1. Aims
The Certificate IV in Pastoral Care (CHC41112) course is designed to give students the ability to provide chaplaincy services to help meet 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 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. 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.

Students are also able to complete this course as a six month extension upon completion of the Certificate IV in Christian Ministry and Theology. There is significant overlap between these two courses.
5. Costs 2014

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* $100

Academic Fees
Fees for full-time students of the Certificate IV in Pastoral Care are:
Australian Students
Full course $3800
Prior completion of the Certificate IV in Christian Ministry & Theology $2000

International Students $2200
(prior completion of the Certificate IV in Christian Ministry & Theology)

* International students only pay the on-shore application fee for this part of the dual qualification

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. 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.

<table>
<thead>
<tr>
<th>National Code</th>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td></td>
</tr>
<tr>
<td>CHCCOM403A</td>
<td>Use targeted communication skills to build relationships</td>
</tr>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
</tr>
<tr>
<td>CHCCS422B</td>
<td>Respond holistically to client issues and refer appropriately</td>
</tr>
<tr>
<td>CHCORG405E</td>
<td>Maintain an effective work environment</td>
</tr>
<tr>
<td>CHCORG428A</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>CHCPAS401B</td>
<td>Undertake pastoral care work</td>
</tr>
<tr>
<td>HLTHWHS300A</td>
<td>Contribute to WHS processes</td>
</tr>
<tr>
<td>AND one of the following units:</td>
<td></td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR402A</td>
<td>Promote team effectiveness</td>
</tr>
<tr>
<td>CHCCS426B</td>
<td>Provide support and care relating to loss and grief</td>
</tr>
<tr>
<td>CHCCSL502A</td>
<td>Apply specialist interpersonal and counselling interview skills</td>
</tr>
<tr>
<td>CHCMH301B</td>
<td>Work effectively in mental health</td>
</tr>
<tr>
<td>PUAEFCH001B</td>
<td>Provide pastoral care</td>
</tr>
<tr>
<td>PUAEFCH002C</td>
<td>Provide ethical and pastoral advice</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Name</th>
<th>Unit Length</th>
<th>Competency Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEP001</td>
<td>Field Education - Pastoral Care 1</td>
<td>Year</td>
<td>HLTHIR404D* CHCOR405E (pt) CHCCOM403A (pt)</td>
</tr>
<tr>
<td>FEP002</td>
<td>Field Education - Pastoral Care 2</td>
<td></td>
<td>CHCCOM403A (pt)</td>
</tr>
<tr>
<td>COM001</td>
<td>Interpersonal Communication Skills</td>
<td>Term</td>
<td>BSBWOR402A</td>
</tr>
<tr>
<td>COM002</td>
<td>Team Building Communication</td>
<td>Term</td>
<td></td>
</tr>
<tr>
<td>MIN070</td>
<td>Mental Health</td>
<td>Intensive</td>
<td>CHCMH301B (pt)</td>
</tr>
<tr>
<td>MIN002</td>
<td>Pastoral Counselling &amp; Care</td>
<td>Semester</td>
<td>CHCC5422B HLTWHS300A CHCC5411C (pt) CHCPAS401B (pt)</td>
</tr>
<tr>
<td>MIN027</td>
<td>Pastoral Ministry</td>
<td>Semester</td>
<td>CHCC5L502A CHCC5426B CHCMH301B (pt) CHCOR428A (pt) PUADFDCH001B (pt) PUADFDCH002C (pt)</td>
</tr>
<tr>
<td>MIN050/</td>
<td>Field Placement</td>
<td>Semester</td>
<td>CHCPAS401B (pt) CHCC5411C (pt) CHCOR405E (pt) CHCOR428A (pt) PUADFDCH001B (pt) PUADFDCH002C (pt)</td>
</tr>
<tr>
<td>MIN051</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*HLTHIR403C could be substituted for HLTHIR404D 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. Course Dates:

These dates include orientation and graduations.

**2014 Semester 1**
- Term 1: Monday 3 February - Friday 11 April
- Term 2: Monday 28 April - Friday 4 July

**2014 Semester 2**
- Term 3: Monday 21 July - Friday 26 September
- Term 4: Monday 6 October - Friday 12 December

**2015 Semester 1**
- Term 1: Monday 2 February - Friday 10 April
- Term 2: Monday 27 April - Friday 3 July

**2015 Semester 2**
- Term 3: Monday 20 July - Friday 25 September
- Term 4: Monday 5 October - Friday 11 December