

The qualification CHC41108 – Certificate IV in Pastoral Care is designed for participants who are working or would like to work within the community services industry as a Chaplain and/or Pastor. This qualification has been designed by the Community Services Sector to equip Chaplains & Pastoral Care Workers to:

- Provide pastoral care and support
- Identify and assess client wellbeing and need
- Participate as a member of an inter-disciplinary team
- Provide basic ethical, moral and spiritual direction and pastoral counselling with referral to professionals where appropriate
- Provide pastoral care information

The course consists of thirteen (13) units of competency comprising of eight (8) core units, four (4) required units and one (1) elective unit.

Chaplaincy Australia has developed a program which meets the requirements of the qualification, as shown below. Alternative combinations of units of competency are possible within the rules of the training package. Potential participants can discuss alternative units by contacting the Chaplaincy Australia office.

Our training program is detailed below:

CORE UNITS (8)

CHCCOM403A	Use Targeted Communication Skills to Build Relationships
CHCCS411B	Work Effectively in the Community Sector
CHCCS422A	Respond Holistically to Client Issues and Refer Appropriately
CHCORG405D	Maintain an Effective Work Environment
CHCORG428A	Reflect on and Improve Own Professional Practice
CHCPAS401A	Undertake Pastoral Care Work
HLTOHS300B	Contribute to OHS Processes
HLTHIR403C	Work Effectively with Culturally Diverse Clients and Co-Workers

REQUIRED UNITS (4)

PUADEFCH001B	Provide Pastoral Care
CHCCS426A	Provide Support & Care Relating to Grief & Loss
CHCCS521A	Assess & Respond to Individuals at Risk of Suicide
CHCMH301B	Work Effectively in Mental Health

ELECTIVE UNIT (Choose one)

CHCAC318B	Work Effectively with Older People
CHCYTH301E	Work Effectively with Young People
CHCPOL403B	Undertake Research Activities

The qualification is nationally recognised and can be delivered by only a Registered Training Organisation (RTO), such as Chaplaincy Australia, that complies with the governing standards of quality control and quality training and assessment.

Upon successful completion of the course assessments you will be awarded a:

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Participants who exit the training program without completing all assessments will be issued with a Statement of Attainment for those units in which they have demonstrated competency.

The qualification process also recognises your existing skills and knowledge. Recognition of Prior Learning (RPL) is a process where the participants existing skills and knowledge are matched against the requirements of the qualification. If the participant is assessed as already having achieved competency the course is reduced in duration.

Additional information on our RPL process is available from the Chaplaincy Australia offices or through its Trainer/Assessors.

Course Structure

The format for delivery/assessment will be designed around a five (5) x three (3) day Intensives (usually Thursday to Saturday) involving a combination of theory/classroom sessions from 8.30am to 5pm. As well as the five (5) Intensives of classroom theory, students are required to participate in practical work based experience, for a minimum of 150 hours.

Chaplaincy Australia is flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and ability. Chaplaincy Australia offers support to all participants with their learning needs. We can tailor the training and assessment program to assist people with learning difficulties and, to a more limited degree, personal boundaries to employment or training.

Entry Requirements

Applicants who would like to enrol in the Certificate IV in Pastoral Care must complete the appropriate Enrolment Form which includes nomination of 2 referees, one of whom must be their Senior Pastor. Reference checks must be completed prior to the commencement of the first Intensive.

To be eligible to enrol in our training programs participants must be able to read and write English to a sufficient standard to work with the supplied texts. Samples of the texts are available for review and Numeracy and Literacy Assessments can be provided to potential students and assessors with information about student English and Numeracy ability.

Previous theological study would be an advantage but not absolutely necessary to complete the Certificate IV in Pastoral Care.

Our Student Handbook details our Complaints and Appeal Procedure, our Discipline Policy, and our Access and Equity Policy, including the contact for any Access and Equity issues.

Fees and Charges:

This program is delivered within a classroom mode, which consists of set class times and dates, together with work placement and assessments completed between Intensives. The cost for this course is \$3,250.00 which can be paid as follows:

- 1) A \$750 deposit is payable at enrolment into the program with Chaplaincy Australia. A 5% discount is available to students who pay the total course fees prior to the commencement of Intensive 1. Total Course fee using this method is \$3087.50.
- 2) A \$750 deposit is payable at enrolment into the program with Chaplaincy Australia. Students then can pay four instalments of \$625.00 two weeks prior to Intensives 2, 3, 4 and 5. Students opting for this method of payment need to be aware that they remain liable for total course fees.

All fees mentioned above are GST exempt.

Course Fees and our Refund Policy

We protect all fees paid in advance. Refunds can only be arranged if:

- a course has been cancelled by us;
- the student provides written notice prior to commencement of training no less than two weeks prior to Intensive 1. [An *Administration Fee will apply* **]
- a student is unable to commence training or attend an Intensive due to an accident or serious illness (negotiated).
- a review of the student's RPL application results in them not needing to attend the full course (Partial refund may apply after RPL fee is deducted)

Please note that while we provide the opportunity for fees to be paid in instalments it is expected that the full fees will be paid out if the student withdraws from a course before completing said course.

Notes: ** *Administration fee* :

- Before commencement date (within the allowable time i.e. no less that 2 weeks before Intensive 1 commences) – full fee refund applies;
- After closing date – fees will be refunded less a \$150 administration fee;
- After commencement date – no refund, total course fees must be paid in full.

Refunds must be applied for in writing to the Chaplaincy Australia National Training Director prior to the commencement of the course clearly stating reasons for withdrawal, the total amount of fees paid (*please attach receipts*) and the total refund expected. Refunds will be made available as soon as possible after the application has been approved. This does not remove your right to take further action under Australia's Consumer Protection laws.

Participants MUST read and understand the Student Handbook prior to enrolment into this qualification.

To Enrol or for further information please contact



Phone: (02) 4721 2871
Web: www.chaplaincyaustralia.com
Address: PO Box 249
Penrith BC NSW 2751

Fax: (02) 4722 2747
Email: training@chaplaincyaustralia.com
RTO ID: 91677
ABN: 69 124 596 197