

COURSE OUTLINE

Certificate IV in Pastoral Care (CHC41108)

1. Aims

The Certificate IV in Pastoral Care (CHC41108) course is designed to provide students with the ability to provide person-centred care that takes into account the pastoral care needs arising from peoples experiences. Unity College Australia delivers this course in a Christian context and students will be trained in a range of pastoral care activities relevant to local church, Christian organisation, community organisation and/or the workplace.

This course may in full or in part be conducted in conjunction with the delivery of the Certificate IV in Christian Ministry and Theology (30772QLD).

2. Ministry/Employment Outcomes

This course will provide training in the background knowledge and practical skills required for both paid and voluntary workers employed in professional and para-professional work that involves pastoral ministry within Christian organisations.

More specifically this course will prepare students to:

- Undertake chaplaincy work ie provide pastoral care, advice and support in a Christian context
- Identify and assess client well being and needs
- Provide basic ethical, moral and spiritual direction and counselling with referral to appropriate professionals where appropriate
- Provide pastoral care information

3. Overview

Qualifications are fully competency based and while knowledge and some aspects of competency are assessed within the realms of each unit, completion of practical activities demonstrating all areas of competency will need to be completed to graduate.

The student will obtain practical experience by undertaking field placements at their local church, with a Christian ministry or community service organisation. This practical experience is to be gained in an area that complements in class assessment activities and the immediate goals of the student.

A full-time student would normally undertake a study load of 4 units at any one time. Students undertaking the Certificate IV in Christian Ministry and Theology in conjunction with this course would typically study 5 units at any one time. Individual units may be delivered on a week by week basis or by intensives.

4. Duration

The Certificate IV in Pastoral Care course can be completed in a minimum of one year if studied full-time. Part-time study options are available.

5. Costs 2012

Application Fee

For students wishing to study at credit level there is a one off non-refundable enrolment application fee.

Australian students	\$100
International students*	\$200

Academic Fees

Fees for full-time students of the Certificate IV in Pastoral Care are:

Australian Students	\$3520
International Students (includes dual qualification of Certificate IV in Christian Ministry & Theology)	\$4900 **

* International students need pay only one application fee for the dual qualification

** Includes Elective units and subjects as specified in this course outline

Note: The college reserves the right to alter fees prior to the start of each academic year.

6. Entry Requirements

For entry into this course it is expected that the student is a committed Christian and actively involved in a local church or Christian community.

General requirements for entry are:

- A completed student application form & payment of the application fee
- Two references (i) from local church pastor or leader (if not already provided) and (ii) from another Christian leader unrelated to yourself
- A successful interview with the Principal or representative (where physically possible)
- Satisfactory completion of Year 12 is recommended but students without this formal educational level will be considered. Minimum entry age is 17 years (18 years for international students).
- Satisfactory English language skills. International students are required to have English language skills to at least the level of IELTS 6.0 or equivalent. If students do not have satisfactory English language skills Unity College Australia has English language courses available to enable the student to reach the required entry level.
- Students should have basic computing skills including the ability to use a word processing package at an elementary level and be able to access the internet.

Students should in good conscience be able to subscribe to the Unity College Australia statement of beliefs that are found in the tenets of mainstream Christianity.

7. Training Process

The course entails an average of 5-8 hours per week of class contact and private study time for each unit. College obligations, which include college community participation are additional.

Unity College Australia uses a wide variety of training methods. Training may be conducted through:

- lectures, presentations and demonstrations
- interactive discussions

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- group participation
- individual tutorials
- practical skills exercises
- field placements
- individual and group projects
- research into literature and other resources
- audio/visual presentations
- participation in conferences and seminars
- visits to local Christian ministry centres
- use of guest speakers
- role plays and simulations

Actual delivery modes and training and assessment materials are adapted as needed in order to meet the needs of a diverse range of students. This will be done on a unit by unit basis in consultation with the trainer.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant Certificate IV course and will attend relevant classes and activities and complete all work required for assessment.

It is expected that all program participants will have access to a computer. This is mandatory for successful course completion.

8. Course Competencies

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency within a course. This system enables students to get automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them.



The following competencies are achieved on completion of the Certificate IV in Pastoral Care.

National Code	Competency
Core Units	
CHCCOM403A	Use targeted communication skills to build relationships
CHCCS411A	Work effectively in the community sector
CHCCS422A	Respond holistically to client issues and refer appropriately
CHCORG405C	Maintain an effective work environment
CHCORG428A	Reflect on and improve own professional practice
CHCPAS401A	Undertake pastoral care work
HLTOHS300A	Contribute to OHS processes
<i>AND one of the following units:</i>	
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
HLTHIR404B	Work effectively with Aboriginal and/or Torres Strait Islander people
Electives	

CHCCD401D	Support community participation
CHCCSL502A	Apply specialist interpersonal and counselling interview skills
PRMCMN403A	Facilitate effective teamwork
PUADEFCH001B	Provide pastoral care
PUADEFCH002C	Provide ethical and pastoral advice

9. Course Structure

Total course requirements for the Certificate IV in Pastoral Care course is the equivalent of 16 term units. Full time students will study these at the rate of 4 per term.

The following breakdown of these units will apply.

Unit Code	Name	Unit length	Competency Code
CSF001 CSF002	Christian Living 1 Christian Living 2	Year	HLTHIR404B* CHCORG405C (pt)
CMM001 CMM002	Ministry and Mission 1 Ministry and Mission 2	Year	CHCCOM403A (pt)
COM001	Interpersonal Communication Skills	Term	CHCCOM403A (pt)
COM002	Team Building Communication	Term	PRMCMN403A
MIN002	Pastoral Counselling & Care	Semester	CHCCS422A HLTOHS300A CHCCS411A (pt) CHCPAS401A (pt)
MIN027	Pastoral Ministry	Semester	CHCCSL502A CHCCS426A CHCORG428A (pt) PUADEFCH001B (pt) PUADEFCH002C (pt)
MIN050/ MIN051	Field Placement	Semester	CHCPAS401A (pt) CHCCS411A (pt) CHCORG405C (pt) CHCORG428A (pt) PUADEFCH001B (pt) PUADEFCH002C (pt)

*HLTHIR403B could be substituted for HLTHIR404B in agreement with the course coordinator.

10. Assessment overview

Assessment in each unit involves:

- attendance and participation
- practical fieldwork as applicable
- written assignments, exercises, tutorial/seminar presentations, tests as applicable
- journal/process diary completion as applicable

Competency-based assessment criteria apply to grading. Final assessment for each subject/unit studied will be shown as:

C Competent
NYC Not Yet Competent

Final Academic Transcripts will show results only for subjects/units assessed as Competent.

Students will be recommended for graduation once the following requirements are met:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia
- Return of all college resources including library books
- Maintained a satisfactory level of Christian conduct during his/her time at College
- Completion of co-curricular requirements including student/community participation

11. Pathways

Christian Ministry:

- Certificate IV in Christian Ministry and Theology
- Certificate IV in Celebrancy
- Diploma of Christian Ministry and Theology
- Advanced Diploma of Christian Ministry and Theology

Community services:

- Diploma of Community Services (various streams)

12. RPL & Recognition of Past Studies

Students may apply for Recognition of Prior Learning (RPL) on the strength of formal or informal learning and experience. The student must:

- complete an 'RPL Initial Application' form
- pay the RPL Application fee
- participate in a preliminary interview to determine course and unit options and receive an RPL processing quote and appropriate RPL Submission Kit
- accept and pay the quoted RPL processing fee
- provide adequate supporting documentation (academic transcripts, certificates/diplomas, copies of achieved learning outcomes, course components and assignments)

It is the student's responsibility to outline the individual learning outcomes or skills they have acquired against the prescribed assessment criteria of the relevant subject(s). An RPL Initial Application is available from the Canberra campus office.

Relevant qualifications or units of competency studied at other Registered Training Organisations will be automatically recognised at no cost to the student.

13. Refund Policy

If you have already paid your tuition fees, Unity College Australia will refund all or part of your fees on the following basis.

Firstly where a student wishes to withdraw from a subject of study or a course, a 'Notification of Withdrawal' form must be completed and submitted to the Unity College office linked to your study. The date of withdrawal is the date in which written notification is received by the Unity College office.

The refund policy takes into account the commitment the college has to make to trainers in deciding if courses/subjects have sufficient numbers of students enrolled to proceed.

Refunds of monies paid in the following manner:

International students:

- Once initial payment has been made and a study visa granted the first semester's course fees are non-refundable.
- Ongoing payments are treated as follows.

Other full-time students:

- Prior to the cut-off enrolment date for each semester (2 weeks prior to the first Monday of semester) - full refund less 10% of relevant semester subject fees.
- After the cut-off date - no refund is payable.
- Outstanding monies still owing within the current semester will remain payable.

Students can start a subject/course a maximum of two weeks after the commencement date. There is no refund for late commencements.

The Principal of the local campus of Unity College will make the final decision about refunds. Refunds will normally be made in Australian dollars even if the initial payment was made in another currency. The student is responsible for any currency conversion costs.

Notwithstanding the above full refunds of all relevant fees will be paid where the college defaults in its delivery (eg where a course doesn't run). This is in line with the provisions of the ESOS Act 2000 and the ESOS regulations 2001 which apply to international students.

14. Other Courses

Unity College Australia offers a wide range of other courses including areas such as Christian Ministry & Theology, Music, Creative Ministries, English as a Second Language, Information Technology and Training and Assessment. For the most up to date information please visit our web site www.unity.edu.au

15. Course Dates:

2012 Semester 1

Term 1	Monday 6 February - Friday 13 April
Term 2	Monday 30 April - Friday 6 July

2012 Semester 2

Term 3	Monday 23 July - Friday 28 September
Term 4	Monday 15 October - Friday 14 December
Graduation	Tuesday 18 December

2013 Semester 1

Term 1	Monday 4 February - Friday 12 April
Term 2	Monday 29 April - Friday 5 July

2013 Semester 2

Term 3	Monday 22 July - Friday 27 September
Term 4	Monday 14 October - Friday 13 December
Graduation	Tuesday 17 December