Alphacrucis University College

COURSE GUIDE

School Chaplaincy Foundations

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**

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School Chaplaincy Foundations

KEY DETAILS

The School Chaplaincy Foundations (SCF) 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 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 3 units taken from the Certificate IV in Chaplaincy and Pastoral Care:

- *CHCCCS016 Respond to client needs*
- *CHCMHS001 Work with people with mental health issues*
- *CHCPAS001 - Plan for the provision of pastoral and spiritual care*

Upon completion of the SCF students can apply to continue on to the full Certificate IV in Chaplaincy and Pastoral Care, completing the remaining 10 units.

WHAT YOU NEED TO KNOW

Accreditation
Students who successfully complete the 3 units of competency in the School Chaplaincy Foundations 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: 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 Statement of Attainment for the School Chaplaincy Foundations, 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: shhs@ac.edu.au

Total Units = 3 Units

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

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COURSE PROGRESSION TRACKING

School Chaplaincy Foundations

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.
- Track your own progress. Tick off the Completed column as you go.

Course Structure

Students can begin from term 1 or 3. Part time students are encouraged to enrol with the assistance of the Student Coordinator.

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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 intensive dates https://www.ac.edu.au/timetables-calendars/
- ∉ Enrol in Term 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:	

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	**CHCCCS016**	Respond to client needs	1 & 3		☐
3	**CHCMHS001**	Work with people with mental health issues	1 & 3		☐