



**CHC42315**

**Certificate IV**

**Chaplaincy and Pastoral Care**

  

**Information Booklet**

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## Welcome

Thank you for interest in the CIV Chaplaincy and Pastoral Care. This information booklet contains some of the basic information you will need to decide on whether this qualification is for you. For video testimonies about the course go to our website [www.malyonvet.edu.au](http://www.malyonvet.edu.au) click on courses / CIV Chaplaincy and Pastoral Care.

## Course Information

This nationally accredited Cert IV in Chaplaincy and Pastoral Care is a course designed for those looking to develop their understanding and skills in people-helping. This is an entry level qualification for people involved in an intentional way in chaplaincy and pastoral care. This qualification prepares Chaplaincy and Pastoral Care workers to:

- Provide pastoral care, advice, and support
- Identify and assess client well-being and needs
- Provide basic direction and pastoral counselling with referral to appropriate professionals
- Provide pastoral care information.

The MVT CIV Chaplaincy and Pastoral Care qualification aims to develop foundational skills that can underpin growth and development as a chaplain or pastoral care worker. Note that this is a not a counselling qualification and will not be sufficient for those seeking to go into a counselling professional practice. It is, however, an excellent entry point for those looking to develop the basic foundational people-helping skills and gaining an understanding of contemporary social issues supported by biblical understandings.

The MVT CIV Chaplaincy and Pastoral Care has been developed with the feedback from a variety of people who are currently working in Chaplaincy and Pastoral Care. MTV is committed to gaining industry consultation and feedback on our studies, so learners can be assured they are learning the most current frameworks and values of the industry.

The MVT CIV Chaplaincy and Pastoral Care is delivered by bringing the best of both the secular and Christian perspectives regarding the spiritual, emotional, and physical care of people. Your learnings are supported by scripture and theology with a variety of assessments challenging learners to work through their theology on certain issues.

## Delivery

This course is delivered online. There are no regular online classes however, for some modules, there are tutorials to participate in (held mainly online). Dates can be found in the individual module guides.

## Course Outline

This qualification consists of nine (9) core units and four (4) elective units. The core modules, along with two compulsory electives, are delivered in modules.

### Modules

The core units, along with two compulsory electives, are delivered in modules.

Modules	
Best Practice	This module assists the Learner to grow in their understanding of applying specific communication techniques to establish, build and maintain relationships with others based on respect and trust; to identify and work within the legal and ethical frameworks that apply to the Chaplaincy and Pastoral Care role; and to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.
Self Development	This module will help the Learner to grow in their understanding of who they are as God's ministers; how who they are benefits and affects their ministry in chaplaincy and pastoral care; and reflect on events to see patterns that can determine learnings.
Working with Others	This module will help the Learner to grow in their understanding of building and maintaining respectful relationships; working with and understanding mental health frameworks and supporting recovery; and how to recognise needs and know how to support.
Pastoral and Spiritual Care	This module will help the Learner to grow in their understanding of how to prepare for pastoral and spiritual care work; understand the need for supervision; identify ethical, spiritual and pastoral issues; and the power of reflection in chaplaincy and pastoral care.
Loss, Grief, Trauma and Bereavement	This module will help the Learner to grow in their understanding of the needs of people who are experiencing loss, grief, and bereavement; the needs of individuals who are experiencing bereavement in relation to suicide; and Trauma Informed Care and how to minister through this framework. Learners are also challenged to work through their theology around these areas.

## Elective Choices

Learners are to choose **two** electives. Only one unit marked \* can be chosen.

CHCAGE001	Facilitate the empowerment of older people
CHCAOD001	Work in alcohol and other drugs context
CHCCCS001	Address the needs of people with chronic illness
CHCCCS003	Increase safety of individuals at risk of suicide
CHCCSL007	Support clients in decision-making process
CHCDIS007	Facilitate the empowerment of people with disability
CHCGRP002*	Plan and conduct group activities
CHCPAL001	Deliver care services using a palliative approach
CHCPRT001	Identify and respond to children and young people at risk
CHCVOL002 *	Lead volunteer teams
CHCYTH003	Support young people to create opportunities

## Practical Element

To attain this qualification the learner is required to complete practical hours (either paid or volunteer) relevant to the area of study, as well as engage in the further practical work as is required within the units and modules. It is highly recommended that the learner arranges a practical placement prior to commencing the course and receive written consent from the workplace. These must be confirmed and started by the middle of the learners first semester.

The practical requirement can be done in one workplace or in many workplaces. Learners are required to have an experienced practitioner as a mentor/supervisor who is willing to observe and sign off on demonstrated skills. It is essential that the learner understands that, before they can be deemed competent in any unit, s/he must have demonstrated the appropriate skills practically to a satisfactory standard and be signed off by a supervisor. Learners are to keep this in mind, especially when choosing electives. A logbook is provided at the start of your study to log practical hours.

## Full Time and Part Time Study

Learners have a choice as to what they enroll into, and the amount of study load they want to take each semester. It is the learners responsibility to keep track of their enrolment.

<b>Semester 1</b>	<b>Semester 2</b>
<ul style="list-style-type: none"> <li>• Best Practice (compulsory first module) * #</li> <li>• Elective 1 or/and 2</li> <li>• Working With Others</li> <li>• Loss, Grief, Trauma and Bereavement #</li> <li>• Self Development</li> </ul>	<ul style="list-style-type: none"> <li>• Best Practice (compulsory first module) * #</li> <li>• Elective 1 or/and 2</li> <li>• Pastoral Care #</li> <li>• Working With Others</li> <li>• Self Development</li> </ul>
<p><b>Summer School</b></p> <ul style="list-style-type: none"> <li>• Self Development</li> <li>• Electives</li> </ul>	# = tutorial classes involved

## Tutorial Classes

Some modules have tutorial classes that learners **must** participate in (see # ). At these classes, learnings from the module will be delivered and discussed. These can be held either on campus or via Zoom but always available online. Links for the sessions are sent to learners closer to each session. Specific dates and times can be found in module guides.

## Important Dates

### Semester Dates 2022

<b>Semesters</b>	<b>Start Date</b>	<b>End Date</b>	<b>Public Holidays</b>
1	14 February	25 June	
Block 1	14 Feb	22 April	Easter 15-18 April, Anzac 25 April, Labor Day 2 May
Block 2	25 April	1 July	
BREAK	2 July	17 July	
2	18 July	12 December	
Block 1	18 July	23 September	Queen's Birthday 3 Oct
BREAK	24 September	2 October	
Block 2	3 October	12 December	
BREAK			
Summer School (optional)	5 December	30 January 2023	

### Start of Semester Gatherings

All CIV Chaplaincy and Pastoral Care learners gather once per semester. The aim of these get togethers is to meet and support each other. During this time, we will look at the modules for that semester, assessments, support each other as life learners, and pray for each other. Attendance can either be in person (Brisbane) or on live stream.

### Due Dates

There are no set due dates for individual assessments. There are, however, end due dates for each semester. **All assessments**, including your practical element sign offs, are due by this end of semester date. These are not the end of semester dates. These dates are made to give you time for extensions or resubmits.

## Study

### Privacy and Confidentiality

In all situations, we ask our learners to maintain privacy and confidentiality during their time with MVT. Some of the areas to consider are:

- In your answers, both in written assessments and during discussions (digital and physical), if you want to discuss a pastoral care or ministry situation, it is expected that you not use names, or use any information that can be used to identify the person or people involved.
- All discussions online and in physical classes are covered by confidentiality and we ask that you respect your fellow learners by honoring this.
- You are the holder of what personal information you share with fellow learners and Assessors. There is no pressure for you to share more than you are comfortable with.

### Your Next Step

If, after reading this information and going to our website you have further questions or would like to discuss your enrolment further, please contact

Janelle Tidey

Course Coordinator

Email: [janelle.tidey@malyon.edu.au](mailto:janelle.tidey@malyon.edu.au)

Contact hours: Mon, Wed, Frid 9 – 12pm

Phone: 0444 515 307 during contact hours or leave a message at our office on 07 3354 5656. Our office hours are 9.00am – 4.00pm Monday to Friday.

If you are interested in enrolling into the course, please complete our [electronic enrolment form](#). Depending on how long it takes to hear from referees via email your enrolment process can take between two weeks to six weeks. After that time, you will be contacted by the Course Coordinator about your enrolment. Payment for the course is currently done by invoice.