrations of counselling, to practice counselling strategies and review difficult theory concepts.

As fifteen (15) to twenty (20) hours of practical work is required per unit attendance at tutorials and other practical days is essential.

It should be noted that because intakes of students does not occur at set times of year, students at the tutorials may be at different levels of study. This provides a real advantage for all students as it allows new students to encounter counselling concepts before there is the pressure of needing to know them and the more advanced students revise the basics continually.

Is there a timetable for submission of assignments?

Flexibility is permitted. It is good to be aware, however, that there is a time limit of 26 weeks that pertains to the entire unit. Aiming to submit the first assignment about half way through or after ten (10) to twelve (12) weeks will help the student to fit in all the work required.

Students submit an exit report and application form for a new at unit at completion of the unit.

Are there rules about the writing of assignments?

A helpful book of general information including study and essay writing called *Introduction to Counselling Studies by Distance Education* is provided to the student at the time of registration.

In it are tips for preparing assignments and referencing. Our markers provide an introductory letter with any specific considerations that they have in grading the work sent to them.

Tutors and markers are available to assist students, just ring for a suitable time.