COURSE GUIDE

School Chaplaincy Upgrade

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KEY DETAILS

The SCU is an introductory course for those interested in the first step of their journey to working and serving as a Chaplain and it is taught in the context of school chaplaincy ministry.

Course Duration
Full-time load: 1 term

Study Modes
This course is offered in an online live format.

Please note that the learning will include the following:

- Live teaching intensives: Mandatory live full-day teaching intensives, usually 9am-4pm, taught over Zoom
- Additional learning resources will be available through the online Learning Management Hub: Moodle

Please contact your Student Coordinator or your Program Director if you need clarification about which aspects of your learning are mandatory to pass each unit.

Intakes
Term 1: January
Term 2: April
Term 3: July
Term 4: October

Course Structure
This course requires completion of 2 units taken from the Certificate IV in Chaplaincy and Pastoral Care:

- *CHCCCS016 Respond to client needs*
- *CHCMHS001 Work with people with mental health issues*

Upon completion of the School Chaplaincy Upgrade, students can continue on to the full Certificate IV in Chaplaincy and Pastoral Care, completing the remaining 11 units.

WHAT YOU NEED TO KNOW
Accreditation
Students who successfully complete the 2 units of competency in the School Chaplaincy Upgrade can apply for associate member accreditation through Chaplaincy Australia.

Timetables
To check unit availability and class dates / times, please visit:
https://www.ac.edu.au/timetables-calendars/

ENROLMENT
Students enrol via the Enrolment Centre. An 'Enrol Here' link will be available for the upcoming term.

For more information regarding dates and class times, and assistance with enrolling, please email the Student and Placement Coordinator for Chaplaincy:
vet.chaplaincy@ac.edu.au

CROSS-CREDITS AND RPL

If you have completed previous studies or work in the same or related area of your course, you may be eligible to receive credit towards your course resulting in a partial or full exemption from completing certain subjects or units. There are two main types of credit: 'cross credit' and 'recognition of prior learning' (RPL).

A cross credit is when you have previously studied a specific subject or unit, and the learning you have completed satisfies the objectives and assessment requirements for a subject or unit in the course you are studying. To apply for cross credit, you must provide an official transcript from the institution where you completed the subject or unit. You may also need to provide an outline of the learning objectives or assessment requirements as part of your application.

Recognition of prior learning (RPL) recognises any relevant prior learning, including formal and informal learning, such as knowledge, skills, competencies, and attributes that you may have acquired through work experience, community involvement, or general life experience. You must provide thorough documentation and evidence for this type of application to be considered.

Requests for cross credit and RPL should be made before enrolling, via the Enrolment Centre. Select the 'Submit Request' link and then select 'Cross Credit and Recognition for Prior Learning'.

AC POLICIES

Please read our policies via the website List of Policies.

Key policies to review are:
- Course Progression Policy
- Assessment Policy, including information about: Submissions, Extensions, Late submissions, Review of marking

STUDENT FORMS

You can apply for a Student ID Card, concession travel, an AC library card, and access the assessment extension request form using the 'Student Forms' page on the AC website: https://www.ac.edu.au/forms/

ONLINE LEARNING HUB: VET MOODLE

Moodle is the platform we use for our learning content. On Moodle, you will find each of your units and, within them, the dates of your mandatory live teaching classes and all your assessments.

Assessment-related questions are best directed to your Tutor. Your tutor's contact details will be available on the main page of each unit. Please let me know if you are unsure of who your Tutor is.

Once you have enrolled, within 24-48 hours you will receive an email from our Online Learning Hub called 'Moodle'. This email will include your Moodle login details.

Your username for Moodle will be your Student ID Number. The first time you log into the VET Moodle site, you will be asked to change your password.

Get started learning about using Moodle here:
https://rise.articulate.com/share/d7enNWnJb_kysVTNzOq7pM0q9-0JvuQ4#/

COURSE OVERVIEW

This overview lists the units that are required to receive a Statement of Attainment for the School Chaplaincy Upgrade.

To be awarded a Statement of Attainment for the School Chaplaincy Upgrade, students will need to receive a 'Competent' result for each unit.

For the full list of units in the Certificate IV in Chaplaincy and Pastoral Care, please contact the Chaplaincy Student Coordinator: vet.chaplaincy@ac.edu.au.

Total Units = 2 Units

UNIT CODE	UNIT NAME
CHCCCS016	Respond to client needs
CHCMHS001	Work with people with mental health issues