



# GESTALT THERAPY BRISBANE

**Education Institute for Awareness & Growth**

**Enrolment Pack  
Graduate Entry  
Master of Gestalt Therapy**

*for graduates with 4 years Gestalt therapy education from accredited Gestalt institutes*

**2018**

Gestalt Therapy Brisbane Pty Ltd  
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Applications are open mid-November 2017 to end of February 2018

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## INTRODUCTION

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### Gestalt Is...

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An existential and relational approach to therapy;

A therapeutic approach which supports growth and wellbeing, and enhances a person's development of self-awareness and self-responsibility;

A therapeutic modality that builds a person's capacity to explore and experience new and creative options for living a fulfilling and meaningful life;

A therapy based on a holistic philosophy of integrating the full range of emotional, cognitive, physical and spiritual experience in human functioning.

The aim of our Gestalt Therapy education program is to develop a high level of personal awareness, practitioner competence, and a sound grounding in the theoretical principles underlying Gestalt Therapy.

## Gestalt Therapy Brisbane

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### Mission

**GTB promotes the application of Gestalt theory and development and educates and trains competent Gestalt therapists and practitioners.**

Gestalt Therapy Brisbane Pty Ltd promotes growth and development of individuals, groups and the community.

Gestalt Therapy Brisbane Pty Ltd is committed to ethical practice and teaching.

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## **Gestalt Therapy Brisbane – History**

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Gestalt Therapy Brisbane (GTB) began operations in 2008. It came into being through the merging of two organisations: the Brisbane Gestalt Institute (BGI), established in 1980, and the Gestalt Association of Queensland Inc (GAQI), established in 1991, which offered the first Higher Education accredited Gestalt training program in 1997.

GTB commencing Directors were Dr Greer White and Maria Vogt. Dr White continues as a Director of GTB and was joined in this capacity by Sharon Gray and Paddy O'Regan in 2014. Sharon Gray will resign as a Director as at 31 December, 2017 and Christine (Tine) Mueller will join GTB as a Director in 2018. Sharon will remain involved in teaching at GTB.

Gestalt Therapy Brisbane Pty Ltd holds the academic records of both previous Brisbane Gestalt institutes and all awards for Gestalt Therapy Sydney students who have engaged in the Gestalt Therapy Brisbane courses.

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## **Maria Vogt – In Memoriam**

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Maria Vogt was the Director of Brisbane Gestalt Institute and then Co-Director of Gestalt Therapy Brisbane. Maria died on 16<sup>th</sup> August, 2010. Her contribution to the growth of Gestalt Therapy in Brisbane is both significant and enduring. She is sorely missed.

## **Gestalt Therapy Brisbane – Directors**

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### **Paddy O’Regan, Tine Mueller and Greer White EdD**

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**Paddy O’Regan** is a qualified Social Worker and psychotherapist, trainer, group facilitator and organisational consultant. He received his Gestalt training at the Gestalt Association of Queensland Inc. He has worked extensively in the Employee Assistance field with a particular interest in responding to traumatic events. He has engaged in the management of several national and international consulting and counselling organisations in the welfare, state and private sector. He enjoys practicing Aikido whenever he can.

**Tine Mueller** is a qualified Social Worker and psychotherapist, trainer and group facilitator. She completed her Gestalt training at the Brisbane Gestalt Institute and her Master of Gestalt Therapy at Gestalt Therapy Brisbane. Tine has a background in Social Work. Her work experience involves working with women who experience domestic violence in Arnhem land. Drug and Alcohol counselling and working with women and children who have experienced sexual abuse in Far North Queensland as well as counselling women in prison.

**Dr Greer White** is a Clinical Member of PACFA, a PACFA registered supervisor and a member of GANZ. She is an experienced Gestalt therapist, supervisor, group facilitator and educator. She received her Gestalt training with the Gestalt Association of Queensland Inc. Greer has an education and welfare background with experience in working with young people at risk and those who have been abused or suffered trauma. Her doctoral studies focused on adolescent masculine development. She works with individuals, couples, groups and organisations.

Paddy O’Regan and Tine Mueller and Dr Greer White’s work as Directors of Gestalt Therapy Brisbane Pty Ltd is supported by Amanda Ross, GTB’s Business Support and Development Officer and by a competent and experienced academic staff.

## **Gestalt Therapy Brisbane Faculty for 2018**

Paddy O'Regan

Tine Mueller

Greer White

Sharon Gray

Angela Shaw

Michael Pitt

Tracy Santos

Zjamal Xanitha

David Conradson (Trainee)

Rosemary Bower (Trainee)

Paddy O'Regan will be the Year Coordinator for the Graduate Entry program in 2018.

### **Gestalt Therapy Brisbane offers:**

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A four year Accredited Education programme in Gestalt therapy leading to the academic qualification, Master of Gestalt Therapy.

A one year introductory education programme in Gestalt therapy leading to the academic qualification, Graduate Certificate in Gestalt Therapy.

A student clinic for members of the public to access Gestalt therapists

Professional Development workshops

Guest faculty: National and International Educators

Access to Gestalt therapists for individual and couple therapy

Individual and team supervision

## Accreditation

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### Professional Accreditation

Gestalt Therapy Brisbane's 4-year education program is fully accredited by PACFA (Psychotherapy and Counselling Federation of Australia). PACFA is a peak body for Counsellors and Psychotherapists. Gestalt Therapy Brisbane meets the standards of the counselling and psychotherapy profession as developed by PACFA.

Graduates who complete the required hours of clinical practice and supervision are strongly encouraged to join a professional association and membership of PACFA is recommended. Graduates and students can seek membership in the PACFA College of Psychotherapy where they will find a Gestalt therapy presence.

For more information on PACFA see the following website: [www.pacfa.org.au](http://www.pacfa.org.au)

### Higher Education Accreditation

Gestalt Therapy Brisbane's two courses, The Master of Gestalt Therapy and the Graduate Certificate in Gestalt Therapy are also accredited by TEQSA (Tertiary Education Quality and Standards Agency). The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's regulatory and quality agency for higher education. Please visit

<http://www.teqsa.gov.au> to find out more about TEQSA.

GTB offers eligible students entry into a Master of Gestalt Therapy. Students who wish to gain entry to be eligible to receive the academic award of Master of Gestalt Therapy, need to have undergraduate qualifications (Bachelor level) or post graduate qualifications in fields such as Social Work, Psychology, Counselling, or other allied fields. Other VET qualifications together with relevant employment experience may be considered.

The first year of the course is offered as an introduction to personal and professional development within a Gestalt framework. Successful students will receive a Graduate Certificate in Gestalt Therapy.

Please look at Policy No 8A: Criteria and Procedures for Selection of Students, which can be found at the end of this Application Form.

*Our entire curriculum revolves around providing the student with the maximum opportunity for personal growth and skill acquisition.*

## Course Assurance

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Gestalt Therapy Brisbane's courses are assured through ACPET.

This insurance ensures that students enrolled in the Graduate Certificate in Gestalt Therapy and the Master of Gestalt Therapy who is displaced due to:

- The course not commencing on the agreed starting date; or,
- The course ceasing to be provided after it has started; or,
- The full course not being delivered because a sanction has been imposed on the provider;

are offered a refund of the tuition fee for any incomplete units of study, or are effectively relocated to a comparable course with another ACPET ASTAS member, or are relocated to another approved provider with funds paid for any incomplete units of study being transferred (with the student's agreement) to the new provider with whom they enrol.



**COURSE INFORMATION**  
**Master of Gestalt Therapy**  
**Graduate Entry**

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Students can be accepted into the Graduate Entry program if they have completed 4 years of Gestalt therapy education at an accredited Gestalt therapy educational institution. Upon successful completion of the Graduate Entry program students will qualify for an award of Master of Gestalt Therapy.

The Graduate Entry program comprises the following subjects:

**Semester 1**

TG 400: Theory, Research and Practice

(Optional) EG 400 : Experience of & Reflection on Psychotherapy

**Semester 2**

PG 401: Gestalt Practice and Supervision II

SP 400: Supervision of Practice (minimum 20 hours of client work and 5 supervision sessions)

It is an expectation that students enrol with the intention of completing the whole year of each year of education.

**Graduate Program structure:**

3 Weekends (Friday night, Saturday & Sunday)

6 -day Residential at end of year

20 hrs Client work

5hrs External supervision of client work

3hrs Faculty supervision of literature review/thesis

In order to fulfil attendance requirements students must attend 90% of the weekend tuition and 90% of the residential. If after enrolment this becomes difficult the student is to talk with the Year Coordinator about this.

*Our aim is to enable students to develop their unique therapeutic style  
and make use of their creative abilities as human beings.*

## Education Dates 2018

### *Graduate Entry*

Fri 16 Mar 6pm – 9pm Sat 17 Mar 9.30am – 5pm Sun 18 Mar 9.30am – 4pm	Research & Writing <ul style="list-style-type: none"> <li>• Current issues in psychotherapy</li> <li>• Academic Literature</li> </ul>
Fri 27 April 6pm – 9pm Sat 28 April 9.30am – 5pm Sun 29 April 9.30am – 4pm	Gestalt therapy theory refresher Sun – Writing Tutorial
Fri 31 August 6pm – 9pm Sat 1 September 9.30am – 5pm Sun 2 September 9.30am – 4pm	<b>Organisational Work Guest Trainer</b> <ul style="list-style-type: none"> <li>• Guest educator</li> </ul>
Sun 4 – Fri 9 November	Residential Details regarding education will be given before the residential.

### FEE SCHEDULE AND CENSUS DATES – Graduate Entry

1st Semester 15 Feb – 9 Jul Census date 15 March 2018	2nd Semester 26 Jul – 7 Dec Census date 23 Aug 2018
\$3,350.00 Total Fee for 1st Semester including optional subject EG400  TG400 \$2,000.00 (EFTSL value 0.23) EG400 \$1,350.00 (EFTSL value 0.05) – optional	\$3,650.00 Total Fee for 2nd Semester  PG401 \$2,300.00 (EFTSL value 0.22) (Includes <i>part</i> cost of Residential Food/ Accommodation) SP400 \$1,350.00 (EFTSL value 0.025)
EFTSL Year 4 Graduate Entry – 1.00 = 92 hours (excluding person study and personal therapy)	

#### **EG400 optional subject** (10 sessions of personal therapy)

- If students are eligible for and choose to use FEE-HELP for this subject, therapy will be paid through GTB. This must be used by 31 December 2018 and will expire at that time.
- If students are not eligible for FEE-HELP, or choose not to claim for this subject, personal therapy will be paid by the student directly to the therapist.

#### **SP400 Supervision** (5 sessions of supervision undertaken before the end of Semester 2)

- If students are eligible for and choose to use FEE-HELP for this subject, supervision will be paid through GTB. This must be used by 30 June 2019 and will expire at that time.
- If students are not eligible for FEE-HELP, or choose not to claim for this subject, supervision will be paid by the student directly to the supervisor.

## **Admission Process**

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The admission process for Gestalt Therapy Brisbane is contained in its Policy No 8A: *Procedures for Selection of Students*. Prospective students seeking recognition of prior learning should also read Policy No 4B: *Recognition of Prior Learning and the Granting of Credit*. These policies can be found as an appendix to this Brochure and on our Website:

<http://www.gestalttherapybrisbane.qld.edu.au/policies.htm>

### **Fee payment (Non FEE-HELP)**

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Fees for the graduate Entry program are listed on the previous page. Students who are paying fees directly to GTB (not using FEE-HELP) pay their fees for TG400 and PG401 directly to GTB. In addition they are required to pay their supervisor for their 5 supervision sessions for SP400, and their therapist for their own 10 personal therapy sessions (if they choose to undertake these), and for their food and accommodation costs for the Residential. In 2018 the residential cost will be approximately \$750 plus GST.

#### **Fee Payment Schedule (Non FEE-HELP)**

Deposit	\$400	on application
1 <sup>st</sup> instalment	\$2,000.00	due by Friday 16 March 2018
2 <sup>nd</sup> instalment	\$1,525.00	due by Friday 28 July 2018
Costs for food and accommodation approximately \$750 (plus GST)		

Withdrawal from the program after acceptance to the Course but *before commencement* of tuition will incur a \$100 administration fee.

## **FEE-HELP**

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Fees for the graduate Entry program are listed on the previous page.

Students of Gestalt Therapy Brisbane can access FEE-HELP from the program offered through the Department of Education and Training (DET).

FEE-HELP is a Federal Government loan given to eligible fee-paying students to help pay their tuition fees. A FEE-HELP loan can cover all or part of a student's tuition fees. A maximum of \$96,000 in tuition fees may be paid using FEE-HELP over a student's lifetime. Students are generally required to be Australian citizens to access FEE-HELP. One exception is FEE-HELP is offered to New Zealand citizens who have resided in Australia for a period of 10 years or more. Please check your eligibility for FEE-HELP. If you want to know more about FEE-HELP follow the link to <http://studyassist.gov.au/sites/StudyAssist/> or phone to talk with GTB about it. Gestalt Therapy Brisbane has a booklet available for students on request

Students who access fee-help have the availability of obtaining their 10 personal therapy sessions through this loan together with *half* of the costs towards the Residential. Students using FEE-HELP will be required to pay the remainder of the Residential fee directly to GTB (*approximately \$375.00 + gst*).

**Students who intend to access FEE-HELP are not required to pay the \$400 deposit.**



**APPLICATION FORM - GRADUATE ENTRY**

Name .....

Address .....  
(please include post code)

.....

Telephone Work ..... Home .....

Mobile .....

E-mail .....

Occupation .....

Qualifications  
(Please provide a certified copy of the record of achievement of your highest qualification.)

.....

.....

.....

Previous Gestalt therapy education.....

.....

Please enclose your CV with a Certified Copy of your highest academic award and a copy of your Gestalt therapy qualifications.

Applications are open mid–November 2017 to end of February 2018  
Please explain your reasons for applying for GTB’s education program.

.....  
.....

What other forms of therapy/personal growth have you participated in and what was the experience like for you?

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

How are you prepared ethically to enter into this programme and to share with others this therapeutic/personal growth experience?

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

Signature .....

Date.....

What to include with your application:

- Your CV detailing all relevant education and work experience history;
- A CERTIFIED COPY of your highest degree or relevant qualification.
- Full CERTIFIED documentation of your previous Gestalt therapy study including the Award granted to you and the Academic Record of this study.
- GTB Transfer Form document – completed by you and the Gestalt therapy institute where you have previously studied. If the institute has closed you will need to provide a letter of recommendation from one of your previous Gestalt therapy educators, preferably the Director of Training.

A deposit of \$400 (\$350 refundable if not accepted to the Course), will need to be provided by people who are not applying for FEE-HELP.

Students applying for fee-help are not required to pay a deposit.

Please indicate your desire to apply for FEE-HELP by ticking this box.

Further information regarding how to apply for FEE-HELP will be given to students on enrolment.

### **Payment Details for students NOT applying for FEE-HELP**

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- I enclose my Cheque in the amount of \$400, made payable to Gestalt Therapy Brisbane.
- I have made a direct debit

Direct Debit Banking Details:

Bank                      Commonwealth Bank  
Account Name        Gestalt Therapy Brisbane PTY LTD  
BSB                        064-112  
Account No.         1 020 7209

Please put your name as a reference so we can identify your payment.

Please post your application to:  
Gestalt Therapy Brisbane Pty Ltd  
P O Box 6015,  
Fairfield Gardens LPO, QLD.

OR

Email your application to: [contact@gestalttherapybrisbane.qld.edu.au](mailto:contact@gestalttherapybrisbane.qld.edu.au)

**Your application will not be processed until GTB receives all relevant documentation.**



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## Be Patient

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*Be patient toward all that is  
unsolved in your heart  
and try to love the questions  
themselves  
do not seek the answers that  
cannot be given to you  
because you would not be able  
to live them  
and the point is to live everything  
live the questions now  
perhaps you will gradually without  
noticing it  
live along some distant day into  
the answers.*

– Rainer Maria Rilke

## **Policy No 8A**

### **CRITERIA AND PROCEDURES FOR SELECTION OF STUDENTS**

Ratified by the Academic Governance Body 14 December 2017

#### **Purpose**

To set out the criteria and procedures for accepting students into the courses of study offered by Gestalt Therapy Brisbane Pty Ltd and studied at Gestalt Therapy Brisbane (GTB).

#### **Related policies**

- Policy No 4B: Recognition of Prior Learning and the Granting of Credit
- Policy No 15: Teaching and Learning

#### **Accessing this policy**

This policy is available on the GTB website.

#### **Institutional enrolment arrangements**

All students in Brisbane are enrolled in Gestalt Therapy Brisbane, as Gestalt Therapy Brisbane is the non self accrediting higher education provider. Gestalt Therapy Brisbane holds the accreditation and registration authority to deliver the Graduate Certificate in Gestalt Therapy and the Master of Gestalt Therapy. Gestalt Therapy Brisbane's program are accredited by PACFA (Psychotherapy and Counselling Federation of Australia).

#### **Course entry criteria**

Students who wish to gain entry to be eligible to receive the academic award of Master of Gestalt Therapy, are required to have Undergraduate qualifications (Bachelor level) or post graduate qualifications in fields such as Social Work, Psychology, Counselling, or other allied fields. Other TAFE qualifications together with relevant employment experience may be considered.

GTB will consider people for admission into the course without an approved 3 or 4 year Bachelor Degree if they have an Advanced Diploma, Diploma or higher-level vocational Certificate in a relevant area of study, together with extensive relevant work experience. Applicants must also demonstrate through a presentation of past assessment work and/or referee inclusion the potential to undertake work at Master level. The Directors will assess people on these criteria.

All applicants are expected to fulfil the following occupational and personal requirements.

**Occupational requirements:** Employment in or an intention to work in the fields of counselling, psychotherapy, mental health, teaching, nursing, human resource management or human services.

#### **Personal requirements:**

- A commitment to developing awareness of own and others' processes of communicating and making contact;
- An ability to give and receive personal feedback;
- An ability to relate to others in a receptive and reflective way;
- A capacity to work dialogically and relationally with another;

- A capacity to understand and practice ethical behaviour and preparedness to follow a code of practice;
- Demonstrated ability to commit to the educational program for the period for which they enrol and have a capacity to cope with the academic rigour of graduate study; and
- Demonstrate substantial proficiency in English in their interview, since they will be working with real clients or students throughout this course.

These requirements will be assessed via interviews, references, reports from previous educational bodies, reports from medical practitioners or other allied health professionals and other means in addition to the information required in the Enrollment Procedure below.

Entry requirements for later years will be considered on a case by case basis, on receipt of an application form. Credit for prior learning will be granted for Gestalt therapy education programs. Please refer to Policy No 4B: Recognition of Prior Learning and the Granting of Credit.

### **Enrolment Procedure**

The Directors of Gestalt Therapy Brisbane are responsible for making decisions about a person's eligibility to enroll in the program.

Prospective students are invited to enter into the application process.

1. Prospective students are to complete the GTB application form. The application form will also contain a copy of Policy No 8A: CRITERIA AND PROCEDURES FOR SELECTION OF STUDENTS and where relevant Policy 4B: Recognition of Prior Learning and the Granting of Credit.

Application must contain:

- A completed copy of GTB's official application form;
- A CV that details all relevant education and work experience history. (See Course Entry requirements in this policy);
- A CERTIFIED COPY of the highest degree or relevant qualification and the associated Academic Record;
- References from two people that the applicant judges to be suitable to provide a reference as to the student's suitability for entering into Gestalt Therapy Brisbane study;
- A letter of recommendation from the previous Gestalt Institute for students entering into Year 2, 3, 4 or Graduate Entry; and,
- A CERTIFIED COPY of the Academic Record and Award (if completed) from the Gestalt Institute where previous study has been undertaken.

Applications will not be processed until all material has been received at Gestalt Therapy Brisbane.

2. When GTB has received a prospective student's enrolment, this will be acknowledged.
3. An interview will then be arranged at a time convenient for both the prospective student and a Director of GTB. The interview will take place at the Brisbane campus. The preferred way of interviewing students is face to face at Gestalt Therapy Brisbane. In exceptional circumstances an interview may be granted through an electronic medium such as Skype, FaceTime or Zoom.

4. At the interview the prospective student will be given an introduction to the Education Program and given an opportunity to ask questions about the program.

Applicants may choose to exit the program after first year. Applicants who meet the criteria of the Master of Gestalt Therapy will be invited continue and complete their four years of study.

At the interview the prospective student also will be asked about aspects of his or her application, including:

- Any previous Gestalt therapy education in order that Credit can be arranged;
- The applicant's motivation to engage in Gestalt therapy education;
- The applicant's ability to commit to growth in self awareness;
- The applicant's ability to relate to others in a receptive and reflective way;
- The applicant's capacity to understand and practice ethical behaviour and preparedness to follow a code of practice;
- The applicant's experience of counselling or dealing with mental health issues;
- The applicant's ability to commit to the educational program and capacity to cope with the academic rigour of graduate study; and,
- The applicant's expectations of the course and their goals after completing the educational program.
- The applicant's qualifications and eligibility to enter into the Master of Gestalt Therapy.
- Applicants need to demonstrate substantial proficiency in English in their interview, since they will be working with real clients or students throughout this course.

5. Recommendations about the acceptance of students into the Master of Gestalt Therapy course on the basis of prior learning if they don't have an undergraduate qualification will be made to the Academic Governance Body for their review and ratification.
6. The decision to accept a student will be at the discretion of the Directors of Gestalt Therapy Brisbane, subject to the Academic Governance Body's agreement in relation to students seeking enrollment on the basis of prior learning if they don't have an undergraduate qualification.
7. The prospective student will then be notified of their acceptance or non acceptance into the program. Successful applicants will also receive at this time information about dates and hours and other helpful details.
8. Students who are accepted into a program will be asked to complete a student agreement with GTB.

#### **Student self-assessment of suitability to enrol in Gestalt therapy education**

Students are informed in their interview of the particular nature of the GTB education program. The education offered through the Gestalt Therapy Brisbane Pty Ltd program is preparing students to be Gestalt psychotherapists. This education does involve students being in touch with their emotions and their experience as a Gestalt therapist's access to present emotional responses and past experiences, form some of the tools used at the service of the client.

GTB is a higher education institution and not a healing centre. Although personal transformation does and can occur for students, students are asked to make a decision that they have the emotional stability that enables them

to enter into the rigour of higher education. A student may need to consult their medical practitioner to seek advice as to whether he/she is emotionally robust enough to engage in experiential and emotional engendering experiences. If at the time of interview a Director or academic staff member of GTB suspects the student may not be emotionally stable they may request that the student provide a statement from a medical practitioner that they would be able to engage in the course. GTB's course outline requires that all students engage in a minimum of 10 hours of personal therapy per year to support their learning. Students who think they need extended therapy for personal issues need to seek this.

GTB's involvement in psychotherapy with students are clearly outlined in the PACFA Code of Ethics. "Dual and multiple relationships...represent a conflict of interest. Conflicts of interest are to be avoided.. the concurrent roles of trainer, supervisor and therapist are seen as completely distinct and practitioners are advised to avoid this form of dual relationship wherever possible." (<http://www.pacfa.org.au/wp-content/uploads/2014/04/Interim-Code-of-Ethics-2015.pdf>)

### **Progression into the Master of Gestalt Therapy program after completion of Year 1**

The successful completion of Year 1 educational program does not automatically entitle a student to progress into the Master of Gestalt Therapy course. The Year Coordinator or a Director of GTB will invite students into this course. The decision will be made by the Year Coordinator, academic staff and Directors and will consider the following:

- a) The academic experience and skill of the students and whether it is judged the student has the capacity to engage in further Higher Education; and
- b) The capacity of the student to hold their emotional responses in a way that means that they can be available for feedback from other students and GTB educators. The capacity of a student to hold their emotional responses while remaining available for communication with GTB academic staff will give an indication of whether a student will have that capacity whilst sitting with a client.

### **Privacy Statement**

All personal information collected by Gestalt Therapy Brisbane is protected under the Privacy Act 1988 (Commonwealth of Australia). Any and all information will be treated with the utmost care, being kept strictly confidential within the confines of the educational program. It will not be sold, re-used, rented, loaned or otherwise disclosed to a third part, except where prior written permission is obtained from the individual who supplied the information and to whom the information refers.

## **Policy No 4B**

### **RECOGNITION OF PRIOR LEARNING AND THE GRANTING OF CREDIT**

Ratified by the Academic Governance Body 14 December 2017

#### **Purpose**

This document sets out Gestalt Therapy Brisbane Pty Ltd policy in relation to the recognition of prior learning for the purposes of granting credit towards the completion of the Master of Gestalt Therapy studied at Gestalt Therapy Brisbane (GTB).

#### **Related policies**

- Policy No. 4A: Credit Policy
- Policy No. 8A: Criteria and Procedures for Selection of Students

#### **Accessing this policy**

This policy is available in the GTB Policy and Procedures Handbook and on the GTB website.

#### **Policy statement**

Gestalt Therapy Brisbane will give recognition of prior learning and grant credit for previous study where students transfer from a Gestalt therapy education program approved by Psychotherapy and Counselling Federation of Australia (PACFA) or equivalent into the Gestalt Therapy Brisbane Master of Gestalt Therapy program provided at Gestalt Therapy Brisbane (GTB).

The Master of Gestalt Therapy provides graduates with skills in this specific therapeutic model. GTB does not grant credit for study undertaken that is not Gestalt therapy specific or where Gestalt therapy is not the primary emphasis. GTB will only consider granting credit for study undertaken in Gestalt therapy education program, or in an equivalent accredited program.

#### **Procedure: students wishing to transfer from another institute:**

Students who wish to apply for recognition of prior learning and the granting of credit must present a letter of recommendation from their Director of Education, an Academic Transcript of study undertaken, and detail of course curriculum. Upon receipt of these a Director of GTB will make contact, where possible, with the relevant institute or person.

Students who wish to enter into the Master program need to fulfil the entry requirements as described in GTB Policy No. 8: Criteria and Procedures for Selection of Students;

Students who wish to enter into GTB's Year 4 Master program from a completed 3<sup>rd</sup> or 4<sup>th</sup> Year at a Gestalt therapy education program must submit their Year 3 assessment work for evaluation to the Directors of GTB to ensure that their work is up to Master standard. If the work is not judged to be up to Master standard students wishing to obtain credit for previous study will be asked to enrol in the 3<sup>rd</sup> Year of the Master program;

Enrolment and successful completion of education at a Gestalt therapy education program does not guarantee admission to GTB;

Previous education at a Gestalt therapy education program must have been completed no more than three years before the date of application to Gestalt Therapy Brisbane; and,

Gestalt Therapy Brisbane will only give recognition of prior learning and credit transfer on the successful completion of whole years of study, and requires that each aspect of a student's prior learning with the period credit is sought for must have been successfully completed for the granting of credit to be considered. Due to the integrated structure of theory and practical work over a whole year, GTB does not recognise the completion of individual subject work or semester work.

**Procedure: former GTB students**

Recognition of credit for students who interrupt their studies at GTB is limited in the following ways.

- I. Students must complete their studies at GTB within a 7 year period;
- II. Students must take no more than 2 breaks out of the 4 year program; and,
- III. Students must not have more than a 3 year break between one year and the next.
- IV. Students must enrol in a whole year of study and complete all units for that year in order to progress to the next year. There is one exception to this rule in Year 4. Students may complete year 4 over two years, enrolling in PG400 Gestalt Practice and Supervision I, EG400 Reflection and Experience of Psychotherapy, TG401 Psychotherapy: Common Clinical Issues and PG401 Gestalt Practice and Supervision II in the first year; and enrolling in TG400 Theory, Research and Practice and SP400 Gestalt Practice and Supervision III in the following year.
- V. The Directors will be responsible for making a decision about whether a student will be enrolled into the GTB program and where a student needs to enter into the program.

**Decisions regarding the granting of credit**

The Directors of GTB are responsible for decisions about recognising prior learning and granting credit. The Directors could seek the advice of the Gestalt Educational Processes Committee.

Students who are dissatisfied with the decision of the Directors may make application to the Academic Governance Body (AGB) for a review of the decision in accordance with Policy No. 3: Grievance Policy and Procedure. Students should provide the AGB with a full copy of their application for credit, all information provided with the decision of the Directors and a statement outlining their reasons why they believe credit should be granted.

**Privacy Statement**

All personal information collected by GTB is protected under the Privacy Act 1988 (Commonwealth of Australia). Any and all information will be treated with the utmost care, being kept strictly confidential within the confines of the educational program. It will not be sold, re-used, rented, loaned or otherwise disclosed to a third part, except where prior written permission is obtained from the individual who supplied the information and to whom the information refers.

**GTB Transfer Form: Director comments**

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*Student Name* .....

*Director's Name* .....

*This student has given Gestalt Therapy Brisbane permission to seek information from you about their attendance and engagement in the Gestalt therapy training institute at which you were a Director. Please note that this student will have a right of access to information about them unless it meets an exemption under the Privacy Act 1988.*

**Director comments on academic record**

Please provide detail of study completed at your institute by this student. E.g. first year of study; most recent successfully completed full year of study; incomplete or failed assignment work; other relevant information.

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**Director comments.**

Include identification of student strengths, growing edges, and any areas of concern. If you believe the person is not suitable for continuation of Gestalt education, or if there should be conditions placed on their continuation, provide background detail on these.

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Signed..... Date .....



**GTB Transfer Form: Student comments**

*To be filled in by student applying to enter into the Gestalt Therapy Brisbane program and sent directly to GTB.*

What did you appreciate about your Gestalt therapy tuition to date?

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Are there any areas you objected to regarding your tuition to date?

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What are your reasons for transferring to this institute?

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**Please include your Academic Record of study with your previous institute.**

*Privacy release: I give permission for my application to be discussed, including the exchange of information regarding my progress and assessment, by the Directors of Education (institute name ..... ) I have previously studied with and the Director of Education to whom I am applying for entry.*

Applicant: Name ..... Signed ..... Date .....