



The University of Southern Queensland

## Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.  
Please consult the web for updates that may occur during the year.

### Description: Assessment in Counselling: Record Keeping and Report Writing

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CDS	3001	75286	1, 2008	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOART
<b>Academic org:</b>	FOA003
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	090513

## STAFFING

Moderator: Laretta Wright

## REQUISITES

Pre-requisite: CDS2000 and CDS2002 and PSY1010 and PSY1020 Co-requisite: CDS3002

## RATIONALE

Assessment of behaviour, record keeping and report writing of behaviour are central to counselling practice. Assessment of client's issues is at the centre of good counselling practice so that appropriate interventions and support can be appropriately offered. This course considers ethical and legal issues involved in counselling practice and will specifically review the requirements of counselling professional bodies around assessment, record keeping and report writing.

## SYNOPSIS

Different theories and therapeutic approaches to the assessment of clients will be covered in this course. Students will review common assessment tools. The keeping of confidential written information on clients is a part of good professional practice. This course will deal with confidentiality and the issues involved in the writing and storage of personal and statistical information about clients.

## OBJECTIVES

On completion of this course students will be able to:

1. Demonstrate an understanding of the principles underlying assessment and the major related problems and issues.
2. Make an appropriate assessment using basic assessment tools.
3. Demonstrate an understanding of report writing and record keeping systems that meets the requirements of counselling professional associations.
4. Write a report that meets the requirements of counselling professional associations including reporting for courts.
5. Demonstrate an understanding of psychological testing and assessment.

6. Demonstrate oral and written skills in the analysis and discussion of assessment, including record keeping and report writing.

## TOPICS

Description	Weighting (%)
1. Assessment of client issues	50.00
2. Evaluation of therapy effectiveness	10.00
3. Case writing	10.00
4. Report writing including court reports	10.00
5. Psychological testing and assessment	20.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Frances, A & Ross, R 2002, *DSM-IV-TR Case Studies: a clinical guide to differential diagnosis (paper back)*, American Psychiatric Association, Washington.

Hutchinson, D 2007, *The essential counsellor*, Lahaska Press, Boston.

Shum, D & O'Gorman, J & Myors, B 2006, *Psychological testing and assessment*, Oxford University Press, South Melbourne.

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	26.00
Directed Study	39.00
Private Study	100.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT 1	100.00	30.00	31 Mar 2008 (see note 1)
ASSIGNMENT 2	100.00	30.00	05 May 2008 (see note 2)
ASSIGNMENT 3	100.00	40.00	26 May 2008 (see note 3)

### NOTES

1. This assessment is aligned with Objectives 1 - 2.
2. This assessment is aligned with Objectives 3 - 4.
3. This assessment is aligned with Objectives 1 - 5. Students will need to submit a video presentation.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
There are no attendance requirements for this external course. However, it is the student's responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To successfully complete an individual assessment item, a student must achieve at least 50% of the marks or a grade of at least C-. This statement must be read in conjunction with Statement 4 below.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without extenuating circumstances and without prior approval, then a penalty of a maximum of 5% of the assigned mark may apply for each working day late, up to a maximum of 10 working days, at which time a mark of zero can be recorded for that assignment.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade, a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
There is no exam for this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University

Regulations. These regulations can be found at the URL  
<http://www.usq.edu.au/corporateservices/calendar/part5.htm>

## ASSESSMENT NOTES

- 9 (a) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (b) Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if requested by the Examiner. (c) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (d) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience. (e) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements. (f) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study. (g) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).
- 10 Students can expect that questions in assessment items in this course may draw upon knowledge and skills that they can reasonably be expected to have acquired before enrolling in the course. This includes knowledge contained in pre-requisite courses and appropriate communication, information literacy, analytical, critical thinking, problem solving or numeracy skills. Students who do not possess such knowledge and skills should not expect to achieve the same grades as those students who do possess them.
- 11 **IMPORTANT NOTE: DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITHIN CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'.** State law in Queensland requires that ALL adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18 in the state of Queensland\* obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. For further information see:  
<<http://www.childrencomm.qld.gov.au/employment/bluecard/informationsheets.html>> \*If you are undertaking practical experience outside the State of Queensland, Australia, you should check local requirements.