



## CHAPLAINCY TRAINING

# Work-Based Training Roles & Responsibilities

**CHC42315 Certificate IV in Chaplaincy  
and Pastoral Care**

**10445NAT Diploma of Ministry (Pastoral Care)**

### **HOPE COLLEGE**

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**CRICOS PROVIDER CODE: 01679M**

**CENTRELINK CODE: 4P105**



# WORK-BASED TRAINING ROLES AND RESPONSIBILITIES

All students enrolled in Hope College engage in voluntary work-based training as a requirement of the course. Work-based training provides the student with practical opportunities to apply the knowledge studied throughout their course to a chaplaincy role or ministry in a community setting outside of their local church.

## WORK-BASED TRAINING HOURS

**CHC42315 Certificate IV in Chaplaincy and Pastoral Care:** Students complete 100 hours of chaplaincy/community work-based training over the duration of the course

**10445NAT Diploma of Ministry (Pastoral Care):** Students complete 480 hours of work-based training over the duration of the course comprising of 320 hours of ministry work-based training within their church and 160 hours of chaplaincy/community work-based training outside their church

## WORK-BASED TRAINING DUTIES

**CHC42315 Certificate IV in Chaplaincy and Pastoral Care:**

Chaplaincy/community work-based training duties may include any kind of ministry in a chaplaincy role or community setting outside of the church, where the student will have opportunity to engage with people with various life issues e.g. Serving in a feeding/breakfast program, outreach program in the community, life skills program in a school, community group or in a specified chaplaincy role. **Attending meetings does not qualify as work-based training.** Full-time students are required to complete between 2-3 hours per week of supervised voluntary work within a specified organisation. Part-time students are required to complete between 1-2 hours per week of supervised voluntary work within a specified organisation.

**10445NAT Diploma of Ministry (Pastoral Care):**

Chaplaincy/community (160 hrs) work-based training duties may include any kind of ministry in a chaplaincy role or community setting outside of the church, where the student will have opportunity to engage with people with various life issues e.g. Serving in a feeding/breakfast program, outreach program in the community, life skills program in a school, community group or in a specified chaplaincy role. **Attending meetings does not qualify as work-based training.**

Ministry (320 hrs) work-based training duties may include any kind of ministry within the church, e.g. Serving in children's church, crèche, small group leadership, hospitality, ushering, music ministry, youth ministry, evangelism, church administration, pastoral ministry, visitation or RE in schools. **Attending meetings does not qualify as work-based training.**

Full-time students studying the 10445NAT Diploma of Ministry (Pastoral Care) are required to complete between 4-6 hours per week of supervised voluntary work within a specified church/organisation. Part-time students are required to complete between 2-3 hours per week of supervised voluntary work within a specified church/organisation.

## PEOPLE INVOLVED WITH WORK-BASED TRAINING

**WORK-BASED TRAINING STUDENT** - The Student is a current student of Hope College engaging in work-based training as part of their course requirements.

**WORK-BASED TRAINING PROVIDER** - The Work-Based Training Provider is the Senior Pastor/Director of the church/organisation, or a Senior Officer appointed by the Senior Pastor/Director and given responsibility to oversee the placement on behalf of the Senior Pastor/Director.

**WORKPLACE SUPERVISOR** - The Workplace Supervisor is a suitably qualified person appointed by the Work-Based Training Provider to supervise the student's work-based training hours as outlined in the Work-Based Training Plan.

## RESPONSIBILITIES OF HOPE COLLEGE

- ◆ **DOCUMENTATION:** On acceptance and approval of the students Work-Based Training Agreement and Work-Based Training Plan, Hope College will provide the student and the Work-Based Training Provider with photocopies of the completed and signed documents.
- ◆ **PROVIDER APPROVAL:** Hope College has the authority to approve Work-Based Training Providers (church/organisation) who will provide students with work-based placements.

## **RESPONSIBILITIES OF THE WORK-BASED TRAINING PROVIDER**

- ◆ **FACILITIES AND WORK:** Provide suitable work for the student to engage in and suitable facilities for that work to be completed in.
- ◆ **SUPERVISION:** Appoint a suitably qualified individual who has the ability to supervise, guide and direct the student in the specified work context.
- ◆ **COMMISSION FOR CHILDREN:** Abide by the legislative requirements of your State/Territory for working with children and young people under 18 years of age, should the student be working with children and/or young people as part of their work-based training.
- ◆ **WORK HEALTH AND SAFETY:** The WHS Act 2011 places a duty of care on all persons in the workplace. Employers are responsible, as far as is practicable, for ensuring the health and safety of their employees/volunteers and others in the workplace.
- ◆ **WORK CONDITIONS:** Volunteer students must work within the conditions provided in awards or industrial agreements that are applicable to that workplace, except that no remuneration applies.
- ◆ **MAXIMUM HOURS:** Students undertaking work-based training are not to exceed 240 hours per year in the workplace; otherwise they may be entitled to wages.
- ◆ **INSURANCE:** Work-based training with a Church/organisation will come under that organisation's Public Liability, Professional Indemnity, and Personal Accident Voluntary Workers insurances, and Workers Compensation cover. Students must supply policy details to Hope College on their completed Work-Based Training Agreement.

Students completing work-based training with Hope College/Hope Church will come under Hope of the Gold Coast Ltd.'s Public Liability, Professional Indemnity and Personal Accident Voluntary Workers insurances, and Workers Compensation cover as specified on the Work-Based Training Agreement.

- ◆ **WORK-BASED TRAINING AGREEMENT:** A requirement of your acceptance of a student under "work-based training" is that you enter into an agreement with Hope College. (See "Work-Based Training Agreement"). Your prompt completion and return of this agreement to Hope College via the student is appreciated, so that the student can commence his/her practical training.
- ◆ **SIGNING OFF:** Every 12 weeks the Work-Based Training Provider is required to sign the student's completed Work-Based Training Attendance Record for the period and sign off at the bottom of the document.
- ◆ **CANCELLING THE AGREEMENT:** The Work-Based Training Provider may cancel the Work-Based Training Agreement at any given time should the student be in breach of the organisation's code of conduct. This notification must be given in writing to Hope College.

## **RESPONSIBILITIES OF THE WORKPLACE SUPERVISOR**

- ◆ **TRAINING PLAN:** At commencement of the student's course, in consultation with the student, allocate specific tasks to be undertaken on a weekly basis that fulfil the requirements of the work-based training for the duration of the course. e.g. Serving in a feeding/breakfast program, outreach program in the community, life skills program in a school, community group or in a specified chaplaincy role.
- ◆ **SUPERVISION:** The student must be guided and directed in their work-based training on a weekly basis by the Workplace Supervisor.
- ◆ **SIGNING OFF:** The Workplace Supervisor must sign the student's Work-Based Training Participation Record each time the student engages in practical training.

## **RESPONSIBILITIES OF THE STUDENT**

- ◆ **PERMISSION:** Seek permission from the Senior Pastor/Director (Work-Based Training Provider) to engage in work-based training within your specified organisation.
- ◆ **DOCUMENT DELIVERY:** Give the Work-Based Training Provider the Work-Based Training Agreement; Work-Based Training Plan and this handbook of Work-Based Training Roles and Responsibilities for completion and signature.
- ◆ **COMMUNICATION WITH YOUR WORK-BASED TRAINING PROVIDER:** Discuss your work-based training with your Work-Based Training Provider and agree on your scope of work and appointed Workplace Supervisor.
- ◆ **COMMUNICATION WITH YOUR WORKPLACE SUPERVISOR:** Discuss your specific workplace tasks, responsibilities and times with your Workplace Supervisor.
- ◆ **DOCUMENT RETURN:** Return the completed Work-Based Training Agreement (with their Work-Based Training Provider's signature) and the completed Work-Based Training Plan (with their Workplace Supervisor's signature), to Hope College.
- ◆ **START DATE:** Wait until you receive a Confirmation of Enrolment letter from Hope College specifying your course start date. Work-based training can only commence after this start date.
- ◆ **STUDENT CONDUCT:** Participate in your work-based training in a responsible manner, arriving at the workplace on time and fulfilling the agreed upon hours outlined in your Work-Based Training Plan. Student behaviour, attitude and dress should be appropriate to the standards of the organisation that is providing the student with work-based training.
- ◆ **FULL PARTICIPATION:** Complete all the required weekly hours. A shortfall in hours/performance level for the 12 week period will deem the student "Not Yet Satisfactory" in the work-based training portion of the course. Any shortfall will need to be made up by completion of supplementary hours for the student to be deemed competent in the course and receive their Testamur or Statement of Attainment.
- ◆ **WORK-BASED TRAINING PARTICIPATION RECORD:** Complete and record your hours of practical training on your Work-Based Training Participation Record each time you engage in work-based training. Obtain your Workplace Supervisor's signature on the Work-Based Training Participation Record and submit the completed document to Hope College every 12 week period for assessment. Students will be issued with new Work-Based Training Participation Record's throughout the course in order for the student to complete their total number of work-based training hours. **LATE FEES: Internal Students only**— must submit their completed Work-Based Training Participation Record to Hope College for assessment one week before the end of each term. Failure to do so will result in a \$50 late fee being incurred.
- ◆ **WORKING WITH CHILDREN AND YOUNG PEOPLE UNDER 18 YEARS OF AGE:** It is the students responsibility to obtain a "Blue Card" in QLD or a "Working with Children Check" in NSW **before they commence any work-based training** that involves contact with children and/or young people. Students outside of NSW and QLD must meet their relevant state/territory government requirements.
- ◆ **WORK-BASED TRAINING CHANGES:** It is the student's responsibility to immediately notify Hope College should the information in the Work-Based Training Agreement or the Work-Based Training Plan change in any way.

In the event a student and/or Work-Based Training Provider deems it valid/appropriate to end a Work-Based Training Agreement and Work-Based Training Plan, it is the students responsibility to notify Hope College immediately.

Hope College will update our Work-Based Training Register and the student will be issued with a new Work-Based Training Agreement and Work-Based Training Plan to submit to a new Work-Based Training Provider in order to complete the course requirement of work-based training hours.

## **WORK-BASED TRAINING TIMEFRAME**

The Work-Based Training Agreement and Work-Based Training Plan will **start** on the date the document has been signed by all parties and will **finish** on completion of the students course.

In the event a student continues to study with Hope College after successfully completing a study level, the student will be required to complete the full enrolment process including a new Work-Based Training Agreement and Work-Based Training Plan for the new level of study.