



Getting a Government Accredited  
*Diploma of Clinical Hypnotherapy*  
through Recognition of Prior Learning (RPL)  
*—A Guide for Existing Practitioners*





**CAREER ACCELERATORS**  
3, 16-36 Nile Palms | WOOLOONGABBA | QLD 4102  
www.careeraccelerators.com.au  
Email: info@careeraccelerators.com.au  
Phone: (07) 3217 3560 Fax: (07) 3392 2400

## *Are you a practicing hypnotherapist?*

### **Did you know that your experience may qualify you for a *Diploma in Hypnotherapy*?**

If you've been working in the hypnotherapy industry, chances are you will already have the main skills that we look for when issuing a *Diploma of Clinical Hypnotherapy*. Career Accelerators can give you *Recognition of Prior Learning* (RPL) for your industry-proven experience. That way you don't have to do a whole qualification. You merely have to show that you meet the relevant requirements.

### **Why do you need a *Diploma*?**

Although hypnotherapy is de-regulated, industry standards are moving increasingly towards *nationally recognised* hypnotherapy qualifications. Before long, you may not be able to practice your profession unless you have a government accredited qualification. Specifically, in order to meet industry standards for things like insurance, health fund rebates, and peak body memberships, you will need not just any qualification, but a qualification at the *Diploma* level.

## *Your experience can be nationally recognised.*

### **The good news is that you don't have to do all the training. We recognise your experience.**

*Career Accelerators* recognises that existing practitioners are industry professionals in their own right. We recognise that, in many respects, you have already mastered the theoretical and practical skills that you need in order to be recognised as a qualified professional. As a *practicing* hypnotherapist, you are not only competent with the core techniques of hypnotherapy (and perhaps even psychology and counseling), but that you also have a demonstrated ability to maintain a successful business practice. In short, you are more than likely able to meet the requirements of a *Diploma* without having to do all the training.

### **We can ensure that you are not prevented from practicing your profession.**

Career Accelerators has years of RPL experience. We understand the devastating effects that shifting industry standards can have on your livelihood. We have used our wealth of industry experience in nationally recognised hypnotherapy to design a package especially for practicing hypnotherapists.

## *This package is designed for you.*

We want to give you the recognition you deserve. We can help you harness your intimate knowledge of client relations, data management, client confidentiality, and your track record of helping people achieve the hidden potentials of the mind-body instrument. Tailored specifically for practicing hypnotherapists, this package is designed to streamline your transition to a nationally recognised qualification.



## Steps to successfully gaining RPL for the *Diploma of Clinical Hypnotherapy*

Step	Description	Documents to Complete
<b>Step 1</b>	<b>Complete the Application Form</b>  This is a simple application form consisting of your name and contact details, as well as some other basic information that we will need in order to process your RPL. Please make sure you <i>sign</i> it.	<b><i>Application Form</i></b>
<b>Step 2</b>	<b>Create an Evidence Portfolio</b>  Use the provided templates to gather, organise and <i>number</i> your evidence. The evidence portfolio is designed to help you collect your documented evidence efficiently and effectively.	<b><i>Evidence Portfolio Templates</i></b>  <ol style="list-style-type: none"><li>1. Qualifications</li><li>2. Practitioner experience</li><li>3. Hypnotherapy Records</li><li>4. Other Experience</li></ol>
<b>Step 3</b>	<b>Complete and <i>Number</i> the Criteria and Evidence Checklist</b>  This is a list of essential criteria for the <i>Diploma of Clinical Hypnotherapy</i> along with the main kinds of evidence that you can use to support your application for RPL. Having created an evidence portfolio (step 2), all you need to do next is match your numbered evidence to the relevant criteria.	<b><i>Criteria and Evidence Checklist</i></b>
<b>Step 4</b>	<b>Make sure all documents are signed</b>  All documents must be signed either by you, or by the appropriate person (e.g. supervisor, colleague/peer, Justice of the Peace, etc.)	
<b>Step 5</b>	<b>Submit all of the above to Career Accelerators</b>  Submit the Application Form, your Evidence Portfolio (including all relevant evidence forms) and the completed Evidence Checklist to <i>Career Accelerators</i> via post or email. If mailing by post, be sure to keep a backup copy of all your documentation. If emailing, please scan all files to PDF and keep a backup copy.	

STEP  
**1**

<b>Application Form</b>	
<b>RPL For <i>Diploma of Clinical Hypnotherapy</i> (30905QLD)</b>	
<b>1. Personal Details</b>	
Surname	
Preferred Title (Mr, Mrs, Ms, Miss, Dr)	
First Name/s	
Home Address	
Post address (if different from above)	
Phone:	
Date of birth	/ / <i>must be 18 years or older</i>
Gender	
Are you a permanent resident of Australia?	
If not, what is your nationality?	
<b>2. Current Employment</b>	
Are you currently	
Self-employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes, please specify:</i>
Employed by someone else?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>If yes, please specify:</i>
Unemployed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>3. Qualifications</b>	
Please list any <i>accredited</i> qualifications that you hold. <i>Briefly list all, even if not hypnotherapy related.</i>	
Please list any <i>non-accredited</i> qualifications you hold. <i>Briefly list all, even if not hypnotherapy related.</i>	



<b>4. Association Memberships, Insurance and Health Fund</b>	
Please list any relevant professional or peak bodies you belong to (e.g. Australian Hypnotherapy Association, etc.), listing your level of membership. <i>Also list any insurances or health funds that accept you in your capacity as a hypnotherapist, counselor etc.</i>	
<b>5. Work or life experience</b>	
Please specify any work or life experience that you think is pertinent. <i>Briefly list all significant experience even if not hypnotherapy specific; things like running a business (any business), social work (of any kind), are all highly relevant. Especially list any experience in: psychology, counseling, social work, communication, tertiary or academic research, and any aspect of business or workplace management.</i>	
<b>6. Professional development</b>	
Please describe concisely how have you maintained or developed skills relevant to hypnotherapy. <i>Be sure to list anything related to psychology, counseling, social work, business management, communication, or (tertiary-level) research, as these are all relevant to the diploma.</i>	

I certify that the information provided above is true and correct.			
Signature		Date:	





## EVIDENCE PORTFOLIO

1. Qualifications
2. Practitioner Experience: Hypnotherapy
3. Hypnotherapy Records
4. Other Experience/Evidence

### Instructions:

#### Gather your evidence

Your documented evidence is what will determine whether you can gain RPL. Use the checklist provided below (step 3) to help you determine what evidence you need.

#### Organise your evidence

Your evidence should fit into one of the four categories listed above. Please use the forms provided below to organise your documentation into either (1) qualifications, (2) practitioner experience: hypnotherapy, (3) hypnotherapy records, or (4) other experience/evidence. The more organised your evidence, the more efficient the RPL process will be. (In other words, the easier you make it for us, the quicker—and cheaper—it will be for you).

#### Number each piece of evidence

Use the categories listed above (1-4) to organise and number your evidence. For instance, if you have evidence for “practitioner experience,” simply provide us with a copy of your evidence and number it “2” (i.e. label the evidence with the number “2” in the top right hand corner of the first page of the evidence). If you have more than one document for each type of evidence, e.g. if you have more than one qualification for instance, or if you are providing a course syllabus as evidence of the content of your qualification, simply number them “1A, 1B, 1C” etc. An example of how to organize your evidence is given on the following page.

#### Fill in the checklist

Having organised and numbered each piece of evidence, simply fill in the checklist (step 3) by listing the numbers of your evidence next to the relevant criteria for each unit of competency. You will find that one piece of evidence will meet several different criteria across the different units of competency. You don’t have to duplicate your evidence unnecessarily, just refer to it by its number.



## Example of How to Organise Your Evidence

<i>Type of Evidence</i>	<i>Your Documentation</i>	<i>Label</i>
<b>1. Qualifications</b>	Hypnotherapy Qualification	1A
	Course syllabus for hypnotherapy qualification	1B
	Counselling qualification	1C
	Etc.	Etc.
<b>2. Practitioner Experience</b>	Business registration as Hypnotherapist	2A
	Association Membership: AHA, clinical member	2B
	Insurance papers: Aon	2C
	Etc.	Etc.
<b>3. Hypnotherapy records</b>	Hypnotherapy appointment book	3A
	Case studies/client histories	3B
	Video or audio recording of hypnotherapy session/s	3C
	Etc.	Etc.
<b>4. Other experience/ evidence</b>	Life Experience (specify, document)	4A
	Documentation pertaining to running a business or managing a workplace	4B
	Curriculum Vitae with written references	4C
	Etc.	Etc.



STEP  
**2.1**

Evidence Portfolio No. 1 <b>Qualifications</b> RPL For <i>Diploma of Clinical Hypnotherapy (30905QLD)</i>	
<b>Your full name</b>	
<b>Details of Qualification</b> If you have more than one qualification please list your highest, most relevant qualification first.	
Title of Qualification	
Issuing Body of Qualification	
Year completed	
Is the qualification accredited <i>E.g., is it a nationally recognised award?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
What other (relevant) qualifications do you have?  <i>E.g. Counselling, Psychotherapy, Natural or complementary therapies, NLP, EFT, Communications, Business, Health &amp; Safety, Management, etc.</i>	Title: _____ Year Completed: _____
	Issuing Body: _____
	Title: _____ Year Completed: _____
	Issuing Body: _____
	Title: _____ Year Completed: _____
	Issuing Body: _____
	Title: _____ Year Completed: _____
	Issuing Body: _____
	Title: _____ Year Completed: _____
	Issuing Body: _____
	Title: _____ Year Completed: _____
	Issuing Body: _____
	Title: _____ Year Completed: _____
	Issuing Body: _____
	<i>Please attach a separate sheet if you have further qualifications <b>relevant</b> to the RPL criteria</i>
<b>IMPORTANT:</b> <i>If the qualification is crucial to meeting your evidence requirements (see evidence/criteria checklist), <b>you will need to provide evidence of what the qualification covers.</b> Do this by printing or copying the relevant course materials and including it with your application. E.g. the course syllabus, outline, prospectus, training materials, tables of contents from training manuals, etc.</i>	



<b>PLEASE ATTACH</b>	<ol style="list-style-type: none"> <li><b>1. A copy of the qualification</b> <i>If not an authorised copy, please have it signed by a Justice of the Peace</i></li>   <li><b>2. Details of the content of the qualification</b> <i>E.g. course syllabus, table of contents, outline, etc.</i></li> </ol>
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I certify that the information provided above is true and correct.			
Name			
Signature		Date:	



STEP  
2.2

Evidence Portfolio No. 2 <b>Practitioner Experience</b> <b>Hypnotherapy</b> RPL For <i>Diploma of Clinical Hypnotherapy</i> (30905QLD)	
<b>Your full name</b>	
<b>Details of Experience</b>	
How long have you worked as a professional hypnotherapist?	<i>(Approximate months/years or professional hours)</i>
Provide the details of where you currently practice  <i>(if you have worked as hypnotherapist in more than one practice/context, please attach a separate sheet with full details).</i>	Name of practice/business:  Address:  Phone:  Email:  Website:
Is this your own practice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Apart from hypnotherapy proper, what are your key roles in this practice? <i>E.g. marketing, bookkeeping, coaching, counseling, administration, appointments, business management, etc.</i> <i>Please mention any complimentary therapies that you integrate into your practice.</i>	



**IMPORTANT:** Hypnotherapy experience is crucial to meeting your evidence requirements (see evidence/criteria checklist), **you will need to provide evidence of your practice.** You can do this by printing, copying or providing any relevant materials and including it with your application.

Relevant materials that support your evidence requirements are listed below:

**PLEASE ATTACH**

**1. Evidence of owning or working for an established hypnotherapy practice**

*Business registration papers, marketing materials (mentioning your name or business name), web pages (printed copies), etc.*

**2. Professional Memberships**

*Memberships with peak bodies, such as the AHA or other professional hypnotherapy bodies.*

**3. Insurance Papers**

*Copies of papers from insurance companies (such as Aon) who cover hypnotherapy practitioners.*

*Any non-authorized copies of evidence must be signed by a Justice of the Peace (websites and marketing material excluded)*

I certify that the information provided above is true and correct.

Name

Signature

Date:



STEP  
**2.3**

**Evidence Portfolio No. 3**  
***Hypnotherapy Records***  
***(Case Histories, Client Files etc.)***  
RPL For *Diploma of Clinical Hypnotherapy (30905QLD)*

The following evidence may be used to demonstrate your proficiency as a practicing hypnotherapist:

- Case Studies
- Client Histories
- Hypnotherapy records, appointment books, logbooks etc.
- Video recordings of you performing hypnotherapy
- Audio recordings of your inductions or scripts (e.g. hypnosis CDs etc.)
- Any other practice related documentation

<b>Your Full Name</b>			
Please indicate which practice-related documentation you are currently providing as evidence.	<b>Evidence Type</b>	<b>Amount required</b>	<b>Able to provide</b>
	<i>Case Studies</i>	At least 10 case studies	Y / N
	<i>Client Histories</i>	At least 10 client files/histories	Y / N
	<i>Hypnotherapy records, appointment books, logbooks etc.</i>	At least one month's worth of records or appointments/logs	Y / N
	<i>Video recordings of you performing hypnotherapy</i>	At least one full hypnotherapy session	Y / N
	<i>Audio recordings of inductions or scripts (e.g. hypnosis CDs etc.)</i>	At least one script/audio recording	Y / N
	<i>Any other practice related documentation</i>	Please specify:	

**Important Note:** On the following pages, a consultation form and client file template is provided as an example of the kind of documentation formats we are looking for (and which, if filled out correctly, meet all our criteria). It is understood that all professional hypnotherapy practitioners will be working with equivalent or similar forms of documentation. Please provide us with **copies** of your actual working files. To preserve client confidentiality, you may “blank out” names and personal details as necessary. All material is for RPL assessment purposes only, and will be kept in strictest confidence. We have also provided a template for client files/records.



## CONSULT/CONSENT FORM

Therapist Name:		Date:	
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Client Details: NB: Please fill out *all* sections (use a dash or mark "n/a" if section not applicable).

Name			
Contact details:	Home: Work: Mobile: Email:		
Date of Birth:		Occupation:	
Known Medical Conditions:		Doctor: Phone:	
Have you ever been diagnosed with epilepsy, depression, schizophrenia, psychosis, bi-polar, multiple personality disorder or any other mental health issue?			
Yes / No	If yes, specify:	What is the current status?	
Which medication/drugs/Vitamins (prescribed, unprescribed, recreational) currently or recently in use:			
Past/present diseases (Childhood or adulthood):		Any other serious health problem:	
Are you currently being treated for any health complaints:		List any symptoms you experience that concern you:	
Have you received Psychotherapy, alternative therapy, or other counselling? (if yes, please provide details of reason for therapy and results obtained).		Purpose of Hypnosis (describe your problem and/or goal):	
How long have you had this condition/problem/goal?		Describe your expectations Of hypnosis:	
Have you ever been hypnotised before?	Yes / No    If yes, what was the result?  Desired outcome		
Is there anything else that you think is important (e.g. stressful situations etc.)?			
How did you hear about me? (Please circle)	Walk-in	Advert	Referral
I agree that the above information is true and correct and hereby consent to hypnotherapy treatment(s). I understand that the therapist is not a medical doctor and that I am not being given medical advice/treatment. I agree that I take full responsibility and that I will be committed to achieving my desired goal that my therapist and I have agreed upon and will work together to achieve.			
Signed and dated:			



IMPORTANT: is hypnosis contraindicated?	Yes / No If yes, why:		
Other health care practitioner recommended	Yes / No	If yes, who:	
Is the client	Visual	Auditory	Kinaesthetic
Type of induction used	Confusion	Rapid	Progressive Relaxation
Further notes on induction			
Type of suggestion used	Direct	Authoritative	
	Metaphorical	Combination	
Further notes on suggestions			
Details of script used			
Specify technique(s) used			
Immediate feedback from client			
Therapist observations/comments			
Start of hypnosis session		a.m. / p.m.	
End of hypnosis session		a.m. / p.m.	
Time in trance		minutes	



## CLIENT FILE

To be typed up after the hypnotherapy session. Follow this template or provide your own equivalent.

Client Name:	
Date and time of session:	
Client Contact Details	
Reason for session	
Normal Medical Advisor	
Relevant medical history (incl. medications)	
Scripts used	
Techniques used	
Post Hypnotic Suggestion(s)	
Concise summary of the therapy: <i>Summarise the following aspects of the therapy. There should one paragraph for each aspect.</i>	
<ul style="list-style-type: none"><li>• <i>Pre-talk (one paragraph)</i></li></ul>	
<ul style="list-style-type: none"><li>• <i>Treatment plan (one paragraph)</i></li></ul>	



- *Therapy session and therapy review. Be sure to discuss specific techniques used. (one paragraph).*

*(Further notes as necessary)*



STEP  
**2.4**

<p><b>Evidence Portfolio No. 4</b></p> <p><b><i>Other Experience</i></b></p> <p>RPL For <i>Diploma of Clinical Hypnotherapy</i> (30905QLD)</p> <p><b>This form is for detailing personal, career or life experience in areas relevant to the Diploma that do not fit into the above categories. These may include:</b></p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Counselling/Psychology</li> <li>• Complementary Therapies</li> <li>• Health</li> <li>• Business</li> <li>• Workplace management</li> <li>• Coaching, mentoring</li> <li>• Other life experience</li> <li>• Other evidence</li> </ul>	
<b>Your full name</b>	
<b>Details of Experience/Evidence</b>	
<i>Briefly describe the type of experience or evidence</i>	
Provide the details of how/where/when you gained this experience or evidence	<p>Context (e.g. name of institution/ business/practice, or other life context)</p> <p>Address (if relevant):</p> <p>Phone (if relevant):</p> <p>Email (if relevant):</p> <p>Website (if relevant):</p> <p>Timeframe (if relevant)</p>
Was this your own enterprise?	Yes <input type="checkbox"/> No <input type="checkbox"/>



<p>Briefly list what key roles or skills you gained from this experience, or what the evidence demonstrates <i>E.g. communication, coaching, counseling, mentoring, marketing, bookkeeping, appointments, business management, time-management, etc. etc.</i></p>	
<p>What <b>specific criteria</b> does this experience meet?</p> <p><i>Refer to the criteria/evidence checklist (step 3) and list the relevant unit numbers and/or specific criteria.</i></p>	
<p><b>PLEASE ATTACH</b></p>	<p><b>1. Evidence of experience</b></p> <p><i>Evidence required will differ depending upon the experience or documentation you are detailing.</i></p> <p><i>It may include life experience (e.g. CV, written references etc.), evidence of running a business or managing a workplace (supported by relevant business documents), research into consciousness or mind-body therapies (articles, papers, blogs, publications), training or experience in complimentary therapies (qualifications, client histories etc.) and so on.</i></p> <p><i>Just be sure that the evidence you provide relates to the actual criteria in the <b>criteria checklist</b> (step 3).</i></p> <p><i>Any non-authorized copies of evidence must be signed by a Justice of the Peace (websites and marketing material excluded)</i></p>

<p>I certify that the information provided above is true and correct.</p>			
<p>Name</p>			
<p>Signature</p>		<p>Date:</p>	



## SUMMARY OF EVIDENCE

*Use this form to help organise and number your evidence. (See example on page 7).*

<i>Type of Evidence</i>	<i>Your Documentation</i>	<i>Number</i>
<b>1. Qualifications</b>		1A
		1B
		1C
		1E
		1F
		1G
		1H
		etc.
<b>2. Practitioner Experience</b>		2A
		2B
		2C
		2D
		2E
		2F
		2G
		etc.
<b>3. Hypnotherapy records</b>		3A
		3B
		3C
		3D
		3E
		3F
		3G
		etc.
<b>4. Other experience/ evidence</b>		4A
		4B
		4C
		4D
		4E
		etc.



**STEP**  
**3**

On the following page is the **checklist** which you need to match your evidence against. It includes the units of competency for the **Certificate IV** as well as for the **Diploma** in Clinical Hypnotherapy (the Certificate IV is a prerequisite to the Diploma). On this page, you will find a table showing how the two qualifications are structured. *To get RPL for the Diploma, you must meet the requirements of the Certificate IV as well. The qualification you will be issued is the Diploma. If you do not qualify for the Diploma, you may be granted RPL for the Certificate IV.*

Certificate IV In Clinical Hypnotherapy (30904QLD)	Diploma of Clinical Hypnotherapy (30905QLD)
<p><b>HYPNOTHERAPY</b></p> <ul style="list-style-type: none"> <li>❖ Work within a hypnotherapy framework QLD254HYP01A</li> <li>❖ Perform hypnotherapy consultation QLD254HYP02</li> <li>❖ Plan and provide hypnotherapy treatment QLD254HYP03A</li> </ul> <p><b>COUNSELLING AND PSYCHOTHERAPY</b></p> <ul style="list-style-type: none"> <li>❖ Communicate effectively with clients/patients HLTCOM404B</li> <li>❖ Apply and evaluate counselling approaches within a hypnotherapy framework QLD254CSL01A</li> <li>❖ Analyse theories of human development QLD254HUM01A</li> </ul> <p><b>PRACTICE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>❖ Contribute to OH&amp;S processes HLTOHS300A</li> <li>❖ Manage a practice HLTCOM503B</li> </ul>	<p><b>ADVANCED HYPNOTHERAPY</b></p> <ul style="list-style-type: none"> <li>❖ Plan advanced hypnotherapy treatment QLD255HYP01A</li> <li>❖ Apply advanced hypnotherapy techniques QLD255HYP02A</li> <li>❖ Apply Hypnoanalysis and regression therapy techniques QLD255HYP03A</li> </ul> <p><b>ADVANCED COUNSELLING AND PSYCHOTHERAPY</b></p> <ul style="list-style-type: none"> <li>❖ Apply Person-Centred and Gestalt counselling approaches within a hypnotherapy framework QLD254CSL02A</li> <li>❖ Apply and evaluate advanced counselling techniques within a hypnotherapy framework QLD254CSL03A</li> </ul> <p><b>ADVANCED PRACTICE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>❖ Undertake research activities CHCPOL403B</li> <li>❖ Manage effective workplace relationships BSBFLM503B</li> <li>❖ Make referrals to other health practitioners HLTCOM406B</li> </ul> <p><b>PSYCHODYNAMICS AND CONSCIOUSNESS STUDIES</b></p> <ul style="list-style-type: none"> <li>❖ Analyse and develop personal psychodynamic energy QLD254PSD01A</li> <li>❖ Theories of consciousness QLD255CON01A</li> <li>❖ Compare and evaluate the psychodynamic energy of mental disorders QLD255PSD02A</li> </ul>



## Criteria and Evidence Checklist

### RPL For *Diploma of Clinical Hypnotherapy* (30905QLD)

Match your numbered evidence to the relevant criteria

Unit	Qualification Level	Criteria	Evidence required	Evidence (Number)
<b>Hypnotherapy</b>				
Work within a hypnotherapy framework	<i>Cert IV</i>	<p><i>Demonstrated <b>theoretical</b> aptitude in:</i></p> <ul style="list-style-type: none"> <li>• Hypnosis principles and philosophies</li> <li>• Mind-body connection</li> <li>• Hypnotherapy ethics</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> </ul>	
Perform hypnotherapy consultation	<i>Cert IV</i>	<p><i>Demonstrated <b>theoretical and practical</b> aptitude in:</i></p> <ul style="list-style-type: none"> <li>• Record keeping</li> <li>• Referral process</li> <li>• Legal and ethical considerations</li> <li>• Identifying contraindications</li> </ul>	<p><i>Two or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> </ul>	
Plan and provide hypnotherapy treatment	<i>Cert IV</i>	<p><i>Demonstrated <b>theoretical and practical</b> aptitude in:</i></p> <ul style="list-style-type: none"> <li>• hypnotherapy theory and practice</li> <li>• managing an entire hypnotherapy session</li> <li>• performing hypnotic inductions</li> <li>• deepeners, therapeutic suggestions</li> <li>• Problem-specific scripts</li> <li>• documented case studies</li> </ul>	<p><i>Two or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> </ul>	
Plan advanced hypnotherapy treatment	<i>Diploma</i>	<p><i>Demonstrated <b>theoretical and practical</b> aptitude in:</i></p> <ul style="list-style-type: none"> <li>• Professional hypnotherapy principles</li> <li>• The consultation process</li> <li>• Thorough documentation/case studies</li> <li>• Advanced treatment planning</li> <li>• Different styles of hypnotic voice</li> </ul>	<p><i>Two or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> </ul>	
Apply advanced hypnotherapy techniques	<i>Diploma</i>	<p><i>Demonstrated <b>theoretical and practical</b> aptitude in:</i></p> <ul style="list-style-type: none"> <li>• Managing a complete advanced hypnotherapy session</li> <li>• Advanced techniques: <ul style="list-style-type: none"> <li>○ Rapid inductions</li> <li>○ Deepeners</li> <li>○ Hypnotapping</li> <li>○ Therapeutic energy systems (e.g. meridians, chakras etc.)</li> <li>○ Parts integration</li> <li>○ Pain management</li> <li>○ Verbal First Aid</li> <li>○ Scripts for sensitive issues (trauma, phobias, sexual issues)</li> </ul> </li> </ul>	<p><i>Two or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> </ul>	



		<ul style="list-style-type: none"> <li>etc.)</li> <li>○ Metaphors</li> <li>○ Tailored script writing</li> <li>○ Hypnotapping</li> <li>○ Forward pacing</li> <li>○ Spiritual journeying</li> </ul>		
Apply hypnoanalysis and regression therapy techniques	<i>Diploma</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>● Hypnoanalysis</li> <li>● Regression therapy</li> <li>● Time-based hypnosis</li> <li>● Abreaction methodologies</li> <li>● Regression therapy</li> <li>● Detailed client files/documentation</li> </ul>	<p><i>Two or more from:</i></p> <ul style="list-style-type: none"> <li>● Qualifications</li> <li>● Practitioner experience</li> <li>● Hypnotherapy records</li> </ul>	
<b>Psychology, Counselling, Psychodynamics</b>		<b>Criteria</b>	<b>Evidence required</b>	<b>Evidence (Number)</b>
Communicate effectively with clients/patients	<i>Cert IV</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>● Establishing a professional relationship with the client</li> <li>● Providing effective responses to client enquiries</li> <li>● Responding effectively to difficult or challenging behaviour</li> <li>● basic counselling skills to facilitate treatment</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>● Qualifications</li> <li>● Practitioner experience</li> <li>● Hypnotherapy records</li> <li>● Other experience</li> </ul>	
Apply and evaluate counselling approaches within a hypnotherapy context	<i>Cert IV</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>● fundamental counselling theory</li> <li>● counselling interview techniques</li> <li>● self-esteem analysis</li> <li>● self-esteem enhancement techniques</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>● Qualifications</li> <li>● Practitioner experience</li> <li>● Hypnotherapy records</li> <li>● Other experience</li> </ul>	
Analyse theories of human development	<i>Cert IV</i>	<p><b>Demonstrated <i>theoretical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>● human development theories</li> <li>● individual development</li> <li>● key psychological theories—may include: <ul style="list-style-type: none"> <li>○ Freud, Erickson, Loevinger</li> <li>○ Piagetian and neo-Piagetian theories</li> <li>○ Cognitive stages</li> <li>○ Behavioural theories</li> <li>○ Classical conditioning</li> <li>○ Operant conditioning</li> <li>○ Social learning</li> <li>○ Humanistic theories</li> <li>○ Maslow’s Hierarchy of needs</li> <li>○ Roger’s self concept</li> <li>○ Selected Eastern and Transpersonal approaches</li> <li>○ Eastern ideologies regarding mind-body development across the life-span</li> <li>○ Eastern beliefs regarding pre-</li> </ul> </li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>● Qualifications</li> <li>● Practitioner experience</li> <li>● Hypnotherapy records</li> <li>● Other experience</li> </ul>	

		<p>conception and post-death development</p> <ul style="list-style-type: none"> <li>○ Jungian theory</li> <li>○ Psychosynthesis</li> </ul>		
Apply Person-Centred and Gestalt counselling approaches within a hypnotherapy framework	<i>Diploma</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• Person centred counselling</li> <li>• Gestalt therapy/counselling</li> </ul>	<p><i>Two or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> <li>• Other experience</li> </ul>	
Apply and evaluate advanced counselling techniques within a hypnotherapy framework	<i>Diploma</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• Behavioural therapy</li> <li>• Cognitive Behavioural therapy</li> <li>• Solution-focused therapy</li> </ul>	<p><i>Two or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> <li>• Other experience</li> </ul>	
Analyse and develop personal psychodynamic energy	<i>Diploma</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• Psychological energy analysis</li> <li>• change and improvement using psychological energy</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> <li>• Other experience</li> </ul>	
Theories of consciousness	<i>Diploma</i>	<p><b>Demonstrated <i>theoretical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• approaches to consciousness</li> <li>• sleep and dreaming</li> <li>• methods of meditation</li> <li>• brain states</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Other experience</li> </ul>	
Evaluate the psychodynamics of mental disorders	Diploma	<p><b>Demonstrated <i>theoretical and/or practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• key factors in the depletion of mental magnetism</li> <li>• mental magnetism development</li> <li>• techniques for developing mental magnetism</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Other experience</li> </ul>	
<b>Business, Health, etc.</b>		<b>Criteria</b>	<b>Evidence required</b>	<b>Evidence (Number)</b>
Contribute to OH&S processes	<i>Cert IV</i>	<p><b>Demonstrated <i>theoretical and/or practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• Following workplace procedures for hazard identification and risk control</li> <li>• Contributing to the management of occupational health and safety in</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> <li>• Other experience</li> </ul>	

		<p>the workplace</p> <ul style="list-style-type: none"> <li>• Utilising and implement strategies to : <ul style="list-style-type: none"> <li>○ prevent infection in the workplace</li> <li>○ Prevent work overload</li> <li>○ Work in a safe manner</li> <li>○ Prevent manual handling injuries</li> </ul> </li> </ul>		
Manage a practice	<i>Cert IV</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• Formulating a business plan</li> <li>• Financial management</li> <li>• Practice management</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> <li>• Other experience</li> </ul>	
Undertake research activities	<i>Diploma</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• Formulating referral plans</li> <li>• Interacting with other health practitioners</li> <li>• Arranging a referral to an appropriate source for client's with specific needs</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> <li>• Other experience</li> </ul>	
Make referrals to other health care professionals when appropriate	<i>Diploma</i>	<p><b>Demonstrated <i>theoretical and practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• Preparing a research plan</li> <li>• Implementing research strategies</li> <li>• Organising and analysing information</li> <li>• Reporting findings</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> <li>• Other experience</li> </ul>	
Manage effective workplace relationships	<i>Diploma</i>	<p><b>Demonstrated <i>theoretical and/or practical</i> aptitude in:</b></p> <ul style="list-style-type: none"> <li>• Managing information and ideas</li> <li>• Systems to develop trust and confidence</li> <li>• Maintenance of networks and relationships</li> <li>• Strategies to manage difficulties and achieve positive outcomes</li> </ul>	<p><i>One or more from:</i></p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Practitioner experience</li> <li>• Hypnotherapy records</li> <li>• Other experience</li> </ul>	

STEP  
4

## Make sure all documents are signed

All documents must be signed either by you, or by the appropriate person (e.g. supervisor, colleague/peer, Justice of the Peace, etc.) Please do not send originals. Make copies, and keep a back up of everything you send whether via email or post.

STEP  
5

## Submit all of the above to Career Accelerators

Submit the Application Form, Evidence Checklist, and your Evidence Portfolio (including all relevant evidence forms and all of your documentation) to *Career Accelerators* via registered post or via email. If mailing by post, be sure to keep a backup copy of all your documentation. If emailing, please scan all files to PDF and keep a backup copy.

**Career Accelerators**  
3, 16-36 Nile Palms  
WOOLOONGABBA QLD 4102  
[www.careeraccelerators.com.au](http://www.careeraccelerators.com.au)  
**Email:** [info@careeraccelerators.com.au](mailto:info@careeraccelerators.com.au)  
**Phone:** (07) 3217 3560 **Fax:** (07) 3392 2400