Alphacrucis University College

COURSE GUIDE

CHC42315 Certificate IV in Chaplaincy and Pastoral Care

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CERTIFICATE IV IN CHAPLAINCY AND PASTORAL CARE

KEY DETAILS

Course Duration
Full-time load: 1 year (4 terms)
Part-time: Up to 4 years (7-13 terms)

Study Modes
This course is offered online, this includes:

- Online 'blended' format which consist of live-online zoom classes (mandatory) and pre-recorded teaching.
- Additional learning resources will be available through the online Learning Management Hub: Moodle
- Tutorials: 30 minute evening classes, twice per unit each term, facilitated by your tutor online live via Zoom

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
https://www.ac.edu.au/key-dates/
Term 1: February
Term 3: July

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*. In conjunction with the placement unit, students must enrol in *CHCPRP003 - Reflect on and improve own professional practice*.

To be eligible to enrol in *CHCPAS002* and *CHCPRP003*,
students will need to have successfully completed every unit from Term 1 and Term 2.

Full-time students will enrol in *CHCPAS002* and *CHCPRP003*
in their third term of studies, whereas part-time students will enrol in *CHCPAS002* and *CHCPRP003* 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:
shhs@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. As well pay a RPL fee for each unit.

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 ID

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 should be 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, 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#/

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COURSE OVERVIEW

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

For full-time and part-time enrolment structures, please see the following pages.

Total Units = 13 Units

Core = 11 Units

UNIT CODE	UNIT NAME
CHCPAS001	Plan for the provision of pastoral and spiritual care
CHCCOM002	Use communication to build relationships
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
CHCDIV001	Work with diverse people
CHCPAS002	Provide pastoral and spiritual care *(100-hour placement)*
CHCPRP003	Reflect on and improve own professional practice

Elective = 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

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FULL-TIME 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: shhs@ac.edu.au

FIRST TERM OF STUDIES

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

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

THIRD TERM OF STUDIES

UNIT CODE	UNIT NAME
CHCPAS002	Provide pastoral and spiritual care *(100-hour placement)*
CHCMHS001	Work with people with mental health issues
CHCPRP003	Reflect on and improve own professional practice

FOURTH TERM OF STUDIES

Choose 2 of the following electives:

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

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PART-TIME ENROLMENT STRUCTURE

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

FIRST TERM OF STUDIES

UNIT CODE	UNIT NAME
CHCPAS001	Plan for the provision of pastoral and spiritual care
CHCCOM002	Use communication to build relationships

SECOND TERM OF STUDIES

UNIT CODE	UNIT NAME
CHCCCS017	Provide loss and grief support
CHCCCS004	Assess co-existing needs

THIRD TERM OF STUDIES

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

FOURTH TERM OF STUDIES

UNIT CODE	UNIT NAME
CHCCCS003	Increase the safety of those at risk of suicide
CHCLEG001	Work legally and ethically

FIFTH TERM OF STUDIES

UNIT CODE	UNIT NAME

CHCDIV001	Work with diverse people

SIXTH TERM OF STUDIES

(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

SEVENTH TERM OF STUDIES

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

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COURSE PROGRESSION TRACKING

Certificate IV in Chaplaincy and Pastoral Care

ENROLMENT GUIDE

A step-by-step guide to help students enrol each term

Welcome

This guide sets out the recommended study pathway for your course. It shows which units to enrol in, the order in which to complete them, and which term(s) each unit is offered. Check with your Student Coordinator if you have any questions prior to enrolling: shhs@ac.edu.au

How to use this guide

- ∉ Follow the Recommended Order column — units are sequenced to build knowledge progressively and to line up with placement requirements.
- ∉ Check the Term Offered column before enrolling — most units run twice a year (Term 1 & 3, or Term 2 & 4), so make sure you select the correct term for your intake.
- ∉ Track your own progress. Tick off the Completed column as you go.

Course Structure

The course is organised into four Terms, students can begin from term 1 or 3. Part-time students can refer to the guide on page 3, and we encourage these students to enrol with the assistance of the Student Coordinator.

There are 11 core units and 2 electives. The units are listed on the following page.

Placement

The placement unit CHCPAS002 commences in either Term 1 or 3 and is completed across 2 Terms. It is recommended students complete CHCPRP003 concurrently with the placement unit in term 1 or 3.

Enrolment Checklist

- ∉ Confirm your enrolment options with the Student Coordinator shhs@ac.edu.au
- ∉ Review the timetable on the AC website and take note of the live-online class dates https://www.ac.edu.au/timetables-calendars/
- ∉ Enrol in units, in the recommended order: Enrolment Centre
- ∉ Keep a copy of this guide and update the Term Enrolled / Completed columns each term.
- ∉ Contact your Student Coordinator if you need to defer, withdraw from, or swap a unit.

Student Name:	
Student ID Number:	
Commencement Term:	

Enrolment Guide

Order	Unit Code	Unit Title	Term Offered	Notes	Completed
	Term 1				
1	**CHCPAS001**	Plan for the provision of pastoral and spiritual care	1 & 3		☐
2	**CHCCOM002**	Use communication to build relationships	1 & 3		☐
3	**CHCCCS016**	Respond to client needs	1 & 3		☐
4	**CHCMHS001**	Work with people with mental health issues	1 & 3		☐
	Term 2				
5	**CHCCCS017**	Provide loss and grief support	2 & 4		☐
6	**CHCCCS004**	Assess co-existing needs	2 & 4		☐
7	**CHCCCS003**	Increase the safety of individuals at risk of suicide	2 & 4		☐
8	**CHCLEG001**	Work legally and ethically	2 & 4		☐
	Term 3				
9	**CHCPAS002**	Provide pastoral and spiritual care (100-hour chaplaincy placement — enrolment spans 2 Terms)	1 & 3		☐
10	**CHCPRP003**	Reflect on and improve own professional practice (alongside CHCPAS002)	1 & 3		☐
11	**CHCDIV001**	Work with diverse people	1 & 3		☐
	Term 4: choose 2 electives from the list below				
12	—		2 & 4		☐
13	—		2 & 4		☐

1. *CHCDFV001 — Recognise and respond appropriately to domestic and family violence*
2. *CHCAOD001 — Work in an alcohol and other drugs context*
3. *CHCYTH014 — Work effectively with young people in the youth work context*

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Enrolment Guide – Part Time 2 Years

Order	Unit Code	Unit Title	Term Offered	Notes	Completed
	Year 1: Term 1				
1	**CHCPAS001**	Plan for the provision of pastoral and spiritual care	1 & 3		☐
2	**CHCCOM002**	Use communication to build relationships	1 & 3		☐
	Year 1: Term 2				
3	**CHCCCS017**	Provide loss and grief support	2 & 4		☐
4	**CHCCCS003**	Increase the safety of individuals at risk of suicide	2 & 4		☐
	Year 1: Term 3				
5	**CHCCCS016**	Respond to client needs	1 & 3		☐
6	**CHCMHS001**	Work with people with mental health issues	1 & 3		☐
	Year 1: Term 4				
7	**CHCCCS004**	Assess co-existing needs	2 & 4		☐
8	**CHCLEG001**	Work legally and ethically	2 & 4		☐
	Year 2: Term 1				
9	**CHCDIV001**	Work with diverse people	1 & 3		☐
	Year 2: Term 2 *choose 2 electives*				
10	—	Selected from the elective list below	2 & 4		☐
11	—	Selected from the elective list below	2 & 4		☐
	Year 2: Term 3				
12	**CHCPRP003**	Reflect on and improve own professional practice (alongside CHCPAS002)	1 & 3		☐
13	**CHCPAS002**	Provide pastoral and spiritual care (100-hour chaplaincy placement — enrolment spans 2 Terms)	1 & 3		☐

Elective options

1. *CHCDFV001 — Recognise and respond appropriately to domestic and family violence*
2. *CHCAOD001 — Work in an alcohol and other drugs context*
3. *CHCYTH014 — Work effectively with young people in the youth work context*