



## Application for Recognition of Prior Learning & Credit Transfer DIPLOMA OF CLINICAL HYPNOTHERAPY 22208VIC

### What is RPL Recognition of Prior Learning & Credit Transfer?

**Recognition of Prior Learning (RPL)** is a process whereby knowledge and skills you already have may be recognised, irrespective of where or how they were acquired.

**Credit Transfer (CT)** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

RPL can apply to a wide range of skills, including those gained through employment, community involvement, formal study, informal training or life experience. The maximum RPL/credit that can be awarded is 50% of an IKON VET course. Applications for RPL/CT must be submitted PRIOR to enrolling in the course.

If you are granted RPL/CT for a particular module/unit, you do not need to complete the module/unit and a pass is recorded on your Training Record in the same way as any other student enrolled in the unit. You may also be granted RPL for a part of a unit of competency, and speed up the process of demonstrating competence.

### Why apply for RPL?

- To reduce your program load and the overall learner devoted time.
- To reduce costs associated with completing the course.
- To avoid repeating learning in areas where you already have skills.

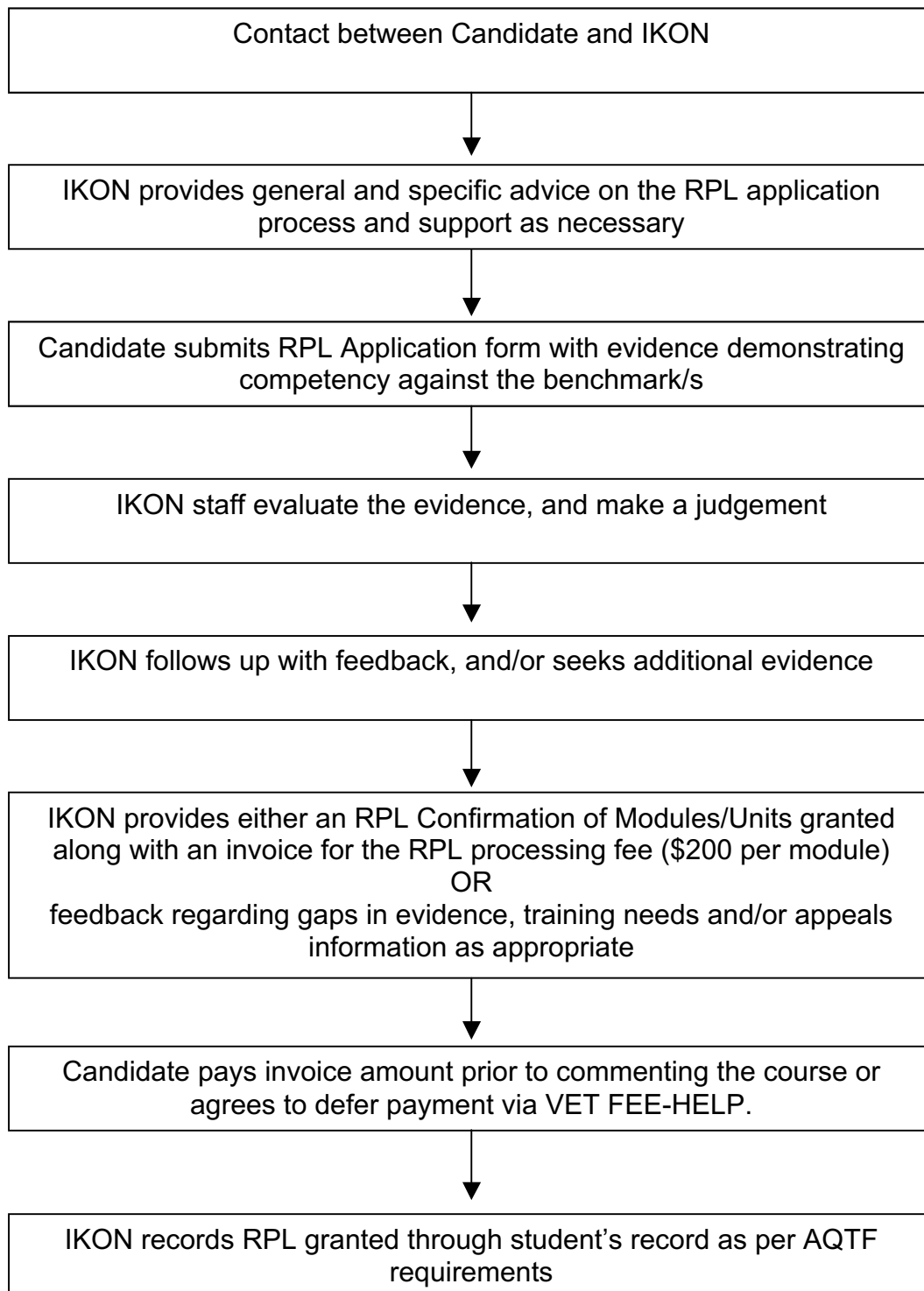
### The RPL Process

The RPL process consists of the following stages:

1. Staff will provide you with information on how to make an RPL Application.
2. You complete the RPL Application form and submit it with supporting information.
3. Academic Staff trained in assessing RPL/RCC applications will assess your evidence. You may be required to attend an interview to discuss your application.
4. You are notified of the outcome of your application by email or post. If you have been granted RPL, your notification will include an invoice for \$200 per module.
5. The RPL charge of \$200 per module is paid to IKON prior to commencing the course or deferred via VET FEE-HELP.

### The Credit Transfer Process

1. Staff will provide you with information on how to make a CT Application.
2. You complete the RPL/CT Application form and submit it with supporting information.
3. Academic Staff trained in assessing CT applications will assess your evidence.
4. You are notified of the outcome of your application by email or post.

**Recognition of Prior Learning Process**

### Application for Recognition of Prior Learning

#### 1. Personal Details

First name ..... Last Name .....

Address .....

.....Postcode .....

Phone (WK) ..... (HM) ..... (Mobile) .....

Email ..... Date of Birth .....

Workplace Name: .....

Workplace Address: .....

#### 2. Course Details

Name of Course (eg. Dip Hypnotherapy) .....

Please list the Modules/Units you are seeking Recognition for:

.....  
.....

#### 3. Support Details

##### **Formal Qualifications or Training**

List of any formal courses or training sessions you have attended. If possible, attach copies of Certificates and details of course outline and content (with dates).

.....  
.....  
.....  
.....

##### **Informal Study Programs**

List any informal training sessions you have attended. If possible, attach Certificates, and details of course outline and content (with dates).

.....  
.....  
.....

**Relevant Work Experience**

List any relevant work you have performed. Give details of your employer, including a telephone number and contact person if possible. Include details of dates and duration of employment.

.....  
.....  
.....  
.....

**Relevant Life Experience**

List any community involvement, personal interests, hobbies or skills, which may support your application.

.....  
.....  
.....  
.....

**Personal Verification**

Please indicate the name and contact address or telephone number(s) of a person or persons who can substantiate your application.

.....  
.....  
.....  
.....

**Attachments**

Please list the attachments you have attached in support of this application.

.....  
.....  
.....  
.....

I agree to pay the RPL fee of \$200 per module/unit (or part thereof) in the following way (please tick one)

- Payment in full prior to commencing the course
- Payment deferred via VET FEE-HELP loan system

Signed (candidate): ..... Dated: .....

**Evidence of Skills**

Examples of evidence presented in support of RPL application may include: Qualifications, CV, Job Descriptions, Work Experience, 3<sup>rd</sup> Party Reports, Work Samples/Documents, Referral Letters, Oral Questions. Credit Transfer – can be through an exact unit match or similar subject.

<b>Hypnotherapy Module</b>	<b>Examples of Evidence (or list here any separate evidence that you have attached to this application (eg. "CV attached"))</b>
Unit 1: Apply self-hypnosis and hypnotic techniques	
Unit 2: Apply personality theory in hypnotherapy practice	
Unit 3: Apply holistic counselling in a range of contexts	
Unit 4: Communicate effectively with clients	
Unit 5: Use parts therapy applications in hypnotherapy practice	
Unit 6: Use Neurolinguistic programming (NLP) in hypnotherapy practice	
Unit 7: Apply hypnoanalysis and hypnocounselling in hypnotherapy practice	
Unit 8: Apply advanced hypnotherapeutic processes	
Unit 9: Apply transpersonal hypnotherapeutic processes	
Unit 10: Manage a practice	

**Declaration of authenticity**

The information I have provided to support this application is true and correct. I authorize my assessor to make any inquiries necessary to assist in the assessment and verification of my recognition application and to use any information supplied in this application for this purpose.

Signed (candidate): ..... Dated: .....

**OFFICE USE ONLY: ASSESSOR TO COMPLETE**

**Student Name:** .....

**Assessor's Name:** .....

<b>Compulsory Core Units</b>	<b>RPL / CT requested by student</b>	<b>RPL granted by Assessor</b>	<b>CT granted by Assessor</b>	<b>Assessor Initials</b>
Unit 1: Apply self-hypnosis and hypnotic techniques				
Unit 2: Apply personality theory in hypnotherapy practice				
Unit 3: Apply holistic counselling in a range of contexts				
Unit 4: Communicate effectively with clients				
Unit 5: Use parts therapy applications in hypnotherapy practice				
Unit 6: Use Neurolinguistic programming (NLP) in hypnotherapy practice				
Unit 7: Apply hypnoanalysis and hypnocounselling in hypnotherapy practice				
Unit 8: Apply advanced hypnotherapeutic processes				
Unit 9: Apply transpersonal hypnotherapeutic processes				
Unit 10: Manage a practice				

Course Offer Group (eg. SADC1) .....

**ASSESSOR'S NOTES:** .....  
 .....  
 .....  
 .....

Signed by the Assessor ..... Date .....

Unit Code	Unit Name
VU20891	Apply self-hypnosis and hypnotic techniques
VU20892	Apply personality theory in hypnotherapy practice
VU20893	Apply holistic counselling in a range of contexts
HLTCOM404C	Communicate effectively with clients
VU20894	Use parts therapy applications in hypnotherapy practice
VU20895	Use Neurolinguistic programming (NLP) in hypnotherapy practice
VU20896	Apply hypnoanalysis and hypnocounselling in hypnotherapy practice
VU20897	Apply advanced hypnotherapeutic processes
VU20898	Apply transpersonal hypnotherapeutic processes
HLTCOM503D	Manage a practice

Unit	Relationship to competency
<p><b>Unit 1:</b>  <b>Apply self-hypnosis and hypnotic techniques</b>            Susceptibility Techniques, Inductions &amp; Deepening, Suggestion and Self Hypnosis            Required knowledge: nature and theories of hypnosis, drivers of the unconscious mind, myths and misconceptions, real risk and imagined risks in using hypnosis.</p>	VU20891
<p><b>Unit 2:</b>  <b>Apply personality theory in hypnotherapy practice</b>            Four forces: Psychoanalysis, Behaviourism, Humanism, Transpersonal            Four personality theories: CBT &amp; REBT, TA, Gestalt and Person Centered Counselling            Must be competent in applying the psychodynamic model in therapy and Gestalt Empty Chair</p>	VU20892
<p><b>Unit 3:</b>  <b>Apply holistic counselling in a range of contexts</b>            Required competency &amp; skill: client centered counselling, empathic presence, reflection of content and feeling, paraphrasing &amp; summarising, case conceptualisation, active facilitation and formulation and structuring a session            Required knowledge: socio-cultural perspectives, the “<i>field effect</i>”, professional boundaries, duty of care, self-harm and suicide, ethics, treatment models in mental health, psychopharmacology and psychonutrition</p>	VU20893
<p><b>Unit 4:</b>  <b>Communicate effectively with clients</b>            Required competency &amp; skill: communicate effectively with clients, confidentiality, boundaries, respond effectively to client enquiries, plan responses to difficult or challenging behaviour, determine the need for basic counselling, provide basic counselling to facilitate treatment/services when necessary and in accordance with practice specific guidelines, record details of services provided according to workplace guidelines</p>	HLTCOM404C
<p><b>Unit 5:</b>  <b>Use parts therapy applications in hypnotherapy practice</b>            Required competency &amp; skill: Ego State therapy technique, ideomotor questioning technique and hypnotic empty chair technique.            Required knowledge: risks, contraindications, when to refer, formation of sub-personalities, differentiated &amp; dissociated ego states, transpersonal perspectives of EST, dealing with abreaction, reframing and client centered parts therapy.</p>	VU20894

<p><b>Unit 6:</b>  <b>Use Neurolinguistic programming (NLP) in hypnotherapy practice</b>  Required competency &amp; skill: establishing, maintaining &amp; breaking rapport, submodalities, future pacing, circle of excellence, swish technique, new behaviour generator, visual kinesthetic (V-K) dissociation and time line regression &amp; pseudo-orientation in time.  Required knowledge: presuppositions, outcomes inputs and outputs, rapport, calibration and sensory acuity, representational systems, the meta-model in NLP, reframing, anchoring &amp; blending and association &amp; dissociation.</p>	VU20895
<p><b>Unit 7:</b>  <b>Apply hypnoanalysis and hypnocounselling in hypnotherapy practice</b>  Required competency &amp; skill: hypno-analytical techniques, fantasy door technique, three-step therapy process, regression to perinatal COEX, abstract regression therapy and Christos technique.  Required knowledge: hypno-counselling, Ericksonian approaches, engaging evocative language, hypnoanalysis, transference, secondary gain, false memory syndrome, hypnotic regression to ISE, anamnesis, theory of therapeutic abstract regression.</p>	VU20896
<p><b>Unit 8:</b>  <b>Apply advanced hypnotherapeutic processes</b>  Required competency &amp; skill: hypnoanalysis, regression, analytical hypnotherapy, fast fear model, fantasy relaxation technique; REBT &amp; CBT, systematic desensitisation, freeze frame, EMDR and EFT. Specific approaches for: pain, addictions, paediatrics, anxiety issues.  Required knowledge: the human brain, the autonomic nervous system, limbic system &amp; amygdala, mirror neurons &amp; the social brain, ergotropic &amp; trophotropic function, Polyvagal theory and sympathetic arousal, neuro-muscular lock &amp; orienting response, parasympathetic arousal &amp; relaxation response, Attachment theory, hypnotherapy for pain, hypnotherapy for children, hypnotherapy for addictions, hypno-counselling for psycho-sexual issues.</p>	VU20897
<p><b>Unit 9:</b>  <b>Apply transpersonal hypnotherapeutic processes</b>  Required competency &amp; skill: focusing, chakra diagnostic, dream appreciation, guided imagery technique, application of myth, application of archetypes in the hero's journey, hypnotherapy processes for working with archetypes.  Required knowledge: transpersonal assumptions, medical and transpersonal models for healing, de-hypnosis for self-realisation, 1<sup>st</sup> &amp; 2<sup>nd</sup> attention, primary &amp; secondary process, focusing body felt sense, process mind &amp; working with the dreaming body, guided imagery in mind-body healing, releasing shame, myth &amp; archetypes</p>	VU20898
<p><b>Unit 10:</b>  <b>Manage a practice</b>  Required competency &amp; skill: establish a practice by developing a master personal strategy for success, a business plan, a marketing plan, a financial plan and a budget; Implement financial management procedures to manage the business; implement operational and marketing strategies; implement personnel strategies.  Required knowledge: personnel management strategies, PD, self-care, supervision  Personnel management strategies, ethics, boundaries, duty of care, client records, referrals, insurance, OH&amp;S, manage a clinic practice, financial management systems, accounting &amp; tax</p>	HLTCOM503D



## Prerequisite Units

Please be aware that the following prerequisite units apply. The implications of having a Unit designated as “prerequisite” is that you may only do the subsequent unit if you have received a C=Competent for the previous unit(s) designated as prerequisite. This will affect the decision to award RPL in the specific context of this course.

This means (for example) that if you do not have a C=Competent for **Modules 1, 2 and 3**, you can't do module 4. The same applies to the other competencies in the table below:

Module/Unit	Unit of competency titles	Pre-requisites
Module 1 VU20891	Apply self-hypnosis and hypnotic techniques	Nil
Module 2 VU20892	Apply personality theory in hypnotherapy practice	Nil
Module 3 VU20893 HLTCOM404C	Communicate effectively with clients Apply holistic counselling in a range of contexts	Nil
Module 4 VU20894	Use parts therapy applications in hypnotherapy practice	HLTCOM404C VU20891 VU20892 VU20893
Module 5 VU20895	Use neurolinguistic programming (NLP) in hypnotherapy practice	Nil
Module 6 VU20896	Apply hypnoanalysis and hypnocounselling	VU20894 VU20895
Module 7 VU20897	Apply advanced hypnotherapeutic processes	VU20896
Module 8 VU20898	Apply transpersonal hypnotherapeutic processes	VU20896
Module 9 HLTCOM503D	Manage a practice	Nil