PSYC20043 *Coaching Individuals for Positive Change*
Term 2 - 2018

Profile information current as at 01/05/2024 06:04 am

All details in this unit profile for PSYC20043 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

In this unit, you will develop a range of practical evidence-based coaching skills and approaches for working with individual clients on positive behaviour change. Whilst the focus is primarily on coaching individuals, skills and knowledge gained in this unit will also assist you when working with couples, families and groups. Your practical coursework will include learning how to enhance motivation, interpersonal skills, resilience, wellbeing, goal achievement, positive habits, confidence, and personal empowerment. Please note: you will be required to attend an after-hours, online, skills-based workshop for 3 hours each week of term.

Details

Career Level: *Postgraduate*
Unit Level: *Level 8*
Credit Points: *6*
Student Contribution Band: *10*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

There are no requisites for this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure (Higher Education Coursework)](#).

Offerings For Term 2 - 2018

- Distance

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Practical Assessment**
Weighting: 45%
2. **Written Assessment**
Weighting: 45%
3. **Reflective Practice Assignment**
Weighting: 10%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Apply principles of positive change to plan and conduct professional coaching sessions with individual clients
2. Evaluate and justify your coaching session methods
3. Evaluate and reflect upon your personal and professional development as a coaching practitioner.

Legend: — N/A Level · Introductory Level · Intermediate Level · Graduate Level ○ Professional Level ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes		
	1	2	3
1 - Practical Assessment - 45%	●		
2 - Written Assessment - 45%		●	
3 - Reflective Practice Assignment - 10%			●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes		
	1	2	3
1 - Knowledge	○	○	○
2 - Communication	○	○	○
3 - Cognitive, technical and creative skills	○		
4 - Research			
5 - Self-management	○	○	○
6 - Ethical and Professional Responsibility	○	○	
7 - Leadership	○		
8 - Aboriginal and Torres Strait Islander Cultures			

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Practical Assessment - 45%	○	○	○	○	○	○		
2 - Written Assessment - 45%	○	○		○	○	○		
3 - Reflective Practice Assignment - 10%	○	○			○			

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information
There are no prescribed textbooks for this unit. Readings will be supplied as part of the coursework.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: American Psychological Association 6th Edition (APA 6th edition)
For further information, see the Assessment Tasks.

Teaching Contacts

Andrew McClelland Unit Coordinator
a.mcclelland@cqu.edu.au

Schedule

Week 1 - 09 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to the domain and core skills	All readings and resource material will be detailed in the Week 1 to Week 12 sections on the unit Moodle homepage.	Compulsory Zoom workshop #1. Tuesday 6pm (AEST time). Please note: To pass this unit there is a requirement to attend at least 10 out of the 12 scheduled compulsory weekly workshops.

Week 2 - 16 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Empowerment, ethics, and positive change principles	Please refer to the Week 2 section in Moodle.	Compulsory Zoom workshop #2. Tuesday 6pm (AEST time).

Week 3 - 23 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
1. Introduction to goal setting 2. Assessing change factors	Please refer to the Week 3 section in Moodle.	Compulsory Zoom workshop #3. Tuesday 6pm (AEST time).

Week 4 - 30 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
1. Advanced goal setting 2. Add-ins to enhance goals and positive change	Please refer to the Week 4 section in Moodle.	Compulsory Zoom workshop #4. Tuesday 6pm (AEST time). **Assessment 3** Due: Week 4 Monday (30 July 2018) 9:00 am AEST

Week 5 - 06 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Client work: validation, motivation, and language	Please refer to the Week 5 section in Moodle.	Compulsory Zoom workshop #5. Tuesday 6pm (AEST time).

Vacation Week - 13 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 20 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Self-care, boundaries, and assertiveness	Please refer to the Week 6 section in Moodle.	Compulsory Zoom workshop #6. Tuesday 6pm (AEST time).

Week 7 - 27 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Useful psychological models and approaches	Please refer to the Week 7 section in Moodle.	Compulsory Zoom workshop #7. Tuesday 6pm (AEST time). **Assessment 3.** Reflective Practice Journal 2. Due: Monday (27 Aug, 2018) 9:00 am AEST.

Week 8 - 03 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Assisting growth and positive change	Please refer to the Week 8 section in Moodle.	Compulsory Zoom workshop #8. Tuesday 6pm (AEST time).

Week 9 - 10 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Compassion therapy, empathy, and emotions work	Please refer to the Week 9 section in Moodle.	Compulsory Zoom workshop #9. Tuesday 6pm (AEST time). **ASSESSMENT 1** Due: Week 9 Monday (10 Sept 2018) 9:00 am AEST

Week 10 - 17 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Models for understanding belief systems and behaviours	Please refer to the Week 10 section in Moodle.	Compulsory Zoom workshop #10. Tuesday 6pm (AEST time). **Assessment 3.** Reflective Practice Journal 3. Due: Monday (17 Sept., 2018) 9:00 am AEST.

Week 11 - 24 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Mindfulness, meditation, and ACT	Please refer to the Week 11 section in Moodle.	Compulsory Zoom workshop #11. Tuesday 6pm (AEST time).

Week 12 - 01 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
Review, consolidation, and wind-up	Please refer to the Week 12 section in Moodle.	Compulsory Zoom workshop #12. Tuesday 6pm (AEST time).

Review/Exam Week - 08 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 15 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Please note: To pass this unit there is a requirement to attend at least 10 out of the 12 compulsory scheduled weekly workshops. Unless suitable documentation is provided, such as a medical certificate, attendance at less than 10 out of the 12 scheduled workshops will result in a Fail grade for the unit. The rationale for the compulsory attendance is that the skills and knowledge required to work competently and ethically with clients is taught and practiced in these evening workshops.

Assessment Tasks

1 ASSESSMENT 1

Assessment Type
Practical Assessment

Task Description
For this assessment, you will choose an adult volunteer to coach in one simple, non-counselling, area of wellbeing-related behaviour change. A detailed Assessment Guide will be provided in the Moodle Unit homepage with full details of the requirements. Four coaching sessions, and two critiques, will be conducted across Assessments 1 and 2 - two coaching sessions and one critique per assessment.
Assessment 1 requires:

- Conducting 2 x 1-hour coaching sessions with the client, conducted over two consecutive weeks, and adhering fully to the requirements and protocols detailed in the Assessment Guide
- Informing a prospective client via the supplied information sheet as to the aim and requirements of the assessment task and obtaining the client's written consent to participate. The consent form needs to be submitted prior to commencing sessions with the client
- Prior to commencing the sessions, you will: 1) identify with the prospective client the area of wellbeing s/he would like to improve or develop via the coaching sessions; 2) source an appropriate, safe and professional location for conducting the sessions, as specified in the Assessment Guide, to which the client needs to agree; 3) gain Unit Coordinator approval for the sessions' focus and location.
- Preparing and using a range of pre-approved coaching templates for working with the client
- Submitting a written analysis (critique) of the first two coaching sessions, as detailed in the Assessment Guide and specified in the rubric
- Submitting a full audio recording of the first two coaching sessions

IMPORTANT INFORMATION REGARDING PASSING THIS UNIT.
Due to the ethical requirements of working with a real client, and for your safety, non-adherence to the ethical and safety requirements detailed in the Assessment Guide may result in a Fail grade being recorded for you in this unit.
To pass this unit there is a requirement to attend at least 10 out of the 12 compulsory weekly workshops in this unit. Unless suitable documentation is provided, such as a medical certificate, attendance at less than 10 out of the 12 scheduled workshops will result in a Fail grade for the unit. The rationale for the compulsory attendance is that the skills and knowledge required to work competently and ethically with clients are taught and practiced in these evening workshops.

Assessment Due Date
Week 9 Monday (10 Sept 2018) 9:00 am AEST
Submitted in Moodle via an Assessment 1 portal. Details will be provided in the Assessment Guide.

Return Date to Students
Week 11 Monday (24 Sept 2018)
Marked assessments will be returned in Moodle via the Assessment 1 portal.

Weighting
45%

Assessment Criteria
Assessment 1 will be marked via a rubric that will be uploaded to Moodle in the unit Assessment 1 section. Full requirements and criteria will be in the Assessment 1 Guide.
Marking criteria will include:

   1. Adherence to all the requirements - pre-coaching sessions template submissions, protocols and session inclusions for the

     coaching sessions, and write-up requirements, as outlined in the Assessment 1 Guide and specified in the marking rubric

   2. Your ability to undertake a methodical, ethical and professional approach to the coaching process and coaching relationship.

    - These elements will be taught and practiced during the compulsory workshops

   3. The quality of your critiquing and evaluations of the coaching sessions

   4. Demonstrated application in the coaching sessions of a range of coaching and micro coaching skills and approaches taught and

     practiced in the first 5 workshops, and specified in the Assessment Guide and rubric

   5. The submitted audio recordings of the coaching sessions.

Referencing Style

- [American Psychological Association 6th Edition (APA 6th edition)](#)

Submission
Online

Submission Instructions
Submission will be via the Assessment 1 section portal in Moodle. The required formatting and file type will be detailed in the Assessment 1 Guide.

Learning Outcomes Assessed

- Apply principles of positive change to plan and conduct professional coaching sessions with individual clients

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility

2 ASSESSMENT 2

Assessment Type
Written Assessment

Task Description
For this assessment, you will undertake the final two coaching sessions with your client and submit a critique of these two sessions.
Assessment 2 requires:

- Conducting a further 2 x 1-hour coaching sessions with the client, conducted over two consecutive weeks, adhering fully to the requirements and protocols detailed in the Assessment Guide and specified in the rubric
- Preparing and using a range of pre-approved coaching templates for working with the client
- Submitting a written analysis (critique) of the final two coaching sessions, as detailed in the Assessment Guide and specified in the rubric
- Submitting a full audio recording of the final two coaching sessions

Due to the ethical requirements of working with a real client, and for your safety, non-adherence to the ethical and safety requirements detailed in the Assessment Guide may result in a Fail grade being recorded for you in this unit.

Assessment Due Date
Review/Exam Week Tuesday (9 Oct 2018) 9:00 am AEST

Submitted in Moodle via an Assessment 2 portal. Details will be provided in the Assessment Guide.

Return Date to Students
Exam Week Friday (19 Oct 2018)
Marked assessments will be returned in Moodle via the Assessment 2 portal.

Weighting
45%

Assessment Criteria
Assessment 2 will be marked via a rubric that will be uploaded to Moodle in the unit Assessment 2 section. Full requirements and criteria will be in the Assessment 2 Guide.
Marking criteria will include:
   1. Adherence to all the requirements - protocols and session inclusions for the coaching sessions, and write-up requirements,
     as outlined in the Assessment 2 Guide and specified in the marking rubric
   2. Your ability to undertake a methodical, ethical and professional approach to the coaching process and coaching relationship.
   - These elements will be taught and practiced during the compulsory workshops
   3. The quality of your critiquing and evaluations of the coaching sessions
   4. Demonstrated application in the coaching sessions of a range of coaching and micro coaching skills and approaches taught and
     practiced in the in the first 5 workshops
   5. The submitted audio recordings of the coaching sessions.

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Submission Instructions
Submission will be via the Assessment 2 section portal in Moodle. The required formatting and file type will be detailed in the Assessment 2 Guide.

Learning Outcomes Assessed

- Evaluate and justify your coaching session methods

Graduate Attributes

- Knowledge
- Communication
- Research
- Self-management
- Ethical and Professional Responsibility

3 Assessment 3

Assessment Type
Reflective Practice Assignment

Task Description
Four Reflective Practice journal entries (approximately 300-500 words each) will be required for this assessment piece. Reflective Practice journals provide the opportunity to reflect on your professional and personal journey, as well as documenting your developing skills, competencies, and insights in the domain.
The due dates are detailed in the Unit Profile Schedule and assessment details will be in the Assessment 3 Guide on the Unit Moodle Homepage.

Assessment Due Date
Week 4 Monday (30 July 2018) 9:00 am AEST
The four submission due dates will be listed in the Unit Profile Schedule and the unit Assessment Guide in Moodle. Journals will be submitted in Moodle via an Assessment 3 portal.

Return Date to Students
Week 6 Monday (20 Aug 2018)
Journal feedback and a mark will be provided in Moodle within two weeks following each due date.

Weighting
10%

Assessment Criteria
Feedback will be provided - and a mark given - based on adherence to the assessment requirements detailed in the Assessment 3 Guide. Whilst each Reflective Practice submission will allow you flexibility to develop your own style for reflecting on your personal and professional development in the unit, the following assessment criteria will be used:
  • Inclusion and clarity of description of the reflection event/experience, activity or focus
  • Inclusion and clarity of intellectual and emotional responses to the reflective focus
  • Evidence of comparing current insights to previous understandings
  • Inclusion and clarity of domain- or career-specific reflections
  • The effort evident in each submission.

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Submission Instructions
Submission will be via the Assessment 3 section portals in Moodle. The required formatting and file type will be detailed in the Assessment 3 Guide.

Learning Outcomes Assessed

- Evaluate and reflect upon your personal and professional development as a coaching practitioner.

Graduate Attributes

- Knowledge
- Communication
- Self-management

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem