

ENROLMENT GUIDE

Certificate IV in Chaplaincy & Pastoral Care CHC42315

CERT IV IN CHAPLAINCY AND PASTORAL CARE

Course Duration

Full-time load 1 year
Part-time up to 2 years

Study Modes

Intensives (Face-to-Face or Live Zoom Class)

Intakes

February and August
(Exact dates dependent on location and class cohort)

Course Structure

This enrolment guide outlines the requirements of the Certificate IV in Chaplaincy and Pastoral Care. To be eligible to graduate in the award you must complete the following requirements:

- 9 core units
- 4 elective units

Intensive Structure

The Cert IV consists of five compulsory intensive classes. Most intensives last three days (or two days for elective units) where students are required to attend. A lack of attendance will result in a delay in course progress and/or a withdrawal from the missed units.

For more information regarding dates and location of intensives, please visit the [Chaplaincy information page](#). Units are grouped into intensives and the structure is as below.

WHAT YOU NEED TO KNOW

Elective Subjects

Any unit that is not within the award is classified as an elective subject. Before enrolling into an elective subject, ensure that you have met the pre-requisite for that unit.

Timetables

To check if units are available at your campus or online, or for timetable information please visit www.ac.edu.au/documents/timetables/.

HOW TO ENROL?

Login to your [Student Gateway](#) to enrol. Visit [this guide](#) for step by step instructions on how to enrol.

For further assistance with enrolment or regarding changes in your course, contact the Student Support Team:

studentsupport@ac.edu.au

COURSE OVERVIEW

These are all the units that will be covered throughout your course. Please see next page for when to enrol in each subject.

Core / 9 Units

Code	Subject Title
CHCCCS016	Respond to client needs
CHCCCS017	Provide loss and grief support
CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
CHCMHS001	Work with people with mental health issues
CHCPAS001	Plan for the provision of pastoral and spiritual care
CHCPAS002	Provide pastoral and spiritual care
CHCPRP003	Reflect on and improve own professional practice

Mandatory Electives / 2 Units

MUST COMPLETE THE TWO UNITS BELOW:

Code	Subject Title
CHCCCS003	Increase the safety of individuals at risk of suicide
CHCCCS004	Assess co-existing needs

Electives / 2 Units

***MUST COMPLETE TWO UNITS FROM BELOW:**

Code	Subject Title
CHCAOD001	Work in an alcohol and/or drugs context
CHCDFV001	Recognise & respond appropriately to domestic & family violence
CHCYTH002	Work effectively with young people in the youth work context

*These are chosen by the cohort during Intensive 3. The majority votes are the 2 units that are put on offer.

ENROLMENT STRUCTURE

The Certificate IV in Chaplaincy and Pastoral Care consists of compulsory intensive classes where students are required to attend. Units are grouped into intensives and the structure is as below.

Foundations of Care / Core Units / Intensive 1 and 2 (Enrolments available 4 weeks prior)

For a full-time course load*, for your first semester of studies you will need to enrol into these six units listed:

Code	Subject Title
CHCPAS001	Plan for the provision of pastoral & spiritual care
CHCPAS002	Provide pastoral & spiritual care
CHCCOM002	Use communication to build relationships
CHCCCS017	Provide loss and grief support
CHCMHS001	Work with people with mental health issues
CHCCCS016	Respond to client needs

Chaplaincy Development / Core Units / Intensive 3 and 4 (Enrolments available 4 weeks prior)

For a full-time course load*, for your second semester of studies you will need to enrol into these five units listed:

Code	Subject Title
CHCDIV001	Work with diverse people
CHCCCS004	Assess co-existing needs
CHCCCS003	Increase the safety of individuals at risk of suicide
CHCPRP003	Reflect on and improve own professional practice
CHCLEG001	Work legally and ethically

**Intensive Electives (Enrolments available 4 weeks prior)

For a full-time course load*, for your second semester of studies you will need to enrol into these two units listed:

	Elective unit
	Elective unit

*For part-time students, please see Appendix A

**Can only be done after development units are completed

Location and Dates

For more information regarding dates and location, please visit the [Chaplaincy and Pastoral Care information page](#).

APENDIX A

The following guide has been provided for part-time study option, however if you are looking to complete fewer units than this at a time, please contact our team directly at chaplaincy.support@ac.edu.au.

1st Year

Semester 1 (Intensives 1 and 2)

CHCPAS001	Plan for the provision of pastoral & spiritual care
CHCCOM002	Use communication to build relationships
CHCCCS017	Provide loss and grief support

Semester 2 (Intensives 1 and 2)

CHCPAS002	Provide pastoral & spiritual care
CHCCCS016	Respond to client needs
CHCMHS001	Work with people with mental health issues

2nd Year

Semester 1 (Intensives 3 and 4)

CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
CHCCCS004	Assess co-existing needs

Semester 2 (Intensives 3 and 4)

CHCPRP003	Reflect on and improve own professional practice
CHCCCS003	Increase the safety of individuals at risk of suicide

Semester 2 (Intensive 5)

Elective 1
Elective 2

Part-time students can either:

Attend the sessions for the units they are enrolled in and complete the assessments (note it may be parts of both intensives for a semester).

OR

Attend the full intensive even though they are only enrolled in a few subjects. They can then enrol in the next units when ready and just complete the assessments or re attend the intensives.

Students doing individual units only attend the day(s) that the unit is being taught. Please see the matrix forwarded to you at the start of the semester to see when specific units are run.

NOTE: the units are taught at various points throughout the intensive so the content flows and builds, rather than one unit per day.