



CHC42315

Certificate IV

Chaplaincy and Pastoral Care

Information Booklet

2024

All content of this book is © 2024 Malyon Vocational Training.

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 whether this qualification is for you. For video testimonies about the course, visit 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 intentionally in chaplaincy and pastoral care. This qualification prepares Chaplaincy and Pastoral Care workers to:

- Provide pastoral care, advice, and support
- Identify and assess a person's well-being and needs
- Provide basic direction and pastoral support with referral to appropriate professionals

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 various people currently working in this field. 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 combining the best of secular and Christian perspectives regarding the spiritual, emotional, and physical care of people. Students learning is supported by scripture and theology, and a variety of assessments challenge students to work through their thoughts, feelings, and theology on certain issues.

Delivery

This course's training content is delivered fully online. The practical element is completed in a live workplace arranged by the student.

In the first module, Best Practice, there are fortnightly online classes/study groups via Zoom. Students **MUST** attend (with active microphones and cameras) all but two of these Zoom classes/study groups over the 22 weeks to obtain competency in this first module.

In all other modules, optional tutorials may be offered by the Trainer/Assessor and will be arranged with students. Students are required to attend one-on-one online meetings when requested by the Trainer/Assessor. Failure to attend these meetings can delay the student's grading.

Course Outline

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

Modules

The core units, along with one compulsory elective, are delivered in modules.

Modules	
Best Practice (contains four units)	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. It is also best practice for students to understand how 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. In this module, students are given the opportunity to process these things.
Pastoral and Spiritual Care (contains four units)	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 understand the power of reflection in chaplaincy and pastoral care. This module includes the understanding of building and maintaining respectful relationships, as well as how to recognise needs and know how to support them. It also includes working with and understanding mental health frameworks and supporting recovery.
Trauma and Loss (contains two units)	This module will help the students grow in their understanding of the needs of people who are experiencing loss, grief, and bereavement, to understand and work within Trauma-Informed Care, and minister through this framework. Students are also challenged to work through their theology around these areas.
Two electives	See the Elective Choices section.
First Aid Course	Students are to obtain a current first aid certificate through an approved provider (not MVT). The certificate must cover the unit HLTAID011. Once completed, the student submits the certificate to gain credit. This can be done at any time throughout the course.

Elective Choices

Students are to choose **two** electives. Students can only choose ONE elective marked with *.

CHCADV001	Facilitate the interests and rights of clients
CHCAOD001	Work in alcohol and other drugs context
CHCCCS038	Facilitate the empowerment of people receiving support (this is aimed at both Aged and Disability)
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCGRP002*	Plan and conduct group activities
CHCPAL003	Deliver care services using a palliative approach
CHCVOL002	Lead Volunteers
NAT11237001*	Biblical Foundations
NAT11237003*	Disciple Making

Both NAT units will be credited if the student goes on to do the MVT CIV Christian Ministry and Theology.

Practical Element

To attain this qualification, the student is required to complete practical hours (either paid or volunteer) relevant to the area of study and engage in further practical work as required within the units and modules. It is highly recommended that the student arrange 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 student's 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 open to enrolments on flexible commencement dates and is designed for students to have flexibility in their study load. When studying full-time, this course can be completed within 12 months. Other student experiences, however, tell us that this study, along with practical hours, can be intense, and many suggest an 18-month completion. The average time for students to complete the full course is 18 - 24 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.* NB: Every student must start with the Best Practice module, which can be completed through training, RPL, or credit.

Due Dates

Students register for modules/units anytime during the year that suits their availability. Students then have 22 weeks from their registration date to complete whatever they have registered for. For example, Student A registers into the Best Practice module on 1 March. Student A has until 2 August to hand in all the written and practical work for this module. Student B registers for the Best Practice module and Trauma and Loss module on 2 March. Student B has until 3 August to hand in all the written and practical work for **BOTH** modules.

Student Skill Requirements

Students need a minimum of basic computer skills and 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). Teaching staff may request an LLN assessment.

Technology

Due to this course being primarily online, Students should consider the following 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. Recommend 30GB per month.
- Will my internet cope with the high download requirements and video watching of online learning during my study times?
- 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:
 - Have at least Mac: OSX Version 10.7 PC: Windows 8 or higher
 - Run an up-to-date web browser like Firefox, Google Chrome, or Safari. Please note: Our learning program works best on Microsoft Edge or Chrome. 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
 - Participate in virtual classrooms such as 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 (it is a requirement that students use their webcams for tutorials, zoom assessments and zoom one-on-ones)
 - Speakers
 - Headset with a mic or alone standing microphone
- Does my computer have the below programs installed?
 - Adobe Acrobat Reader and VLC media 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.

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 do not use names or 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: Monday and Tuesday 9am – 3pm

Phone: 0466 651 890

If you want to enrol in the course, please complete our electronic enrolment form. Depending on how long it takes to hear from referees (two are required, one from your church leadership) via email, your enrolment process can take one week and six weeks. After that time, the Course Coordinator will contact you about your enrolment. Payment for the course is currently made via invoice.

FAQ

“I haven’t studied for a while. I’m worried that it all might be too much for me.”

Many students have felt what you’re feeling. Over the years, we have learned that there are various reasons for it – age, past study experience, poor school experience, technology – but whatever the cause, it is something we need to acknowledge and then plan for.

Ask yourself first where the worry is coming from. Is it that it’s online and you aren’t comfortable with the technology? Is it that you didn’t finish school (many graduated students have come from that background), and you’re not sure if you’re capable of studying? Is it that you think you’re too old? Do you have a disability?

When you discover the cause of the worry, brainstorm ways to help. For example, if it’s technology, take some time to go to your local library and take a computer introductory course. If you have a good relationship with someone good with technology, see if they would come over and take you through some of the basics.

We have tried to find as many ways possible to make this study journey a comfortable one for you. From having ‘how to’ videos you can watch to help you use your Moodle to showing you tools that assist those living with a disability to study, to having one-on-one Zoom time with the Course Coordinator who can share a screen and show you steps, to having fellow students who are willing to support and help. Over time, we have listened to our many varied students and have grown a wealth of ways to support you.

“I started to study at another RTO, and I felt that all they wanted was for me to pay and finish.”

Here at Malyon Vocational Training, we put relationships first. Most of our students are not just doing the study. They work either in ministry or other areas. Many of them are parents. Some are working, doing ministry, and studying. Some are full-time carers for partners and/or children. We acknowledge that studying is not all you have in your life. At the same time, we are committed to you achieving what you believed God called you to do – the study.

No one can provide a foolproof plan for completing their studies. Life happens. With our commitment to relationships, we understand and will support you through those times. The course even has its own prayer team, which supports the students in prayer (personal information is not given). All we ask of you is that you connect with us earlier rather than later. We can then work through options.

“What are the different ways I can pay?”

The best answer to this question is to point you to our fantastic finance team. Contact them directly, tell them what is happening financially, and they can give you the options.