

CHC42315 Certificate IV in Chaplaincy and Pastoral Care

Domestic Student Course Brochure

Provider	Iona Columba College (ICC)
RTO Registration Code	41031
Course Name	Certificate IV in Chaplaincy and Pastoral Care
VET Course Code	CHC42315
Course Sector	Vocational Education and Training (VET)
AQF Level	Certificate IV, AQF Level 4
Student Cohort	Domestic students
Language of Delivery and Assessment	This course is delivered and assessed in Korean.
Location	15-17 Blaxland Road, Rhodes NSW 2138
Duration	60 weeks of scheduled study plus 18 weeks of scheduled breaks. Total duration is 78 weeks (1.5 years).
Commencement	Normally four intakes each year: January, April, July and October. Commencement is subject to sufficient student enrolments.
Delivery Mode	Face-to-face classroom training, compulsory supervised fieldwork and structured online learning.
Weekly Study Load	20 hours per scheduled study week: 8 hours face-to-face classroom training, 6 hours compulsory supervised fieldwork and 6 hours structured online learning.

Course Overview

The CHC42315 Certificate IV in Chaplaincy and Pastoral Care is a nationally recognised vocational qualification for Korean-speaking students seeking preparation for chaplaincy, pastoral and spiritual care roles. It develops knowledge and practical skills to provide ongoing ethical, moral and spiritual support using a person-centred approach in churches, community outreach, schools and other organisational settings.

Students develop skills to respond to client needs, provide loss and grief support, use communication to build relationships, work with diverse people, work legally and ethically, support people experiencing mental health issues, plan and provide pastoral and spiritual care, and reflect on and improve their own professional practice.

The course also develops self-awareness, reflective practice and professional identity through supervised practice and mentoring. Students learn to work within organisational guidelines,

appropriate role boundaries and the professional and ethical standards applying to their context. Training and assessment are conducted in Korean.

Chaplaincy and Pastoral Care Relevance

This course may be relevant to people who are serving, or preparing to serve, in chaplaincy, pastoral care, spiritual care, church, community outreach, faith-based or other organisational settings. Depending on organisational requirements and the student's prior experience, the course may support preparation for roles or service contexts such as:

- chaplaincy or pastoral and spiritual care work in a paid or volunteer capacity
- church-based pastoral care and spiritual support
- community outreach and faith-based support services
- school chaplaincy or student pastoral-support contexts, subject to applicable requirements
- grief, loss and client-support activities undertaken within approved role boundaries
- pastoral and spiritual care responsibilities within community, charitable or not-for-profit organisations.

National school chaplaincy regulations or legislation may apply to this qualification. Some chaplaincy and pastoral care roles also require commissioning, appointment, screening or clearance requirements, relevant experience, compliance with professional or organisational standards, or approval by a religious institution, employer or other organisation. Completion of this qualification does not itself confer commissioning or appointment as a chaplain and does not guarantee employment or eligibility for a particular role.

Course Structure

The course is delivered over six terms of 10 weeks. Students complete 13 units of competency: 9 core units and 4 elective units. The unit sequence below is indicative of the planned delivery structure:

Indicative Commencement Term	Unit Code	Unit Title
Year 1, Term 1	CHCCCS004	Assess co-existing needs
Year 1, Term 1	CHCCOM002	Use communication to build relationships
Year 1, Term 1	CHCDIV001	Work with diverse people
Year 1, Term 2	CHCCCS016	Respond to client needs
Year 1, Term 2	CHCMHS001	Work with people with mental health issues
Year 1, Term 3	CHCDFV001	Recognise and respond appropriately to domestic and family violence
Year 1, Term 3	CHCPRP003	Reflect on and improve own professional practice
Year 1, Term 4	CHCCDE019	Work within a community development framework

Year 1, Term 4	CHCLEG001	Work legally and ethically
Year 2, Term 1	CHCCCS017	Provide loss and grief support
Year 2, Term 1	CHCPAS002	Provide pastoral and spiritual care
Year 2, Term 2	CHCMHS011	Assess and promote social, emotional and physical wellbeing
Year 2, Term 2	CHCPAS001	Plan for the provision of pastoral and spiritual care

The table shows the term in which each unit is expected to commence. Some units may continue across more than one term to provide sufficient time for instruction, skills development, practice, feedback and assessment.

Delivery and Weekly Study Requirements

The course is delivered through:

- 8 hours of face-to-face classroom training per scheduled study week
- 6 hours of compulsory supervised fieldwork per scheduled study week and
- 6 hours of structured online learning per scheduled study week.

Students are required to attend scheduled classroom training and fieldwork, participate in learning activities and complete required online learning and assessment activities by the specified dates. Attendance and completion of required activities are recorded and monitored.

Structured online learning activities are prescribed by ICC and completed across the study week. The activities support and extend learning undertaken through classroom training and fieldwork.

Students should also expect to undertake additional private study, research, reflection and assessment preparation outside the required course activities.

Compulsory Supervised Fieldwork and Work Requirement

The course includes six hours per week of supervised fieldwork, normally undertaken in a church setting approved by ICC. Where suitable for the student and available, ICC may arrange fieldwork in an approved external chaplaincy or pastoral care setting. Within these fieldwork arrangements, students must complete at least 100 hours of work that satisfies the assessment requirements of the qualification and relevant units of competency.

Fieldwork provides structured opportunities for students to plan and provide person-centred pastoral and spiritual care, respond to client needs, communicate with people from diverse backgrounds, reflect on their practice and receive appropriate supervision and mentoring.

Students may be required to interact with clients or community groups, maintain workplace and reflective records, and provide evidence from their fieldwork. Activities must remain within the student's level of training, approved role boundaries, confidentiality obligations, supervision arrangements and the requirements of the host organisation.

Students must complete fieldwork in accordance with ICC's Fieldwork Guidelines, approved

supervision arrangements and applicable organisational requirements. Depending on the setting, students may also need to satisfy screening, clearance, conduct or other participation requirements before commencing fieldwork.

Assessment Methods

Assessment is competency-based and uses a range of methods over time. Students must provide sufficient evidence that they can meet the requirements of each unit of competency.

Training and assessment are conducted in Korean. Assessment methods may include:

- written or oral questions, assignments, reports and projects
- case studies, scenarios, simulations or role plays
- practical pastoral and spiritual care activities and workplace observation
- presentations, reflective journals, fieldwork logs and verbatim reports
- portfolios of evidence and, where appropriate, third-party evidence or supervisor reports.

Some assessments require active participation in supervised workplace activities and interaction with clients or community groups. Students must maintain confidentiality, appropriate boundaries, respectful conduct and compliance with applicable legal, ethical and organisational requirements.

Recognition of Prior Learning and Credit Transfer

ICC offers applicants and students opportunities to apply for Recognition of Prior Learning (RPL) and Credit Transfer.

RPL may be granted where sufficient evidence demonstrates relevant prior skills, knowledge and experience. Credit Transfer may be granted for equivalent units supported by valid AQF certification documentation or an authenticated VET transcript. Where RPL is sought for units with mandatory workplace requirements, applicants must provide sufficient valid evidence that the applicable work, practice and assessment requirements have been met. Applicants should indicate their interest before or at the time of enrolment.

Further Study and Pathways

This course is a standalone nationally recognised qualification in chaplaincy and pastoral care.

Graduates may apply for further vocational or higher education study in chaplaincy, pastoral and spiritual care, community services, counselling, Christian ministry and theology or related fields. Admission and any recognition or credit remain subject to the entry requirements, course structure and decisions of the receiving provider at the time of application.

Student Support

ICC provides support to assist students to participate in training and complete assessment requirements. Students may contact their trainer, assessor, Academic Manager or Student Support Officer for assistance.

- academic, study and assessment support
- learning, literacy, numeracy and digital learning support or referral
- reasonable adjustments for students with disability, where appropriate and practicable

- wellbeing support or referral to external support services where required
- support through email, phone, Zoom or individual learning/assessment support sessions.

Learning Resources and Technology

Students have access to ICC learning resources and to Camden Theological Library under ICC's institutional arrangement. Relevant chaplaincy, pastoral and spiritual care, grief and loss, mental health, diversity, legal and ethical practice, Christian ministry and Korean-language resources are available in print and/or electronic formats. Further information about the Library and its services is available at library.nswact.uca.org.au.

Students must have access to a reliable laptop or tablet, reliable internet, email, web browsers, word-processing software such as Microsoft Office 365 or an equivalent suite, and the ability to access online learning platforms and submit assessments electronically.

Entry and Suitability Requirements

National course entry requirements

The qualification itself does not prescribe mandatory entry requirements. ICC nevertheless applies its own admission and suitability requirements to ensure that applicants are prepared for Korean-language study, assessment and supervised chaplaincy and pastoral care practice at Certificate IV level.

ICC admission requirements

Applicants must:

- be at least 18 years of age
- have completed an equivalent secondary schooling level such as a High School Certificate, or be able to demonstrate suitable work, life, ministry or community-service experience
- have sufficient Korean language skills to participate in training, complete assessment tasks and engage with learning resources
- have learning, literacy, numeracy and digital skills suitable for the course level and modes of delivery
- be prepared to participate in supervised pastoral and spiritual care practice, reflective activities, mentoring and constructive feedback
- be willing and able to comply with confidentiality, appropriate boundaries, professional conduct and host-organisation requirements
- be able to meet any applicable screening, clearance or documentation requirements applying to approved fieldwork settings
- participate in ICC's pre-enrolment suitability assessment, which may include an interview with the Academic Manager or delegate.

ICC assesses each applicant's suitability for its Korean-language delivery and assessment context and the practical, interpersonal and fieldwork requirements of the course before enrolment.

Course Fees and Payment Arrangements

The following tuition fee applies to domestic students for this course.

Fee Item	Amount
Enrolment application fee	Not charged for domestic students
Tuition Fee	\$10,980
Total Course Fees	\$10,980

Other fees and charges that may apply are listed in ICC's Schedule of Fees and Charges, available on the ICC website.

Domestic tuition fees are invoiced progressively by instalments during each term. ICC structures these instalments so that it does not receive more than \$1,500 in prepaid fees from or on behalf of a student for services yet to be delivered in relation to the same course.

ICC generally issues the first invoice after the initial two weeks of the term and a further invoice around the middle of the term. The amount and due date of each instalment are stated in the student's Letter of Offer and invoice. Students should pay only amounts formally invoiced by ICC.

Tuition payments are therefore made progressively as training and assessment services are delivered.

Refund eligibility and processes are set out in ICC's Fees Management & Refund Policy and Procedure. This does not limit any rights a student may have under the Australian Consumer Law.

Application Process

To apply, domestic applicants should complete the Domestic Student Enrolment Form available from the ICC website and submit it to info@iona.edu.au with the required supporting documents.

1. Submit application: Complete the Domestic relevant Student Enrolment Form and provide required supporting documents, including evidence of identity, prior study or experience, and any documents requested by ICC to assess course and fieldwork suitability.
2. Application review: ICC reviews the application for completeness and assesses whether the applicant meets ICC's admission and suitability requirements, including readiness to undertake supervised fieldwork.
3. Pre-enrolment interview: Applicants may be interviewed by the Academic Manager or delegate to assess their readiness and capacity to undertake Certificate IV-level study and participate appropriately in supervised chaplaincy and pastoral care practice.
4. Offer and enrolment documents: If the application is accepted, ICC issues a Letter of Offer, invoice and relevant enrolment documents for review and acceptance.
5. Acceptance and payment: The applicant accepts the offer and pays required fees in accordance with ICC's invoice and payment arrangements.
6. Commencement: ICC confirms timetable, start date and study arrangements before the course commences.

Qualification Issuance

On successful completion of all required training, assessment and workplace requirements, ICC will issue the CHC42315 Certificate IV in Chaplaincy and Pastoral Care and a record of results listing

the units of competency completed. Where a student withdraws after successfully completing one or more units, ICC will issue a Statement of Attainment for those units.

ICC will issue the relevant AQF certification documentation within 30 calendar days after completion of the final assessment, provided all agreed fees associated with the course have been paid. Because this course is delivered and assessed in Korean, ICC certification documentation will state that the relevant units have been delivered and assessed in Korean, in accordance with national VET requirements.

Further Information

Domestic students should also read the Student Handbook, Fees Management & Refund Policy and Procedure, Complaints and Appeals Policy, Student Support information, Schedule of Fees and Charges and other relevant information available on the ICC website before enrolling.

Email	info@iona.edu.au
Phone	0433 508 743
Website	www.iona.edu.au
Campus	15-17 Blaxland Road, Rhodes NSW 2138

*This brochure provides course information for prospective domestic students.
It should be read together with ICC's current policies, forms and written agreement.*