

# Student Handbook

## 11242NAT Graduate Diploma of Sandtray Therapy



### Introduction

Opengate Institute is a Registered Training Organisation (RTO number 45703) registered with the Australian Skills Quality Authority. Opengate Institute is proud to offer the 11242NAT - Graduate Diploma of Sandtray Therapy.

**Our courses are delivered as Guided Learning with online learning, classroom learning and client contact hours.**

### Modes of Learning

**Full-time blended learning** – this program involves scheduled classroom learning activities, self-paced learning, online and face to face assessment and a mandatory clinical contact 120 hours.

**Classroom learning** mandatory 5-day intensive workshop.

### Your profile

Graduates at this level will apply knowledge and skills to demonstrate autonomy, effective communication, well-developed judgement, adaptability, and responsibility as a Sandtray Therapist.

### Why Choose Opengate Institute?

Opengate institute offers a unique approach to learning that encourages you to develop your skills in all areas of integrative sand therapies. We support you as you learn the skills needed to make a difference in your chosen field whether that be integrating the Sandtray Therapy into Early Learning, Education and Schools, Private Practice, Counselling, Youth Work, OOH, working with disabilities NDIS or other areas.

### Who should do this course?

The Graduate Diploma of Sandtray Therapy is intended to broaden technical and theoretical knowledge and skills of learners to perform the functions associated with Sandtray Therapy. The pathway for Sandtray Therapists leads to working in specialist fields with children, adolescents, adults or groups in human services, community services, mental health, youth or in an educational setting to support the emotional expression and wellbeing of clients. Graduates at this level will apply knowledge and skills to demonstrate autonomy, effective communication, well-developed judgement, adaptability, and responsibility as a Sandtray Therapist.

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### **Who can do this course?**

This course is intended for those who have worked in or studied cognate disciplines including counselling, psychology, social work, education, community services, children’s services, disability services, youth work, child protection, human welfare, and Indigenous services.

This qualification reflects the role of workers who are current and emerging Mental Health workers, Counsellors, Social Workers, Psychologists, Psychotherapists, Youth Workers, Community Workers and other Allied Health workers and Educators.

### **Career Outcomes**

Students will learn to support the implementation of an approved learning framework, and support children’s, adolescents, teenagers, adults, couples, families and group wellbeing, emotional and psychological development. Depending on the setting, practitioners may work under direct supervision or autonomously in a range of practice settings implementing Sandtray Therapy into not for profit, other stakeholder, private practice, educational or school settings.

### **Who is responsible for your training?**

Opengate Institute is responsible under the Standards for Registered Training Organization’s (RTOs) 2015 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

### **Course Sequence and Structure**

The 11242NAT - Graduate Diploma of Sandtray Therapy comprises of 6 units of competency.

Opengate Institute has organised these units of competency into relevant clusters relating to shared skills and knowledge or shared work tasks. This results in an efficient delivery of training and assessment and a structure that is very logical for learners.

To be issued the qualification 11242NAT Graduate Diploma of Sandtray Therapy, a learner must be assessed as competent in 6 units of competency.

Opengate Institute have selected the training package units of competency within this course based on providing the learner a broad set of skills with a focus on providing a theoretical underpinning in Sandtray Therapy. Enterprise units were developed specifically by Opengate Institute to inform students of current methods and techniques in Sandtray Therapy as applied to the workplace and facilitating compliance through research and sound policy development.

**Course Sequence and Structure**

Units of Competency	Learning Elements
<b>CHCCSL004</b> Research and Apply Personality and Development Theories	Research key concepts and constructs of theories of personality and human development. Link developmental theories to Integrative Sandtray therapies. Update and maintain knowledge of theoretical trends.
<b>NAT11242004</b> Apply Symbol Work in Sandtray Therapy	This unit describes the skills and knowledge required to apply symbol work in Sandtray therapy. This unit applies symbol work techniques, theories and knowledge in Sandtray therapy when working with a diverse range of clients.
<b>NAT11242001</b> Conduct Sandtray Therapy Sessions	This unit describes the technical skills and knowledge required to conduct Sandtray therapy working with clients across the lifespan, with a diversity of issues.
<b>NAT11242002</b> Conclude and Monitor Sessions	This unit describes the multiple ways in which a Sandtray therapy session can be concluded and monitored and the practical application of reasons why.

<b>NAT11242003</b> Plan and Provide Sandtray Therapy in a Group Setting	This unit describes the skills and knowledge required to plan, facilitate, monitor, and evaluate Sandtray therapy sessions conducted in a group setting of two or more clients which may consist of a combination of adults and children.
<b>CHCPRP007</b> Work within a Clinical Supervision Framework	This unit describes the skills and knowledge required to initiate, prepare for, and participate in a structured process of clinical supervision.
<b>NAT11242005</b> Apply Advanced Clinical Sandtray	This unit applies techniques, theories and knowledge required to work in a clinical environment working with complex trauma and other mental health issues in Sandtray therapy.
<b>CHCPRP003</b> Reflect on and Improve Own Professional Practice	This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by Opengate Institute.

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### Exit Points for Short Courses –

There are two exit points once you are enrolled into the Graduate Diploma. You can exit after completion of 4 x units to complete a Certificate in Sandtray Therapy and at 6 units to complete an Advanced Certificate in Sandtray Therapy.

**An example:** The first 4 x units in the course structure are delivered over two terms. Each unit is 5 weeks. If you are a Qualified Practitioner and you wanted skills sets to add to your already current practice, then the first 4 x units create a short course as a Certificate in Sandtray Therapy, that gives you skill sets, knowledge and competencies to deliver sandtray therapy in your current practice. You gain a certificate as a Statement of Attainment upon completion of these units.

This Statement of Attainment is a pathway to the Qualification as a 11242NAT Diploma of Sandtray Therapy.

### National recognition

Competencies have been drawn from the nationally endorsed industry training package, the Community Services Training Package (CHC) and Enterprise Units. On successfully completing the training and assessment, the 11242NAT – Graduate Diploma of Sandtray Therapy qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider community. Opengate Institute will issue a qualification within 30 days of the final assessment being completed.

### Program Outline

We recommend about 3 hours per week to be set aside for self-paced work in your own time. In addition to this, you are also required to complete 120 (2 x 60) hours clinical contact as a requirement of the performance evidence of the units NAT11242001 Conduct Sandtray therapy sessions and NAT11242005 Apply Advanced Clinical Sandtray. Weekly online zoom Tutorials are also part of your guided learning.

### Workplace Client Contact

Opengate Institute students can arrange their own client contact and, if necessary, utilise our facilities or complete 120 hours client contact at the students's current workplace. Opengate Institute head of work placement will work with your supervisor or manager to ensure you have the resources and facilities in place to undertake client contact hours specifically using Sandtray Therapy.

Evidence of workplace client contact will be gathered using the Logbook Declaration.

### Locations

Classroom training and practical skills training will be delivered at the following locations:

Head Office Opengate Institute – Building P2, Yarramundi Lane, Western Sydney University, Richmond NSW.

Any updates on training locations will be displayed on the website.

### Expected duration.

The program is designed to be delivered Full time 12 months or Part time 2 years. You will need to

follow the Training Schedule.

**1. Full Time** – 12 months blended learning with 5 Day Intensive face-to-face training.

### Intensive Sandtray Therapy Workshops

Intensive 5-day program where learners will attend Opengate Institute for face-to-face learning and role play assessments.

Dates for Intensive training delivered are available on the student portal or Opengate website.

### Assessment requirements

Assessments are conducted using a combination of realistic workplace tasks, projects, knowledge questions and answers, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods that are to be applied.

**Method 1:** Practical Demonstration. You will be required to demonstrate a range of skills and applied knowledge whilst being observed by the assessor. These tasks typically involve the leading a simulated workplace activity such as setting up a Sandtray Therapy area, with indoor sand tray and placement of Sandtray miniatures. These tasks will also generally involve a discussion between you and the assessor immediately after the demonstration to gather further evidence of competency through verbal questioning, posing 'what if' scenarios.

**Method 2:** Portfolio of work evidence. Online. You will be required to prepare a portfolio of work based on completed activities which reflect the requirements of the workplace or as applicable to the unit of competency. A portfolio of work is suitable for more cognitive tasks when a task

involves several steps each resulting in a different piece of work which together represents the completion of the overall task.

**Method 3:** Written. Online. You will be required to respond to a range of questions and/or case study activities. The learner will research their answers from the issued learning material and other references. Some of these tasks may require you to provide a response in the context of your own workplace. A written report will relate directly to the required knowledge evidence in the units of competency and aims to collect both the valid and sufficient evidence of the learner's knowledge. The assessor will review your submitted report and using assessment benchmarks will review this work and provide feedback to the learner.

**Method 4:** Role Play. You will be required to participate in various role-plays which are conducted according to specific scenarios in the classroom setting. This environment will simulate the allied health workplace environment where you and others participating in the role-play will be briefed prior to each activity.

Role-plays are used to collect evidence of your ability to primarily deliver Sandtray therapy to clients within the workplace. Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all relevant equipment and resources.

The assessor will observe you during these role-plays to assess their abilities and applied knowledge.

**Method 5:** Written Report. The advanced clinical sandtray therapy module asks that you collect data from your clients. This data collection will include

pre and post testing of which the results will form your written report.

### **Practical (work) Client Contact**

All students are required to maintain a work placement logbook for the 120 client contact hours to record their hours. Your trainer will ask you to complete clinical supervision to present your case studies. This provides students the opportunity to opportunity to apply the knowledge and skills gained during coursework in a workplace environment under professional supervision. The placement experience strengthens a student's professional practice and better prepares them for employment on graduation.

### **Practice your skills while you study**

Students who are already working in the mental health/counselling sector are encouraged to use their existing workplace to complete these practical placement hours providing it meets the requirements necessary to conduct assessment. Students who are not already working in the sector may nominate another workplace or use the facilities at Opengate Institute.

Opengate Institute will engage with the nominated workplace to ensure that it will provide a suitable environment to gather practical experience across all tasks outlined in the units of competency. Opengate Institute will need to establish a formal Work Placement Agreement with the nominated workplace.

Students should note that unless they have established other arrangements with their employer, practical placement is performed as unpaid work.

### **Entry Requirements**

Entrants into the qualification will be over 21 years of age and are required to have successfully completed a bachelor's degree within the cognizant, education or mental health fields or apply for RPL if you have equivalent previous vocational experience.

Learners must meet any regulatory requirements for working with children and police checks in the relevant Australian State/Territory if they complete any work placement at Opengate Institute.

### **Language Literacy and Numeracy (LLN)**

LLN - Where support needs go beyond what can be met with reasonable adjustment during the training and assessment process, and additional support is required, Opengate Institute directs participants to a literacy specialist.

A Commonwealth Government support service is:

The Reading Writing Hotline 1300 6555 06

Learners must have a level of language, written & oral, requiring the learner to demonstrate potential to undertake study at AQF level 8.

It is a requirement that all students must already have a level of LLN to enroll into this course.

### **Working with Children Check**

All persons working with children in NSW must have a current Working with Children Check from the NSW Office of the Children's Guardian. It is your responsibility to keep this current.

<https://wwccheck.ccyp.nsw.gov.au/Applicants/Application>

### Police Check

<https://crimecheckaustralia.com.au/>

### Recognition of Prior Learning RPL

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. These units however are all conceptualized to Sandtray therapy.

Students are encouraged to notify Opengate Institute of their interest or intention to apply for RPL prior to their enrolment. We will provide you with a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency. Application for course credit should be lodged as soon as possible. Applications may not be accepted after the course has commenced. The application fee is \$550 per subject (unless otherwise stated). Contact Student Administration for an application form or access via the website RPL Kit.

### Assessment

A course program is accessible on your LMS. Your trainer will inform the learner about the scheduled assessment tasks applicable for each unit of competency.

The trainer is to allocate some time each week to go over the program and to particularly highlight assessment tasks which are either due or are approaching in the next few weeks. This constant

discussion and reminder each week is intended to keep the learner aware of their requirements with regard to assessment. All assessments are contextualised Sandtray Therapy.

**Note to Students:** We understand that some students have not undertaken higher education, or it may have been a long time since you completed assessments, but please don't panic. We are here to help you. We will walk you through the assessments so that they are clear, understandable and in plain English.

### Submitting Assessments

All written assessments must be submitted via your LMS unless otherwise stated in the subject outline or assessment brief. Assessments must be submitted by midnight of the due date (or the agreed extension date) or late penalties will apply.

### Reasonable Adjustment

The learner's individual needs will be determined during the preparation for the assessment. If the learner has individual needs, the assessor will make suitable adjustment to the assessment to allow for these whilst maintaining the integrity of the evidence gathering process.

### Be Yourself

Our small classes, group discussions and role-play activities allow you to really get to know your fellow students, trainers, and supervisors. Specific requirements for client contact hours will be discussed during the first day of the course, along with any questions you may have about your own needs.

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### What You Need

Students will require basic stationary, laptop, or a notebook according to their own study preferences, student portal workbooks or learning modules. Access to a computer which has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks.

### Textbooks

There is no pre-scribed text book for this course.

### Resources

Student portal can be accessed via your student management portal where students can download resources.

### Course Fee

This course is available for a fee for service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains that the supply of a course for 'professional or trade course' is a GST free education course.

Tuition Fee Payments by Invoice. For other payment plan enquires contact [suefryer@opengateinsitute.edu.au](mailto:suefryer@opengateinsitute.edu.au)

### Tuition Fee Refunds

Opengate Institute will issue a refund of tuition fees paid for education not delivered where:

- An offer of a place is withdrawn.
- Opengate Institute cancels a course.
- The student fails to meet course progression requirements due to unforeseen circumstances. The student is eligible for a full refund of any pre-paid tuition fees for subjects not yet attempted.
- A student withdraws from a subject on or before census date. This is the advertised commencement date.

**Note:** The full refund is paid to student less \$50 administration fee.

### Learning Management Systems

LMS - Graduate Diploma of Sandtray Therapy (and other courses) delivered **on campus or online** are structured to provide students the opportunity to collaborate, learn with the support of their peers, and interact with academic staff.

The whole course can be accessed electronically, and the course design includes online components where you are required to complete online activities or access e-readings in preparation for class. This model allows class time to focus on discussion, practicing skills and utilising the expertise of your trainer. Teaching materials and online learning activities are accessed via the Learning Management System known as LMS portal.

Timetables and assessment results are accessed via this Student Portal. Students receive a login to this system as part of the enrolment process. System login details are received via email. If you do not receive your login details, contact Student Admin.



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### Student Workload

Student workload is the number of hours a student should expect to spend on learning activities to achieve the requirements of their course and maintain satisfactory progress. Student workload includes teaching hours (face-to-face or online delivery) plus the hours spent away from the classroom completing readings, online learning activities, assessments, and group work etc. Opengate Institute recommends students spend 3 hours on self-paced study for each hour of teaching per subject per week i.e., total workload of 30 hours per week (for a fulltime study load).

### Policy and Procedures

Students should make themselves aware of the relevant policies and the requirements of the course in which they are enrolled. Subject outlines, assessment requirements and reading materials are available in the student portal upon registration and payment. Students receive a login to student portal as part of the enrolment process. If students have a grievance a copy of the relevant policy and procedures will be sent to student with the steps to take.

### Grievance and Appeals Process

Opengate Institute will take all reasonable steps to ensure decisions are fair, objective and consistently applied in accordance with policy, legislation, and regulation. Opengate Institute recognise, where reasonable grounds exist, to appeal against decisions and will ensure grievance and appeals are dealt with quickly and impartially.

### Privacy

Opengate Institute is committed to the protection

of privacy in compliance with the Commonwealth Privacy Amendment (Private Sector) Act (2000). The institutional Privacy Policy aims to protect the privacy of its employees, students, and community in relation to the collection, protection, and disclosure of personal information. Opengate Institute collects personal information about students and parents or guardians before and during the process of admission.

Information collected is restricted to what is needed to satisfy Opengate Institute's legal and regulatory obligations, and to discharge its duty of care in areas such as public health and child protection. Personal information collected is treated as confidential. Students may seek access to personal information collected about them by contacting Student Admin. Access may be denied if it will have an unreasonable impact on the privacy of others, or where access may result in a breach of the institute's duty of care. Opengate Institute will not disclose student information to third parties without written consent.

### Termination

Students are expected to maintain high standards of academic honesty and integrity. Opengate Institute reserves the right to suspend or cancel the enrolment of any student or group of students where there has been a breach of academic integrity or general conduct.

### Change of Personal Details

If you change your personal details - address, email, mobile number etc. It is important your new details are provided to the Student Admin. You can do this via the Learner App or an email to Opengate Institute.

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### Academic & Learning Support

Asking questions is a normal part of learning. Chances are, if you have a question in a class, someone else probably wants to know the same thing. So be brave and ask! From time to time, you might want to clarify your understanding of a concept or an assessment task. You can also speak to your teacher after class or send an internal message via your LMS portal.

### Professional Registration of Course

All students are encouraged to become a registered member of the Sandtray Therapy Association of Australia – STTAA.

### Accreditation

We seek accreditation of this program with relevant professional bodies for quality assurance purposes and to ensure our courses meet the relevant educational and training standards that allow graduates to seek recognition and practice as professionals. Opengate Institute is constantly advocating for professional accreditation in other areas on behalf of students.

### Insurance

Opengate Institute has advocated for a public liability insurance policy that covers students while they are participating in training. All Opengate Institute students are eligible to purchase their own insurance for \$1 through IICT. These details are all available on our website and IICT may change their policy so check the website.

Graduates will be able to purchase insurance through ANZMH Association or IICT. See their websites for details.

### Research

We welcome any research partners or individuals who are interested in studying Sandtray Therapy for further research and development.

### More About Us

Opengate Institute is not just a training organisation, we are run a client working with a diverse range of clients across the lifespan with diverse issues.

We pride ourselves on being advocates for Integrative Sand Therapies and welcome current and emerging therapists to visit Opengate Institute.

Our cottage has a vast array of facilities, and each therapy room has been set up for training purposes and run as practice rooms when training is not being delivered.

### About You

*Sandtray Therapy – as we touch the sand, play freely, tell our story through the symbols and self reflect in the presence of an attuned therapist, multiple brain systems are activated for psychological healing and transformation – if you have not done your own healing work prior to the 5 day in-person training, the nature of this method is that these wounds will arise from your unconscious. You need to be open to that fact, not be driven by your defense mechanisms and trust in the process.*

As an adult you will need to bring your awareness to the fact that this is a very deep psychological method that will bring up any of your unresolved issues. It is recommended that you experience at

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least x 3 of your own sandtray therapy sessions as a client before you commence your training.

### How to Apply

To apply for this course, go to the website landing page and choose your option for learning then click on Apply. This link will take you to the Enrolments page. Once we have ascertained that you are eligible to apply for the course you will be notified by email and a link will be set up to your learning and payment portal, or we may contact you for further discussion.

If you are applying for RPL please contact Opengate Institute administration and ask to speak with the trainer.

### Vision

Opengate Institute will be recognised and trusted as a leading tertiary education institution delivering Integrative Sand Therapy training throughout Australia and the region.



### Contact

#### Opengate Institute RTO 45703

Building P2, Yarramundi Lane.

Western Sydney University, Hawkesbury campus,  
Richmond NSW

(Entry via Vines Drive)

Tel. **1800 355 931**

Email: [info@opengateinstitute.edu.au](mailto:info@opengateinstitute.edu.au)

Website: [www.opengateinstitute.edu.au](http://www.opengateinstitute.edu.au)

Student Support

[studentsupport@opengateinstitute.edu.au](mailto:studentsupport@opengateinstitute.edu.au)

