This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.
Unit Name: Chaplaincy Microskills

Unit Code: CH161

Award: Diploma of Social Science
       Bachelor of Social Science

Credit Points: 10

Core/Elective: Elective

Pre/co-requisites: Nil

Incompatible: CD161 Community Development Skills
              CO161 Basic Counselling Skills
              HS161 Human Services Skills

Modes: Internal
       Intensive

Delivery/Contact hrs:
Internal
- Lectures and Tutorials: 39 hours
- Reading, study and preparation for lectures: 39 hours
- Assignment preparation: 52 hours
- TOTAL: 130 hours

Intensive
- Intensive contact hours: 35 hours
- Reading, study and preparation for intensive: 43 hours
- Assignment preparation: 52 hours
- TOTAL: 130 hours

Teaching Staff: Jason Fowler

Unit Rationale: Chaplains need to develop basic counselling skills in the context of a growing self-awareness. This unit seeks to contextualise the learning process in the students’ capacity to understand their own journey and so to be able to encounter the stories of others. There is therefore a focus on self-awareness, resonance, empathy and understanding of relational dynamics.

The other major focus of this unit is the development of basic pastoral care and counselling skills, by specific practice. The unit is seen as a practical one, with time for the development of skills and feedback from others. The unit approaches the topic in a holistic manner, in that skills are not taught in isolation but in the context of communication purpose and group orientation.

Learning Outcomes:

On completion of this unit of study, students will have provided evidence that they have:

1. Demonstrated knowledge and use of verbal and non-verbal communication skills;
2. Demonstrated an understanding of the chaplaincy/pastoral care process;
3. Developed a basic understanding of approaches to chaplaincy/pastoral care and evaluated the personal qualities which make an effective communicator for people-helping;
4. Developed a basic understanding of group processes and the life-cycle of groups and communities;
5. Considered chaplaincy skills and practice within the multicultural and group contexts including people from culturally and linguistically diverse backgrounds;
6. Assessed client needs and determined and evaluated appropriate client strategies including appropriate professional referrals;
7. Understood how chaplains operate within a wider framework of people-helping professions including the mental health sector;
8. Demonstrated understanding of basic ethical issues in any people-helping relationship;
9. Written at an appropriate tertiary standard with special attention to correct grammar, punctuation, spelling, vocabulary, usage, sentence structure, logical relations, style, referencing and presentation.
Content:

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction – Opening communication; Development of rapport</td>
</tr>
<tr>
<td>2</td>
<td>Attending</td>
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<tr>
<td>3</td>
<td>Questioning</td>
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<td>4</td>
<td>Observing and body language</td>
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<td>5</td>
<td>Reflecting feeling</td>
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<tr>
<td>6</td>
<td>Paraphrasing</td>
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<tr>
<td>7</td>
<td>Summarising</td>
</tr>
<tr>
<td>8</td>
<td>Chaplaincy/pastoral care approaches; Client assessment – determining appropriate client strategies, referral and evaluation of client strategies</td>
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<tr>
<td>9</td>
<td>Intentional interviewing in specific chaplaincy contexts</td>
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<tr>
<td>10</td>
<td>Groups/community – Communication; Life cycle</td>
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<tr>
<td>11</td>
<td>Chaplaincy within a wider framework of people-helping professions including the mental health sector</td>
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<tr>
<td>12</td>
<td>Working with multicultural and group contexts, including people from culturally and linguistically diverse backgrounds</td>
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<tr>
<td>13</td>
<td>Ethics and legalities in people-helping relationships; Evaluation of personal strengths and weaknesses</td>
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</tbody>
</table>

Set Text Requirements:


Recommended Readings:


Assessment:

80% attendance at scheduled classes and regular participation in the forum discussions on the unit’s Moodle™ site (as applicable) are required in order to achieve a pass in this unit.

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Topic/s</th>
<th>Learning Outcomes assessed</th>
<th>Week Due</th>
<th>Weighting</th>
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</thead>
<tbody>
<tr>
<td>Video interview, report and transcript 1300 words</td>
<td>Conduct a videoed interview in which you demonstrate your communication skills in a chaplaincy setting. The interview is to be accompanied by an annotated transcript, and a report which analyses your skills and comments on those skills needing further development.</td>
<td>1-3, 6</td>
<td>Internal: Week 7 Intensive: Two weeks after first session</td>
<td>30%</td>
</tr>
<tr>
<td>Dialogue Analysis 1600 words</td>
<td>Chose a DVD (approved by the lecturer) and select an appropriate segment of dialogue. Observe and analyse the communication skills demonstrated and identify the effect of these skills.</td>
<td>1-4, 9</td>
<td>Internal: Week 10 Intensive: Two weeks after second session</td>
<td>35%</td>
</tr>
<tr>
<td>Reflective Essay 1600 words</td>
<td>Reflect on the characteristics of, and interpersonal skills utilised by chaplains both in the context of specific communities and in one-on-one encounters. Evaluate your own interpersonal skills and ethical awareness in these settings.</td>
<td>1-9</td>
<td>Week 13</td>
<td>35%</td>
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