

# **ENROLMENT GUIDE**

Certificate IV in Chaplaincy & Pastoral Care (CHC42315)

# CERTIFICATE IV IN CHAPLAINCY AND PASTORAL CARE

## Course Duration

Full-time load 1 year  
Part-time up to 4 years

## Study Modes

Intensives (Face-to-face or Live Zoom)

## Intakes

March (Semester 1) and August (Semester 2)  
Exact dates dependent on location & class cohort

## Course Structure

This course structure is based on three semesters, with the final semester being either Summer or Winter School.

- 11 core units
- 2 elective units

## Intensive Structure

The Certificate IV in Chaplaincy and Pastoral Care consists of 5 compulsory intensive classes, which students are required to attend. Intensives are three days, with 2-3 units covered in each Intensive.

**A lack of attendance will result in a delay in course progress and/or a request to withdraw from the missed unit(s).**

Units are grouped into intensives, as per the structure on the following pages. Students are required to enrol into all units in an intensive, as the units and assessment tasks within an intensive overlap.

## PLACEMENT

Students are required to complete 100 hours of Chaplaincy Placement.

- The first two intensives must be completed prior to commencing placement.
- The 'Chaplaincy Support' Intensive must be completed during or prior to commencing placement.

There are three units directly relating to placement:

**CHCPAS003** - Provide pastoral and spiritual care  
**CHCLEG001** - Work legally and ethically  
**CHCPRP003** - Reflect on and improve own professional practice

## WHAT YOU NEED TO KNOW

### Pre-requisites

A pre-requisite is a unit that must be successfully completed before attempting another unit.

### Timetables

To check if units are available at your campus or online, or for timetable information please visit [www.ac.edu.au/documents/timetables](http://www.ac.edu.au/documents/timetables).

## HOW TO ENROL?

Enrol through your [Student Gateway](#). For further assistance with enrolment or regarding changes in your course, contact the Student Support Team: [studentsupport@ac.edu.au](mailto:studentsupport@ac.edu.au)

For more information regarding dates and location of intensives, please visit the [Chaplaincy & Pastoral Care information page](#).

# COURSE OVERVIEW

These are all of the units that will be covered throughout the course. The next pages contain full-time and part-time enrolment structures.

## CORE UNITS / 11 UNITS

CODE	SUBJECT TITLE
CHCPAS003	Plan for the provision of pastoral and spiritual care
CHCCOM002	Use communication to build relationships
CHCCCS016	Respond to client needs
CHCCCS004	Assess co-existing needs
CHCDIV001	Work with diverse people
CHCCCS017	Provide loss and grief support
CHCMHS001	Work with people with mental health issues
CHCCCS003	Increase the safety of individuals at risk of suicide
CHCPAS004	Provide pastoral and spiritual care
CHCLEG001	Work legally and ethically
CHCPRP003	Reflect on and improve own professional practice

## ELECTIVES / 2 UNITS *(choose two of the following)*

CODE	SUBJECT TITLE
CHCAOD001	Work In an alcohol and other drugs context
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCYTH014	Work effectively with young people in the youth work context

# INTENSIVE COURSE STRUCTURE

The Certificate IV in Chaplaincy and Pastoral Care consists of **compulsory** intensive classes, which students are **required** to attend. Units are grouped into the following five intensives:

## 'Introduction to Chaplaincy Ministry' Intensive

This intensive will explore the foundations of Chaplaincy Ministry, providing students with the skills and knowledge to prepare for pastoral and spiritual care work from the perspective of the Australian Christian Churches. Students will also learn the skills and knowledge to establish, maintain and communicate in these pastoral care relationships.

## 'Skills for Chaplaincy' Intensive

This intensive will build upon the skills and knowledge learned in "Introduction to Chaplaincy Ministry." Attention will turn to the client, and students will learn the skills and knowledge required to spiritually support and pastorally care holistically for clients within their context.

## 'Chaplaincy Placement' Intensive

In this placement intensive, students will take the skills and knowledge they have acquired in the course and put them into practice in real-world situations. This intensive will have preparation classes before students commence placement.

## 'Chaplaincy Support' Intensive

This intensive introduces students to the skills and knowledge required to support clients who are facing complex situations, including people at risk of suicide, people experiencing grief and loss, and people with mental health issues.

## 'Electives' Intensive

Students will select two of the three units below as electives

- Recognise and respond appropriately to domestic and family violence
- Work in an alcohol and other drugs context
- Work effectively with young people in the youth work context

# FULL-TIME ENROLMENT STRUCTURE

The Certificate IV in Chaplaincy and Pastoral Care consists of **compulsory** intensive classes, which students are **required** to attend. Units are grouped into intensives as per the below structure.

## FIRST SEMESTER OF STUDIES - Core Units

### Introduction to Chaplaincy Ministry

CODE	SUBJECT TITLE
CHCPAS003	Plan for the provision of pastoral and spiritual care
CHCCOM002	Use communication to build relationships

### Skills for Chaplaincy

CODE	SUBJECT TITLE
CHCCCS016	Respond to client needs
CHCCCS004	Assess co-existing needs
CHCDIV001	Work with diverse people

## SECOND SEMESTER OF STUDIES - Core Units

### Chaplaincy Placement

CODE	SUBJECT TITLE
CHCPAS004	Provide pastoral and spiritual care
CHCLEG001	Work legally and ethically
CHCPRP003	Reflect on and improve own professional practice

### Chaplaincy Support

CODE	SUBJECT TITLE
CHCCCS017	Provide loss and grief support
CHCMHS001	Work with people with mental health issues
CHCCCS003	Increase the safety of individuals at risk of suicide

## WINTER or SUMMER SCHOOL - Elective Units

**Electives** Select two of the following elective units:

CODE	SUBJECT TITLE
CHCAOD001	Work In an alcohol and other drugs context
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCYTH014	Work effectively with young people in the youth work context

# PART-TIME ENROLMENT STRUCTURE

The Certificate IV in Chaplaincy and Pastoral Care consists of **compulsory** intensive classes, which students are **required** to attend. Units are grouped into intensives as per the below structure. Students are required to enrol into all units in an intensive, as the units and assessment tasks within an intensive overlap.

## FIRST SEMESTER OF STUDIES - Introduction to Chaplaincy Ministry

CODE	SUBJECT TITLE
CHCPAS003	Plan for the provision of pastoral and spiritual care
CHCCOM002	Use communication to build relationships

## SECOND SEMESTER OF STUDIES - Skills for Chaplaincy

CODE	SUBJECT TITLE
CHCCCS016	Respond to client needs
CHCCCS004	Assess co-existing needs
CHCDIV001	Work with diverse people

## THIRD SEMESTER OF STUDIES - Chaplaincy Support

CODE	SUBJECT TITLE
CHCCCS017	Provide loss and grief support
CHCMHS001	Work with people with mental health issues
CHCCCS003	Increase the safety of individuals at risk of suicide

## FOURTH SEMESTER OF STUDIES - Chaplaincy Placement

CODE	SUBJECT TITLE
CHCPAS004	Provide pastoral and spiritual care
CHCLEG001	Work legally and ethically
CHCPRP003	Reflect on and improve own professional practice

## WINTER or SUMMER SCHOOL - Electives

Select two of the following elective units:

CODE	SUBJECT TITLE
CHCAOD001	Work In an alcohol and other drugs context
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCYTH014	Work effectively with young people in the youth work context