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UNIVERSITY COLLEGE

COURSE GUIDE

CHC42315 Certificate IV in Chaplaincy and Pastoral Care
Lifehouse Church

CERTIFICATE IV IN CHAPLAINCY AND PASTORAL CARE

KEY DETAILS

Course Duration
Full-time load: 1 year (4 terms)

Study Modes
You can complete this course fully on-campus at Lifehouse Church in Coffs Harbour.

Please note that the learning will include the following:

- Live teaching intensives: Mandatory live in-person full-day teaching intensives, usually 9am-4.30pm
- Additional learning resources will be available via the online Learning Management Hub: Moodle

Most of your learning will include a blend of the above modes. 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 2: June

Course Structure
This course requires completion of 13 units:
- 11 Core Units
- 2 Elective Units

PLACEMENT

As part of the Certificate IV in Chaplaincy and Pastoral Care, students are required to complete 100 hours of placement in a chaplaincy context.

The placement unit is *CHCPAS002 Provide pastoral and spiritual care*. This unit is part of Intensive 4.

To be eligible to enrol in *CHCPAS002*, students will need to have successfully completed every unit from Intensive 1 and Intensive 2.

Students will enrol in *CHCPAS002* in their final term of studies.

WHAT YOU NEED TO KNOW

Accreditation
Students who are eligible to graduate from the Certificate IV in Chaplaincy and Pastoral Care can apply for accreditation as a chaplain 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 Certificate IV in Chaplaincy and Pastoral Care.

To be awarded a Certificate IV in Chaplaincy and Pastoral Care, students will need to receive a 'Competent' result for each unit.

For the full-time enrolment structure, please see the following pages.

Total Units = 13 Units

Core Units = 11 Units

UNIT CODE	UNIT NAME
CHCPAS001	Plan for the provision of pastoral and spiritual care
CHCCOM002	Use communication to build relationships
CHCCCS016	Respond to client needs
CHCMHS001	Work with people with mental health issues
CHCLEG001	Work legally and ethically
CHCCCS017	Provide loss and grief support
CHCCCS004	Assess co-existing needs
CHCCCS003	Increase the safety of those at risk of suicide
CHCPAS002	Provide pastoral and spiritual care *(100-hour placement)*
CHCDIV001	Work with diverse people
CHCPRP003	Reflect on and improve own professional practice

Elective Units = 2 Units
Choose two of the following:

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

ENROLMENT STRUCTURE

The Certificate IV in Chaplaincy and Pastoral Care consists of mandatory intensive classes, which students are required to attend. For enrolment advice, please contact the Student and Placement Coordinator for Chaplaincy: vet.chaplaincy@ac.edu.au.

FIRST TERM OF STUDIES

Intensive 1: Chaplaincy Foundations

UNIT CODE	UNIT NAME
CHCPAS001	Plan for the provision of pastoral and spiritual care
CHCCOM002	Use communication to build relationships
CHCCCS016	Respond to client needs
CHCMHS001	Work with people with mental health issues

SECOND TERM OF STUDIES

Intensive 2: Chaplaincy Responses

UNIT CODE	UNIT NAME
CHCLEG001	Work legally and ethically
CHCCCS017	Provide loss and grief support
CHCCCS004	Assess co-existing needs
CHCCCS003	Increase the safety of those at risk of suicide

THIRD TERM OF STUDIES

Intensive 4: Chaplaincy Specialisation (Electives)

Choose 2 of the following:

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

FOURTH TERM OF STUDIES

Intensive 3: Professional Chaplaincy Practice

UNIT CODE	UNIT NAME
CHCPAS002	Provide pastoral and spiritual care *(100-hour placement)*
CHCDIV001	Work with diverse people
CHCPRP003	Reflect on and improve own professional practice

COURSE PROGRESSION TRACKING

Below is an example of how to fill in and track your course progression. On the following page is a blank copy for your own records. Prior to enrolling each term, please contact the Chaplaincy Student and Placement Coordinator for confirmation: vet.chaplaincy@ac.edu.au.

EXAMPLE:

Student Name:	Mary Smith
Student ID Number:	2512 3456
Commencement:	Term 2 2025
Cohort:	25.1
Progression Updated:	Monday 1 February 2025

Requirements:
- 13 units of competency
- Completed according to the prescribed enrolment schedule

	Enrolment	Notes
Term 1, Intensive 1: Chaplaincy Foundations		
CHCPAS001 Plan for the provision of pastoral and spiritual care	Term 2 2025	
CHCCOM002 Use communication to build relationships	Term 2 2025	
CHCCCS016 Respond to client needs	Term 2 2025	
CHCMHS001 Work with people with mental health issues	Term 2 2025	
Term 2, Intensive 2: Chaplaincy Responses		
CHCLEG001 Work legally and ethically	Term 3 2025	
CHCCCS017 Provide loss and grief support	Term 3 2025	
CHCCCS004 Assess co-existing needs	Term 3 2025	
CHCCCS003 Increase the safety of individuals at risk of suicide	Term 3 2025	
Term 4, Intensive 4: Chaplaincy Specialisation *(choose 2 of the following 3 electives)*		
CHCDFV001 Recognise and respond appropriately to domestic and family violence	Term 4 2025	
CHCAOD001 Work in an alcohol and other drugs context	Term 4 2025	
CHCYTH014 Work effectively with young people in the youth work context	Term 4 2025	
Term 3, Intensive 3: Professional Chaplaincy Practice		
CHCPAS002 Provide pastoral and spiritual care (100-hour chaplaincy placement)	Term 1 2026	
CHCDIV001 Work with diverse people	Term 1 2026	
CHCPRP003 Reflect on and improve own professional practice	Term 1 2026	

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Course Progression

Student Name:	
Student ID Number:	
Commencement:	
Cohort:	
Progression Updated:	

Requirements:
- 13 units of competency
- Completed according to the prescribed full-time or part-time schedule

	Enrolment	Notes
First Term, Intensive 1: Chaplaincy Foundations		
CHCPAS001 Plan for the provision of pastoral and spiritual care		
CHCCOM002 Use communication to build relationships		
CHCCCS016 Respond to client needs		
CHCMHS001 Work with people with mental health issues		
Second Term, Intensive 2: Chaplaincy Responses		
CHCLEG001 Work legally and ethically		
CHCCCS017 Provide loss and grief support		
CHCCCS004 Assess co-existing needs		
CHCCCS003 Increase the safety of individuals at risk of suicide		
Third Term, Intensive 4: Chaplaincy Specialisation *(choose 2 of the following 3 electives)*		
CHCDFV001 Recognise and respond appropriately to domestic and family violence		
CHCAOD001 Work in an alcohol and other drugs context		
CHCYTH014 Work effectively with young people in the youth work context		
Fourth Term, Intensive 3: Professional Chaplaincy Practice		
CHCPAS002 Provide pastoral and spiritual care (100-hour chaplaincy placement)		
CHCDIV001 Work with diverse people		
CHCPRP003 Reflect on and improve own professional practice		