

GRADUATE CERTIFICATE IN CHAPLAINCY

AWARD SUMMARY

CRICOS: None

Nomenclature: GradCertChap

AQF Level 8 Graduate Certificate

Entry Requirements Satisfactorily completed an AQF 7 Bachelor (or equivalent) from an institution recognised by the Academic Board; OR Qualify for professional entry as determined by the Student Support and Administration Committee.

Duration: 0.5 years full-time or 2 years (maximum) part-time.

Attendance Type: Full-time, part-time.

Delivery Mode: Online, face-to-face, or multi-modal

Structure: 36 credit points from the list of approved Graduate Certificate in Chaplaincy units listed in the Schedule below.

English Proficiency:

Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally require a minimum IELTS (or equivalent) score of 7.0 with no score less than 6.5 in all bands of the test.

Enrolment

Contact the Registrar of the Member Institution with whom you intend to study for enrolment and fee details.

Graduate Profile and Rationale

The Graduate Certificate in Chaplaincy is designed for those possessing a three-year undergraduate degree in any field who wish to acquire transferable knowledge and skills in Chaplaincy as part of their continuing professional development for ministry employment and further learning.

The Graduate Certificate in Chaplaincy focuses on building capacity in Chaplaincy for people involved in a wide scope of religious, non-profit, community-focused enterprises. Students may be working for denominationally-based organisations in education, welfare, aged care, local church or other ministries requiring specific leadership training for ministry or mission.

Course Outcomes

Knowledge

Graduates will have:

- specialised theoretical and technical knowledge related to the practice of Chaplaincy which are transferable to a variety of complex religious, not-for-profit, ministry enterprises.

Skills

Graduates will demonstrate specialised cognitive and technical skills in Chaplaincy within a ministry-related body of knowledge, so that they are able independently to:

- analyse critically, evaluate, and apply information to complete a range of activities associated with Chaplaincy in a ministry related context;
- analyse, generate and provide solutions to complex problems to guide the ministry in the field of Chaplaincy within a religious, not-for-profit, community organization;
- transmit transferable knowledge, skills and ideas through coherent and sustained ministry in Chaplaincy to specialist and non-specialist audiences.

Applications of Knowledge and Skills

Graduates will have the ability to:

- Apply transferable knowledge and skills in a way that demonstrates autonomy, well-developed judgment, adaptability, and responsibility as leaders in religious, non-profit, community-focused enterprises.

Academic regulations for the Graduate Certificate in Chaplaincy

1 Admission to Candidature

- 1.1 An applicant for admission to candidature into the Graduate Certificate in Chaplaincy shall:
 - 1.1.1 hold a completed an AQF 7 Bachelor (or equivalent) from an institution recognised by the Academic Board; OR
 - 1.1.2 qualify for professional entry as determined by the Student Support and Administration Committee. This award is a course for professional development where the student may acquire transferable knowledge and skills over a reasonably short period of time. On this basis, professional entry into the Graduate Certificate in Chaplaincy will be considered by the Student Support and Administration Committee on the basis of three years' experience in a ministry or professional role. The candidate must be able to demonstrate that they have led people or projects even though their role may not have been senior in their organization.
- 1.2 Notwithstanding the provisions of this regulation the Student Support and Administration Committee may require an applicant to demonstrate fitness for admission as a candidate for this degree by carrying out such work and/or sitting for such examinations as the Student Support and Administration Committee may determine.
- 1.3 In exceptional cases an applicant may be admitted as a candidate for a Graduate Certificate in Chaplaincy if the applicant submits evidence of other academic and professional attainments to the Student Support and Administration Committee.
- 1.4 A candidate for the Graduate Certificate in Chaplaincy shall be designated as full-time or part-time. A candidate is designated as a full-time if enrolled in three units (27 credit points) or more in a teaching period or part-time if enrolled in less than three units (27 credit points) per teaching period.
- 1.5 Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally will be required to demonstrate competency in English by:
 - 1.6 achieving an IELTS (or equivalent) result of 7.0 with no score below 6.5 in all bands of the test.
 - 1.7 Application for enrolment in the Graduate Certificate in Chaplaincy is made to the Registrar of the appropriate Member Institution offering the course.

2 Course Structure

- 2.1 The Graduate Certificate in Chaplaincy requires the completion of 36 credit points from 8100 and 9200 series units in the University College Schedule of Units of Study.
- 2.2 The units will be any combination of units totaling 36 credit points from the list of approved Graduate Certificate in Chaplaincy units listed in Schedule below.
- 2.3 Units coded "A" are not counted towards a Concentration or Specialisation in any discipline or subdiscipline.

3 Period of Candidature

- 3.1 The period of candidature for the Graduate Certificate in Chaplaincy shall normally be 0.5 years full-time and up to 2 years part-time.

- 3.2 In certain circumstances the Student Support and Administration Committee may grant course extensions.

4 Leave of Absence

- 4.1 The Student Support and Administration Committee may grant leave of absence from the Graduate Certificate in Chaplaincy. The period of leave shall not be counted as part of the period of candidature for the award.
- 4.2 The period of leave shall normally be one teaching period after which a candidate may apply for a further period of one teaching period or will be required to complete candidature.

5 Assessment

- 5.1 The assessment of units shall be in the manner approved by the Academic Board in line with the University College's established guidelines for assessment packages.
- 5.2 Students may be required by the Academic Board to present themselves for oral examination.
- 5.3 Academic and non-academic misconduct will be penalised in accordance with the Policies and Regulations of the University College.

6 Credit

- 6.1 A candidate may seek credit up to a maximum of 18 credit points in the Graduate Certificate in Chaplaincy.
- 6.2 Credit will be granted for units that are from an equivalent award or institution and have outcomes, content, demand hours, and assessment equivalent to that of units in the Graduate Certificate in Chaplaincy.
- 6.3 Credit for Recognised Prior Learning may be granted subject to a successful application.

7 Progress to Further Awards

- 7.1 Students who satisfactorily complete the Graduate Certificate in Chaplaincy will be eligible to articulate with full credit to the University College Graduate Diploma of Arts or other postgraduate awards, provided that they meet the entry requirements of that award.

8 Saving Clause

- 8.1 Notwithstanding anything to the contrary contained herein, the Academic Board of the University College may, in any case in which it may deem it appropriate to do so, vary, dispense with, or suspend any requirement or prescription by these regulations, and report forthwith to the Council of the University College.

SCHEDULE

List of approved units for the Graduate Certificate in Chaplaincy

Choose any of the following units to a total of 36 credit points

- C8100 Theory and Practice of Pastoral Counselling
- C8102 Pastoral Counselling in Ministry
- C8145 Pastoral Counselling: Grief, Loss and Trauma
- C8166 Wellbeing and Resilience for People Helpers
- C8193 Seminar in Chaplaincy (generic unit X8193 applied into the C subdiscipline for this award)
- C8127 Professional Chaplaincy
- C8195 Studies in Chaplaincy (a generic unit X8195 applied into the C subdiscipline for this award)
- P8101 Introduction to Pastoral and Practical Theology
- P8125 Mental Health Response
- P8146 Pastoral & Spiritual Care
- P8171 Theory and Practice of Ministry 1
- C92XX Chaplaincy Project
Please note that the XX, will be coded as per the kind of Project, whether C9295 Action Research Project in Counselling (18cps); OR C9296 Minor Research Project in Counselling (9cps); OR C9297 Major Research project in Counselling (18cps)
- C92XX Chaplaincy Focused Study
Please note that the XX, will be coded as per the kind of Focused Study, whether X9293 Minor IGS (9cps); OR X9294 Major IGS (18cps).
- X8192 Issues in [Topic]
Or other units determined from time to time by the Academic Board

Version	Date and Governance	Changes
1.0	04/07/2020 Academic Board	Approved
2.0	01/11/2021 Academic Board	Units added to Schedule: C8166 Wellbeing and Resilience for People Helpers P8582 Theory and Practice of Ministry 1 In 2022 became coded P8171.
3.0	September 2022 Academic Board	C8195 Studies in Chaplaincy X8192 Issues in [Topic] added to Schedule C8597 Seminar in Chaplaincy is changed to C8193 Seminar in Chaplaincy
4.0	05/12/2022 Academic Board	Prerequisite for P8171 Theory and Practice of Ministry be changed from P8101 Introduction to Pastoral and Practical Theology to P8101 Introduction to Pastoral and Practical Theology or C8127 Professional Chaplaincy
5.0	4/3/2024 Academic Board	IELTS admission requirements update
6.0	30/6/2025 Academic Board	Universal Revisions: 1) Delete Prohibition of enrolling in two awards simultaneously 2) Extend Part-time duration of study to FOUR TIMES (4x) the full-time duration 3) Remove requirements for compulsory admission interviews 4) Replace 'semester' with 'teaching period' 5) Remove: 'whose stipulations are severe' in relation to Academic Integrity breaches

7.0	28/10/2025 Discipline Coordinator (CLM)	The following units are added to the schedule: • P8125 Mental Health Response • P8146 Pastoral & Spiritual Care
-----	---	---