CHC42315

Certificate IV

Chaplaincy and Pastoral Care

Information Booklet

2023

Welcome

Thank you for your 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 click on courses / CIV Chaplaincy and Pastoral Care.

Course Information

This nationally accredited Cert IV in Chaplaincy and Pastoral Care course is 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 not a counselling qualification and will not be sufficient for those seeking to go into counselling professional practice. It is, however, an excellent entry point for those looking to develop the basic foundational people-helping skills and gain an understanding of contemporary social issues supported by biblical understandings.

The MVT CIV Chaplaincy and Pastoral Care has been developed with 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 students 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 students 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

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Modules	
Best Practice	This module assists the student 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 student 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.
Pastoral and Spiritual Care	This module will help the student 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. This module also includes the understanding of building and maintaining respectful relationships; and how to recognise needs and know how to support them.
Contemporary Key Issues	This module will help the Student 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; working with and understanding mental health frameworks and supporting recovery; and Trauma Informed Care and how to minister through this framework. Students are also challenged to work through their theology around these areas.

Elective Choices

Students 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
CHCDIV002	Promote Aboriginal and /or Torres Strait Islander cultural safety
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 student 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 student 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 students first semester.

The practical requirement can be done in one workplace or in many workplaces. Students 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 student 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. Students are to keep this in mind, especially when choosing electives. A logbook is provided at the start of your study to log practical hours.

PLEASE NOTE: The CIV Chaplaincy and Pastoral Care has a sizeable amount (over 100hrs) of practical hours required. These are above study hours. Please consider this when planning your time.

Timing

The course is designed for Students to have flexibility in their study load per semester. This means that some Students will complete the course in 12 months, while others can take up to 4 years. Most Students complete it in less than 18 months. Students have a choice as to what they enrol into, and the amount of study load they want to take each semester. *It is the student's responsibility to keep track of their enrolment.*

A sample full-time 12mth load:

Semester 1   Best Practice (3) #, Pastoral Care (3) #, Self-Development (1)

Semester 2   Key Contemporary Issues (4) #, Electives (2)

A sample 18mth load:

Semester 1   Best Practice (3) #, Self-Development (1)

Semester 2   Key Contemporary Issues (4) #, Electives (1)

Semester 1, 2024   Pastoral Care (3) #, Elective (1)

Tutorial Classes

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

Important Dates

Semester Dates 2022

Semesters	Start Date	End Date	Public Holidays
1	13 February	9 June	
2	17 July	10 December	

Start of Semester Gatherings

One of the hardest parts of studying online is the isolation. With this in mind, we aim to get all CIV Chaplaincy and Pastoral Care students together in Brisbane once per semester. It is highly recommended to attend. 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, and assessments, support each other as life students and pray for each other. These will be live streamed but not recorded.

Due Dates

There are due dates for individual assessments. These can be found in each module guide.

Student Skill Requirements

Students need a minimum of basic computer skills* with reliable internet access. Some assessments require the student to record in audio and video formats (MP3 and MP4). Students also need a satisfactory grasp of English skills (reading, writing and speaking).

Basic computer skills include being able to open, edit, and save both new and existing word documents, selecting and moving text, save documents with new file names, uploading and downloading of documents, videos, audio, images etc, the use of PowerPoint, email, using of auto forms etc.

Technology

Due to this course being primarily online, Students are to consider the below before enrolling.

- Do I have access to reliable and consistent high-speed internet? This access should be free of constricting data restrictions for downloading large files.

- Will my internet cope with the high download requirements and video watching of online learning?

- Can I get regular access to a computer/laptop that meets the minimum requirement for MVT online learning? Your setup meets the minimum requirements if it allows you to:
    - Run an up-to-date web browser such as Firefox, Google Chrome, or Safari. Please note: Our learning program works best on Microsoft Edge. It does not like Internet Explorer.
    - Stream videos from YouTube-style sites (just be aware of your internet usage limits)
    - Run word processing software such as MS Word and PowerPoint
    - Participate in virtual classrooms such as MS Teams and Zoom
    - Has a screen size suitable for reading content over long periods of time
    - Minimum 4GB RAM (recommend 8GB)
    - A minimum of a 2GHz processor

- Do I have access to auxiliary equipment (if not included in the computer or laptop)
    - Webcam
    - Headset with mic

- Does my computer have the below programs installed?
    - JavaScript
    - Adobe Acrobat Reader
    - Flash player

Recognition of Prior Learning

Often people will present with considerable existing knowledge and experience in pastoral care and/or chaplaincy. In these situations, MVT will work through a Recognition of Prior Learning process and identify gaps in learning and experience. Where gaps are identified we will offer the missing units of competency through an online distance program. There is no reduction in course fees for RPL for this qualification.

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Study

Privacy and Confidentiality

In all situations, we ask our students 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 students by honouring this.
- You are the holder of what personal information you share with fellow students 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
> Contact hours: Tuesday and Thursday 9am – 2pm
> Phone: 07 3354 5656

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 one week to six weeks. After that time, you will be contacted by the Course Coordinator about your enrolment. Payment for the course is currently done via invoice.