## Postgraduate Psychology/Counselling Application Form (International)



Murdoch International Admissions Murdoch University South St, Murdoch 6150 Western Australia Telephone: +61 8 9360 6063 Facsimile: +61 8 9360 6491 international.admissions@murdoch.edu.au www.murdoch.edu.au CRICOS Provider Code: 00125J

NB: The application deadline for Postgraduate Psychology and Counselling programs is 31st October of any given year, for commencement in the following February.

#### 1. Personal Details as shown on your passport

Have you previously studied at/or applied to Murdoch University?

If YES, please provide your Student ID number

| Title Family Name                                    |  |
|--|--|
|  |  |
| Given Names  |  |
|  |  |
| Date of Birth  | Sex  |
| dd mm yyyy   | M F  |
| Nationality  |  |
|  |  |
| Country of Birth                                     | Passport/Identity Card Number                            |
|  |  |
| Home Country Address                                 |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Correspondence Address (if the same as home or       | country address, please write 'As above')                |
|  |  |
|  |  |
|  |  |
|  |  |
| Telephone number<br>(Include country and area codes) | Mobile / Cell Number<br>(Include country and area codes) |
|  |  |
| Email address  |  |
|  |  |
| Emergency Contact                                    |  |
|  |  |
| Relationship   | Telephone number<br>(Include country and area codes)     |
|  |  |

| AGENT'S STAMP (In English including address, phone) |
|---|
|   |
| Counsellor's name                                   |
| Email address                                       |

| Office Use Only  |   |
|--|---|
| Rec Date Callista Input Stats                            |   |
| Admission Process Category                               |   |
| Course Code Location Mode Typ                            | e |
| Basis for Adm Funding Source Fee Cat                     |   |
| Advanced Standing  |   |
| Documentation Checklist (tick)                           |   |
| Name change certified  Aust  PR    Citizenship  Aust  PR |   |
| Personal Statement                                       |   |
| Transcript supplied Y N                                  |   |
| Transcript certified Aust PR<br>Degree Award proof Y N   |   |
| Degree Award certified Aust PR                           |   |
| Academic Referee's Report                                |   |
| Employer or Professional Report                          |   |
| Police Clearance Y N                                     |   |
| Assessor's Comments                                      |   |
|  |   |
|  |   |
|  |   |
| Offer (Postgrad Cert)                                    |   |
| Office (Destroyed Dis (Masters)                          |   |
| Offer (Postgrad Dip/Masters)                             |   |
| Non Offer  |   |
|  |   |
| Assessed By  |   |
|  |   |
| Offer/Non-Offer entered by                               |   |
|  |   |

## 2. Course Preference

Please indicate the course for which you wish to apply by ticking the appropriate box:

Graduate Certificate in Counselling
 Graduate Diploma in Counselling
 Master of Counselling
 Graduate Diploma in Psychology
 Graduate Diploma in Consultancy Psychology
 Master of Applied Psychology in Clinical Psychology
 Master of Applied Psychology in Organisational Psychology

### 3. English Language Proficiency

Please tick the appropriate box to indicate any English test you have completed:

TOEFL IELTS Secondary

| Others |  |  |
|--------|--|--|
|        |  |  |

| If you do not meet entry requirements, do you give Murdoch University permission to forward your appl | lication to one of Murdoch Univ | versity's |
|---|---------------------------------|-----------|
| preferred pathway providers to offer you a pathway course that would lead to your preferred course?   | No Yes                          |           |

#### 4. Academic Qualification (Please include all studies undertaken including high school)

| Name of Course/award | Name of Institution<br>eg. MIT/Murdoch College | Country | Course Duration<br>(Yrs/Mths) | Year of completion or expected to complete, eg. 12/2012 |
|----------------------|--|---------|-------------------------------|---|
|                      |  |         |                               |   |
|                      |  |         |                               |   |
|                      |  |         |                               |   |
|                      |  |         |                               |   |
|                      |  |         |                               |   |
|                      |  |         |                               |   |
|                      |  |         |                               |   |
|                      |  |         |                               |   |

## 5. Personal Statement

You are required to provide a statement of no more than 750 words in support of your application. The statement should include information you believe will assist the Selection Committee to assess your application. For example, you might explain how your previous studies, research or work experience relate to the course for which you are applying. In your personal statement, please indicate which specialisation you wish to apply for and provide reasons. You should also give details of any academic distinctions or prizes you may have received and any publications or other scholarly or professional achievements you believe may be relevant.

If you are applying for admission to **Counselling** please use the following instructions in preparing your personal statement. We invite you to tell us about yourself in a mini-essay of 750 words. The aim is to give us a sense of who you are and of aspects of your own journey that have direct bearing on your interest in becoming a professional counsellor through this program. We don't want you just to tell us how good you are, but it's fine to mention any achievements you think are relevant or that help to throw light on your ambition and confidence for advanced studies. Please weave any such information into a unified and coherent whole that is also an indication of your quality and style of writing. Our Selection Committee carefully considers all thoughtfully prepared and *complete* applications.

## 6. Work Experience

Please list details of any work experience you have. Also include national service details if appropriate:

| Employer | Period of Employment |    | Position Held |
|----------|----------------------|----|---------------|
|          | From                 | То |               |
|          |                      |    |               |
|          |                      |    |               |
|          |                      |    |               |

#### 7. Equity and Disability

If you have a disability which means that you may require additional help at Murdoch University, it is very important that you provide the following information. This information will be kept confidential and will not affect your admission to the University.

| Type of Disability:  | Vision          | Hearing         | Mobility | Impairment | Learning | Psychiatric | Other |
|----------------------|-----------------|-----------------|----------|------------|----------|-------------|-------|
| Please attach a brie | f statement abo | out your specia | l needs. |            |          |             |       |

### 8. Resident and Family Status

| Have you applied for Australian Permanent Resident status?                  | No         | Yes |     |
|---|------------|-----|-----|
| If YES, state date of application   |            |     |     |
| Do you hold a Temporary Resident Visa?                                      | No         | Yes |     |
| If YES, please specify  |            |     |     |
|   |            |     |     |
| Will you be accompanied by your spouse and/children during your studies in  | Australia? | No  | Yes |
| If YES, how many will be accompanying you and what relationship are they to | you?       |     |     |
|   |            |     |     |
| Have any members of your family applied for Australian Permanent Resident   | status?    | No  | Yes |
| If YES, state date of application   |            |     |     |
| Do any members of your family hold a Temporary Resident Visa?               | No         | Yes |     |
| If YES, please specify  |            |     |     |

### 9. Financial Information

Who will be paying your fees and living expenses to study at Murdoch University? (If more than one source, please check all relevant boxes)

Private sponsor eg. Employer, family member

🔄 By Bank Loan

Self-Funded

Approved government, institution sponsor

#### 10. Final Checklist

| Use this checklist to ensure that you have completed ALL the steps necessary for your application. | You may not be considered if your application is |
|--|--|
| incomplete.  |  |

|                   | !! !              | una fau Da atauna du ata | Deviale alla av IC av vera | - 111                   |
|-------------------|-------------------|--------------------------|----------------------------|-------------------------|
| Completed the     | e application tor | m for Postdraduate       | PSVCholodV/UoLins          | elling study $\epsilon$ |
| <br>completed the | . application for | m for Postgraduate       | i sychology, couris        | ching stady.            |

Attached certified copies of all Qualifications, Certificates, and Academic Transcripts including those from Secondary School, Post-Secondary, and Tertiary Studies.

Attached certified copies of your English language proficiency?

Attached a copy of your 750 word personal statement?

Attached a copy of your current Curriculum Vitae (CV)?

Attached a copy of your police clearance?

Supplied your 2 referees with the Referee Report template and advised them of the closing date for submission?

Obtained formal assessment from Australian Psychology Society (APS). Refer to www.psychology.org.au/membership/qualifications/

Signed the declaration?

## 11. Declaration and Agreement

#### PRIVACY AND DISCLOSURE

- I declare that all the information I have given in this application is true, correct and complete, and is not false or misleading. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia.
- I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent or sponsor.
- I agree to tell Murdoch University immediately if there is any change to the information I have given in this application.
- 4. I understand the University reserves the right to vary or reverse any decision made on the basis of incorrect, incomplete, false or misleading information which I or my agent/sponsor may have provided, including in some circumstances, termination of my enrolment.
- I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
- I understand that the University may obtain official records from any educational institution I have previously attended or my employer.
- 7. I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience OR which are named in my application, to release to the University any personal information which they may hold about me for the purpose of verification of my supporting documents.
- I authorise the University to release any personal information they may hold about me to any other educational institution which is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
- 9. I understand that any information provided to the University may be made available to Australian Commonwealth and state government departments and agencies, pursuant to the University's obligations under Australian or state law, including the ESOS Act 2000 and the National Code. This information may also be made available to any company or organisation in which the University arranges a private or public work placement or practicum. This information includes, but is not limited to, changes to my enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.
- 10. By nominating an agent, as listed in the 'Agent's details' section to represent me in my application to the University, I agree to the release of all information relating to my application and subsequent enrolment at the University to my nominated agent, until such time as this nomination is revoked by me in writing.
- 11. If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor). I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details).

#### TRANSFER FROM ANOTHER EDUCATION INSTITUTION IN AUSTRALIA

12. I agree to advise the University of any studies that I am undertaking or will undertake at any period with another provider which coincides with a period of study I am applying to undertake or undertake at the University. I understand that should I have obligations to another provider, the University is unable to offer me enrolment. I understand that I must present any documents requested by the University to confirm my status.

#### CANCELLATION AND REFUNDS

- 13. I agree that if I give notice of withdrawal, more than ten weeks before commencement of the semester/trimester, all tuition fees paid in advance are refundable less 10% of the semester/trimester tuition fees due or \$500 whichever is lesser.
- 14. I agree that if I give notice of withdrawal, less than ten weeks before commencement of the semester/trimester, all tuition fees paid in advance are refundable less 30% of the coming semester/trimester tuition fee.
- 15. I agree that if I withdraw from the University after commencement of the semester/ trimester but before the Census Date, I shall be eligible for a refund of fees paid for the current and future semesters/trimesters less 70% of the fee for the current semester/ trimester.
- 16. I agree that if I withdraw from the University after the Census Date, or after the end of the fourth week, I shall be eligible for a refund of fees paid for the current and future semesters/trimesters less 100% of the fee for the current semester/trimester.
- 17 I have read and understand the University's Fees Policy (including refunds) at: http://www.murdoch.edu.au/Future-students/International-students/Courses-and-fees/

#### FINANCIAL OBLIGATIONS

- I agree to provide any financial information requested by the University for the purpose of the University assessing my financial ability to undertake a course of study.
- 19. I declare that I have access to funding:
  - for the payment of all fees for the course which I am undertaking at the University; and
  - for the living expenses of myself and my dependents in Australia for the duration of the course or courses which I have been offered, at an expected amount as indicated on the Study in Australia website at: www.studyinaustralia.gov.au/en/Study-Costs/Living
- I declare that I am not relying on employment in Australia during or following my course to pay any part of my tuition and living expenses for myself and my dependents.
- 21. I understand that I am required to pay all tuition fees in full for my course prior to the census date for each session/trimester/term of study, and that failure to make payment by the required date may result in the termination of enrolment in my course and notification to the Department of Immigration, who may cancel my student visa.
- 22. I understand that, in the event that I am unable to pay for my tuition or living expenses in Australia for myself or my dependents, the University is not obliged to provide any financial assistance (including in the form of a tuition fee waiver (partial or whole), tuition fee deferral or living expense support, medical expenses, legal expenses, or leave of absence consideration) and that as a non-citizen of Australia, I do not have access to Australian government support.
- 23. I understand that in Western Australia, dependants of overseas students studying for a postgraduate degree (573 Masters or 574 Postgraduate) may be able to access public education under the same conditions as local students.

I also understand that Postgraduate international students granted a 573 (Masters) or a 574 (Postgraduate) visa but are studying an ELICOS course or any other studies prior to commencing their higher degree course must pay school subsidised tuition fees for their children to attend a public school.

I have read and understand the policies on education for school-aged dependents at www.eti.wa.edu.au/studying-at-schools/temporary-and-bridging-visa-holders.html

24. I understand that the University will not act as a financial guarantor for me, and I am solely responsible for all expenses incurred by me and my dependents, including as the result of legal action, while I remain in Australia on a visa issued for the purposes of studying at the University, whether or not I have completed the course or remain enrolled at the University.

#### WHILE I AM ENROLLED AT THE UNIVERSITY

- I agree to be bound by all the Rules and Regulations and any relevant policies of the University.
- I must enrol in a study pattern that allows me to complete my course within the course duration set in my Confirmation of Enrolment (COE).
- 27. I agree to advise the University of my residential and postal address and mobile telephone number in Australia and of any change in my contact details.
- 28. If I am not the holder of a student visa, I understand that it is my responsibility to ensure that the visa I hold permits me to undertake the course in which I enrol at the University.

#### WHILE I AM COVERED BY A STUDENT VISA

- 29. As the holder of a student visa, I understand and agree to abide by all the requirements of the student visa which are detailed at the following website: www.immi.gov.au/students/visa-conditions.htm
- 30. I understand my obligation to, and I agree to, maintain Overseas Student Health Cover for the duration of the course.

#### APPLICABLE LAW

- 31. This agreement, and the availability of complaints and appeals processes, does not remove my right as a student to take action under Australia's consumer protection laws.
- 32. I understand that these terms are governed by the laws of Western Australia and I agree to submit to the non-exclusive jurisdiction of the courts of Western Australia.

## 12. To be completed by the applicant

I understand that there will be additional costs involved if I am undertaking pre university studies with Murdoch University's preferred pathway partners as provided on the offer letter.

I understand that the current living costs in Perth, Western Australia, is as indicated on the Study in Australia website at www.studyinaustralia.gov.au/en/Study-Costs/Living, and I declare that I have access to funding for the living expenses of myself and my dependents in Australia for the duration of the course or courses which have been offered.

- I hereby undertake to abide by the University rules and policies and Murdoch University Act 1973 1985 and the By-laws, rules and policies of the University (where applicable).
- I have read, understood and agree to abide by the above terms and conditions. I consent to the use of my personal information as set out above.
  I declare that the information provided by me in the application is true and correct.

WARNING: It is an offence to submit fraudulent documentation in support of a course application. Where fraudulent documents are detected the application will be rejected, any offer of enrolment will be withdrawn, and the matter may be reported to relevant state and federal law enforcement agencies.

Applicant's signature

| Date |
|------|

Applications that are unsigned, or are not ticked to indicate that the applicant has read the above terms and conditions and undertakes to abide by the relevant rules and policies, will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

## 13. Agent Declaration

I declare that:

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Immigration Department.
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.

| iviurdoch university Agent name | Murdoch university Agent stall hame |
|---------------------------------|-------------------------------------|
|                                 |                                     |
| Applicant's signature           |                                     |
|                                 |                                     |
|                                 | Date                                |

## **Employee or Professional Referee Report Form**

#### Instructions for the Applicant

Complete the section below and pass the report to a person whom you wish to act as your employee or professional referee. That person should be a person conversant with your most recent experience.

| Murdoch Student Number –<br>Leave blank if you have not previously studied at Murdoch University | Date of Birth   | Title: |
|--|---|--------|
| Surname:   | Given Name:   |        |
| Address:   |   |        |
| Telephone:   | Email:  |        |
| Name of Course applying for  | Specialisation (Please circle)<br>Clinical / Organisational / Counselling |        |

#### Instructions for the Referee

This report is a confidential document on a candidate for admission to Postgraduate Psychology or Counselling courses. Entry is competitive and we would appreciate your frank comments on the applicant's suitability for admission to the course. This assessment will be treated in the strictest confidence by the Selection Committee and officers of the University, who are required to handle such documents. It is recommended that you keep a photocopy of this referee report in case it goes astray in the post.

#### Please complete this report and send it to:

Murdoch International Admissions Murdoch University 90 South Street Murdoch WA 6150 Western Australia Telephone: +61 8 9360 2526 Facsimile: +61 8 9360 6491 international.admissions@murdoch.edu.au www.murdoch.edu.au

#### This report should be returned by:

- 31st October for semester 1 (study commencing at the beginning of the year)
- 30<sup>th</sup> May for Semester 2

#### Please do not return this report to the applicant

| Referee's Name:  | Position:  |
|--|--|
| Telephone:   | Email:   |
|  |  |
| Name of institution:   |  |
| Address of institution:  |  |
| How long have you known the applicant?                         | years  |
| In what circumstances have you known the applicant? (for examp | le as a work supervisor of professional colleague) |
|  |  |
|  |  |

# 1. Please use one of the following reference groups in developing your ratings and indicate your choice by ticking the appropriate box

| ticking the appropriate b                                  | OX                               |                             |                                |   |
|--|----------------------------------|-----------------------------|--------------------------------|---|
| Graduate student   |                                  |                             |                                |   |
| Professional psycholog                                     | ist or counsellor                |                             |                                |   |
| Professional or graduat                                    | te from any/all other disc       | ciplines                    |                                |   |
| Non professional or no                                     | on graduate                      |                             |                                |   |
| Research Skills  |                                  |                             |                                |   |
|  |                                  |                             |                                |   |
| The applicant independently anal<br>ideas around solutions | lyses problems; identifies       | and considers alternative   | es; understands complex        | c casual relationships and generates    |
| No opportunity<br>to observe                               | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |
| Please comment on this attribute                           |                                  |                             |                                |   |
| Oral Communication   |                                  |                             |                                |   |
| The applicant effectively expresse<br>listening skills     | es him/herself in individua      | l or group situations. Th   | e applicant shows good         | non-verbal communication and            |
| No opportunity   | Excellent skills                 | Good skills                 | Average skills                 | Needs to develop skills                 |
| to observe   | in this area                     | in this area                | in this area                   | in this area                            |
|  |                                  |                             |                                |   |
| Please comment on this attribute                           |                                  |                             |                                |   |
| Written Communication                                      |                                  |                             |                                |   |
| The applicant succinctly expresses                         | s ideas and information ir       | n written form              |                                |   |
| No opportunity   | Excellent skills                 | Good skills                 | Average skills                 | Needs to develop skills                 |
| to observe   | in this area                     | in this area                | in this area                   | in this area                            |
|  |                                  |                             |                                |   |
| Please comment on this attribute                           |                                  |                             |                                |   |
| Initiative   |                                  |                             |                                |   |
| The applicant initiates appropriate                        | e action, participates in d      | ecision making and dem      | nonstrates the ability to      | work independently                      |
| No opportunity<br>to observe                               | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |
| Please comment on this attribute                           |                                  |                             |                                |   |
| Response to Feedback                                       |                                  |                             |                                |   |
| The applicant is open and approp                           | priately responsive to feed      | lback                       |                                |   |
| No opportunity   | Excellent skills                 | Good skills                 | Average skills                 | Needs to develop skills                 |
| to observe   | in this area                     | in this area                | in this area                   | in this area                            |
|  |                                  |                             |                                |   |
| Please comment on this attribute                           |                                  |                             |                                |   |
|  |                                  |                             |                                |   |

#### **Conflict Resolution**

When dissatisfied the applicant expresses concerns in an appropriate manner and works with others towards a resolution

| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
|-------------------------------------|----------------------------------|-----------------------------|--------------------------------|---|--|
| Please comment on this attribute    |                                  |                             |                                |   |  |
| Flexibility                         |                                  |                             |                                |   |  |
| Where appropriate the applicant     | modifies his/her behaviou        | ır, approach or attitude    | in dealing with the task       | or problem                              |  |
| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
| Please comment on this attribute    |                                  |                             |                                |   |  |
| Problem Solving                     |                                  |                             |                                |   |  |
| The applicant identifies problems   | and implements creative          | solutions                   |                                |   |  |
| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
| Please comment on this attribute    | ·                                |                             |                                |   |  |
| Judgement                           |                                  |                             |                                |   |  |
| The applicant considers alternativ  | e courses of action and m        | nake sound decisions        |                                |   |  |
| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
| Please comment on this attribute    | ·                                |                             |                                |   |  |
| Planning and Organising             |                                  |                             |                                |   |  |
| The applicant prioritises and follo |                                  |                             |                                |   |  |
| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
| Please comment on this attribute    |                                  |                             |                                |   |  |

| 2.   | Describe briefly the work undertaken by the applicant while employed by your organisation or while professionally known to you                              |
|------|---|
|      |   |
|      |   |
| 3.   | What, if any, do you consider to be his/her outstanding talents or strengths?   |
|      |   |
|      |   |
| 4.   | What, if any, do you consider to be his/her liabilities or weaknesses?  |
|      |   |
|      |   |
| 5.   | Please add any comments which you feel would help in considering the application  |
|      |   |
|      |   |
| 6.   | Based on my experience of the applicant's performance and potential for the proposed course of study, the degree of recommendation I give the applicant is: |
|      | Unreserved support Strong support Fairly strong support Reservation Nil Support   |
|      | Because:  |
|      |   |
|      |   |
|      |   |
|      |   |
|      |   |
| Sigr | nature Date   |
| Tha  | nk you for your assistance  |

## Academic Referee Report Form (or two Professional Referee Reports if Academic Referee not available)

#### Instructions for the Applicant

Complete the section below and pass the report to a person whom you wish to act as your employee or professional referee. That person should be a person conversant with your most recent experience.

| Murdoch Student Number –<br>Leave blank if you have not previously studied at Murdoch University | Date of Birth  | Title: |
|--|--|--------|
| Surname:   | Given Name:  |        |
| Address:   |  |        |
| Telephone:   | Email:   |        |
| Name of Course applying for  | <b>Specialisation (Please circle)</b><br>Clinical / Organisational / Counselling |        |

#### Instructions for the Referee

This report is a confidential document on a candidate for admission to Postgraduate Psychology or Counselling courses. Entry is competitive and we would appreciate your frank comments on the applicant's suitability for admission to the course. This assessment will be treated in the strictest confidence by the Selection Committee and officers of the University, who are required to handle such documents. It is recommended that you keep a photocopy of this referee report in case it goes astray in the post. Please complete this report and send it to:

#### Please complete this report and send it to:

Murdoch International Admissions Murdoch University 90 South Street Murdoch WA 6150 Western Australia Telephone: +61 8 9360 2526 Facsimile: +61 8 9360 6491 international.admissions@murdoch.edu.au www.murdoch.edu.au

#### This report should be returned by:

- 31st October for semester 1 (study commencing at the beginning of the year)
- 30th May for Semester 2

#### Please do not return this report to the applicant

| Referee's Name:  | Position:  |
|--|--|
| Telephone:   | Email:   |
| Name of institution:   |  |
| Address of institution:  |  |
| How long have you known the applicant?                         | years  |
| In what circumstances have you known the applicant? (for examp | le as a work supervisor of professional colleague) |

# 1. Please use one of the following reference groups in developing your ratings and indicate your choice by ticking the appropriate box

| the appropriate box                        |                                  |                             |                                |   |                    |
|--|----------------------------------|-----------------------------|--------------------------------|---|--------------------|
| Graduate student                           |                                  |                             |                                |   |                    |
| Professional psycholog                     | ist or counsellor                |                             |                                |   |                    |
| Professional or graduat                    | e from any/all other disc        | ciplines                    |                                |   |                    |
| Non professional or no                     | n graduate                       |                             |                                |   |                    |
| Research Skills                            |                                  |                             |                                |   |                    |
|  |                                  |                             |                                |   |                    |
| The applicant independently anal solutions | yses problems; identifies i      | and considers alternative   | s; understands complex         | casual relationships and genera         | ates ideas around  |
| No opportunity<br>to observe               | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |                    |
| Please comment on this attribute           |                                  |                             |                                |   |                    |
| Oral Communication                         |                                  |                             |                                |   |                    |
| The applicant effectively expresse         | s him/herself in individua       | l or group situations. Th   | e applicant shows good         | non-verbal communication and            | l listening skills |
| No opportunity<br>to observe               | Excellent skills<br>in this area | Good skills in this area    | Average skills<br>in this area | Needs to develop skills<br>in this area |                    |
|  |                                  |                             |                                |   |                    |
| Please comment on this attribute           |                                  |                             |                                |   |                    |
| Written Communication                      |                                  |                             |                                |   |                    |
| The applicant succinctly expresses         | ideas and information ir         | n written form              |                                |   |                    |
| No opportunity<br>to observe               | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |                    |
| Please comment on this attribute           |                                  |                             |                                |   |                    |
| Initiative                                 |                                  |                             |                                |   |                    |
| The applicant initiates appropriate        | e action, participates in d      | ecision making and dem      | onstrates the ability to       | work independently                      |                    |
| No opportunity<br>to observe               | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |                    |
| Please comment on this attribute           |                                  |                             |                                |   |                    |
| Response to Feedback                       |                                  |                             |                                |   |                    |
| The applicant is open and approp           | priately responsive to feed      | lback                       |                                |   |                    |
| No opportunity<br>to observe               | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |                    |
| Please comment on this attribute           |                                  |                             |                                |   |                    |
|  |                                  |                             |                                |   |                    |

#### **Conflict Resolution**

When dissatisfied the applicant expresses concerns in an appropriate manner and works with others towards a resolution

| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
|-------------------------------------|----------------------------------|-----------------------------|--------------------------------|---|--|
| Please comment on this attribute    |                                  |                             |                                |   |  |
| Flexibility                         |                                  |                             |                                |   |  |
| Where appropriate the applicant     | modifies his/her behaviou        | r, approach or attitude     | in dealing with the task       | or problem                              |  |
| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
| Please comment on this attribute    |                                  |                             |                                |   |  |
| Problem Solving                     |                                  |                             |                                |   |  |
| The applicant identifies problems   | and implements creative          | solutions                   |                                |   |  |
| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
| Please comment on this attribute    |                                  |                             |                                |   |  |
| Judgement                           |                                  |                             |                                |   |  |
| The applicant considers alternativ  | e courses of action and m        | ake sound decisions         |                                |   |  |
| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
| Please comment on this attribute    |                                  |                             |                                |   |  |
| Planning and Organising             |                                  |                             |                                |   |  |
| The applicant prioritises and follo |                                  |                             |                                |   |  |
| No opportunity<br>to observe        | Excellent skills<br>in this area | Good skills<br>in this area | Average skills<br>in this area | Needs to develop skills<br>in this area |  |
| Please comment on this attribute    |                                  |                             |                                |   |  |

| 2.  | Describe briefly the work undertaken by the applicant while employed by your organisation or while professionally known to you                              |  |  |  |
|-----|---|--|--|--|
|     |   |  |  |  |
| 3.  | What, if any, do you consider to be his/her outstanding talents or strengths?   |  |  |  |
|     |   |  |  |  |
| 4.  | What, if any, do you consider to be his/her liabilities or weaknesses?  |  |  |  |
|     |   |  |  |  |
| 5.  | Please add any comments which you feel would help in considering the application  |  |  |  |
|     |   |  |  |  |
| 6.  | Based on my experience of the applicant's performance and potential for the proposed course of study, the degree of recommendation I give the applicant is: |  |  |  |
|     | Unreserved support Strong support Fairly strong support Reservation Nil Support   |  |  |  |
|     | Because:  |  |  |  |
|     |   |  |  |  |
|     |   |  |  |  |
|     |   |  |  |  |
|     |   |  |  |  |
|     |   |  |  |  |
| ıgr | ature Date  |  |  |  |

Thank you for your assistance