COURSE HANDBOOK

Diploma of Community Services and Diploma of Chaplaincy
School of Health and Human Sciences

Alphacrucis University College Ltd

ACN: 072 747 187
ABN: 13 072 747 187
RTO: 90525

TEQSA: PRV12006
CRICOS: 00958A

Mail
PO Box 337 Parramatta 2124

Phone
1300 228 355

Email
info@ac.edu.au

NSW   VIC   QLD   WA   SA   TAS

COURSE HANDBOOK

Alphacrucis University College

DIPLOMA OF COMMUNITY SERVICES AND DIPLOMA OF CHAPLAINCY

Table of Contents

COURSE HANDBOOK

Alphacrucis University College

DIPLOMA OF COMMUNITY SERVICES AND DIPLOMA OF CHAPLAINCY

Overview

<table>
<tr><td rowspan="10">DIPLOMA OF COMMUNITY SERVICES (DCS)</td><td>Program Director</td><td>Associate Professor Rebecca Loundar</td></tr>
<tr><td>AQF Level</td><td>AQF Level 5 (Higher Education)</td></tr>
<tr><td>Qualification</td><td>Diploma</td></tr>
<tr><td>Subjects</td><td>8</td></tr>
<tr><td>Languages of Instruction</td><td>English</td></tr>
<tr><td>ASCED Code</td><td>090501 and 091703</td></tr>
<tr><td>Accreditation</td><td>Self-accreditation (accredited in 2025)</td></tr>
<tr><td>Course Length</td><td>1.5 year full-time; up to 5 years part-time
NB: 2026 Part time only for DCS units</td></tr>
<tr><td>Entry Requirements</td><td>https://www.ac.edu.au/awards/diploma-of-community-services-and-diploma-of-chaplaincy/</td></tr>
</table>

COURSE OVERVIEW

The Diploma of Community Services and Diploma of Chaplaincy is a double diploma arrangement that leads to two separate awards in the minimum possible time. The Double Diploma of Community Services and Chaplaincy provides an introductory body of knowledge and skills in the discipline areas of community services and chaplaincy. The program is designed to produce graduates who can apply integrated technical and theoretical concepts across both fields in a broad range of contexts from a Christian worldview, as well as embody integrity, professional knowledge, and social skills, making a positive contribution to society.

The Double Diploma introduces students at a foundation level to the sources and content of both community services and chaplaincy and provides training which emphasises vocational application in community-based and chaplaincy work. Graduates will have cognitive and communication skills to identify and analyse a range of ideas and perspectives in community and pastoral care contexts, specialist technical and creative skills to express those ideas, and will be able to demonstrate an ability to apply a body of knowledge in a range of contexts. Students will perform complex technical operations in real-life community service and chaplaincy contexts with personal responsibility and autonomy and will demonstrate an ability to plan, design, implement and evaluate approaches to community and chaplaincy problems and requirements.

AC is committed to providing academic pathways for students. The course of study allows flexibility for students who may wish to start with a short undergraduate course before committing to the Bachelor of Applied Social Science or for students who need to exit the Bachelor program earlier than intended, due to unforeseen personal or professional reasons.

COURSE HANDBOOK

Alphacrucis University College

DIPLOMA OF COMMUNITY SERVICES AND DIPLOMA OF CHAPLAINCY

Course Structure

Note: Contact the Quality & Standards Team for access to previous course version.

This course structure applies to students enrolled from Semester 1, 2026 onwards.

This dual diploma course structure is based on three semesters (each of 13 weeks duration), with four subjects taught in each semester. It comprises:
- 70 credit points of compulsory core subjects; and
- 50 credit points of electives.

To qualify for award of the dual diploma of Diploma of Chaplaincy and Diploma of Community Services a candidate shall accrue an aggregate of at least 120 credit points, including satisfactory completion of the core subjects noted below.

Content of the course of study		Credit points
Core subjects	ACA001 Faith and Purpose EXP009 Professional Practice or SSC022 Professional Placement – Community Services MIN013 Chaplaincy Ministry MIN014 Theory and Practice in Chaplaincy MIN015 Chaplaincy Support in Practice SSC020 Foundations of Community Services SSC021 Foundational Communication Skills	7 x 10
Elective subjects	Any five SSC subjects at 000 and100 level of the following: SSC010 Understanding Trauma SSC011 Understanding Addictions SSC012 Methods of Youth Work SSC015 Group Work SSC110 Psychology of Emotion and Wellbeing SSC116 Community Engagement	5 x 10
Specialisation	There are no specialisations.	
Rules of Progression	Placement to be completed in final semester	
Other Protocols of the Course	For Chaplain Accreditation application eligibility, students must complete SSC010 Understanding Trauma, SSC011 Understanding Addictions, SSC012 Methods of Youth Work.	
Pre-requisites for specific subjects	Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject. Must have the appropriate police checks and/or approvals for working with children.	
Bridging/ Nested Courses	There are no nested courses within this course of study	

Indicative Course Progression

Based on a full-time study mode

CORE	ELECTIVES	RESTRICTIVE ELECTIVES

Year 1	
Semester 1	**Semester 2**
MIN013 Chaplaincy Ministry	ACA001 Faith and Purpose
MIN014 Theory and Practice in Chaplaincy	MIN015 Chaplaincy Support in Practice
SSC020 Foundations of Community Services	Elective or SSC010 Understanding Trauma (for Chaplaincy accreditation)
SSC021 Foundational Communication Skills	Elective or SSC011 Understanding Addictions (for Chaplaincy accreditation)

Year 3	
Semester 1	
EXP009 Professional Practice or SSC022 Professional Placement – Community Services	
Elective or SSC012 Methods of Youth Work (for Chaplaincy accreditation)	
Elective	
Elective	

Course Learning Outcomes

Graduates will be able to:
• Demonstrate general understanding of key issues, recent scholarship and practices within chosen discipline area of community services, consistent with a Christian worldview
• Demonstrate technical and theoretical understanding of research principles and methods, and knowledge of research approaches used in the discipline area of community services.
• Demonstrate ability to identify, analyse and synthesise theoretical knowledge in the discipline area of community services
• Demonstrate ability to examine a complex problem or management requirements using appropriate methodologies and theories from the discipline area of community services;
• Demonstrate ability to analyse and synthesise ideas and theories from other disciplines related to the discipline area of community services;
• Demonstrate ability to communicate effectively and creatively ideas and perspectives to peers and general audiences in diverse contexts.
• Demonstrate ability to articulate questions or issues and apply the knowledge and skills developed within the discipline area of community services to develop appropriate solutions;
• Demonstrate ability to work independently, responsibly and with the level expected in a broad range of professional and community services contexts;
• Demonstrate ability to collaborate in team projects to make a positive contribution toward social issues;
• Demonstrate ability to undertake self-reflection and evaluation of performance for the purpose of vocational development.

Work Integrated Learning

Work-Integrated Learning may be undertaken through various Professional Practice and Professional Experience subjects at AC. These subjects seek to create a direct linkage between the learning, skills and values engaged in lectures, and the reflection which occurs when these are applied in real-life settings. These work-based training subjects comprise of instruction, academic assessment and a placement in a workplace for each subject.

To qualify for this course, a candidate will complete at least 1 subject (10 credit points) of Professional Practice. Students are usually required to find their own workplace/ employer/ mentor to be approved by AC. In some cases, a new aspect within a student's current paid employment may be suitable as a work placement.

For further information related to Work-Integrated Learning please see the Professional Practice Handbook on Moodle or contact our Student Support *team*.

Other Course Information

For other course information, such as information on Professional Accreditation and available intakes, visit the course web page:

https://www.ac.edu.au/awards/diploma-of-community-services-and-diploma-of-chaplaincy/

COURSE HANDBOOK

Alphacrucis University College

DIPLOMA OF COMMUNITY SERVICES AND DIPLOMA OF CHAPLAINCY

USEFUL LINKS

AC WEBSITE

https://www.ac.edu.au/

HOW TO ENROL

Please see the **Timetable** for available subjects

AC POLICIES

https://ww1.ac.edu.au/ppm/

LEARNING MANAGEMENT SYSTEM

Enrolled students will have access to AC's **LMS**

FEES

https://www.ac.edu.au/fees-financing/

STUDENT FORMS

https://www.ac.edu.au/forms/

GRADUATE ATTRIBUTES

https://ww1.ac.edu.au/ppm/graduate-attributes-policy/

STUDENT SUPPORT

The Student Support team are available if you need assistance. Email the team via: studentsupport@ac.edu.au or book a phone or video call via: Bookings

Phone: (02) 8893 9005

https://www.ac.edu.au/student-services/

For disability support please contact dso@ac.edu.au

Appendix 1

COURSE PROGRESSION TRACKING TEMPLATE

Diploma of Community Services and Diploma of Chaplaincy (DCS)

Student:	
Student ID number:	
Year of commencement:	

Diploma of Community Services and Diploma of Chaplaincy requirements:

7 subjects (120 credit points): 7 Core Units + 5 Elective units

7 Core subjects Subject Code & Name	Subject Credit Points	Comments

5 Elective subjects Subject Code & Name	Subject Credit Points	Comments