

CHURCH INTERNSHIP PROGRAM

A partnership with the Local Church, SU Victoria & SU QLD YMIS

CERTIFICATE IV IN YOUTH WORK and DIPLOMA OF YOUTH WORK

Do you have a passion for change? Do you want to see young people captured by God?

The Church Internship Program is an exciting opportunity aimed at investing in leaders for the future. An internship in partnership with SU will provide developing leaders with the skills and support to bring change in the local community. The program focuses on developing strategies to serve young people in the community and see them empowered to make this world a better place.

This opportunity is all about hands on experience! The majority of learning takes place out in the community through youth groups, schools groups, camps and many other programs. The training and insight from this program will provide interns with essential tools for a future in youth work and ministry leadership.

Anyone, of any age, of any profession, can relate and be inspired by the experience gained through this challenging journey!

A reflection from Lynley 2010 Intern



Right from the beginning the internship has been a journey of inspiration, new experiences, new people and an extending of my comfort zones! Not only have I gained wisdom and understanding into the world of youth work but I have also been challenged to take a stand and become a greater ambassador for Jesus.

I have been privileged to have the support and encouragement from SU and this has given me the confidence to give this course everything I've got. The amazing practical learning component of the course has meant that I can truly grasp and apply everything that we are taught. This has fuelled my love for people and my longing to serve them as Jesus did.

As a part of this journey I have begun to stand up in my own community and serve those around me with great fervour and excitement. These challenges I have faced have been priceless not only for my future but also for the way that I depend upon God.

OVERVIEW OF THE CHURCH INTERNSHIP PROGRAM

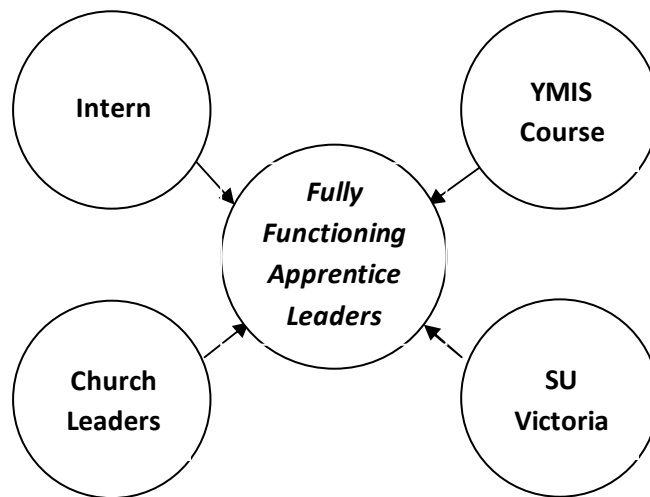
Internship Program Biblical Model

The SU Vic internship program is based on the biblical model of Jesus and his 12 disciples. Jesus apprentices his followers to the point where they can take up the cause of the Kingdom as autonomous operators. Jesus gives his disciples opportunities for hands on experience, and helps them reflect on what they are learning.

Interns will be shaped in the Apostle - Evangelist tradition. Interns will work from a primarily community activist role, bringing a cutting edge missional flavour to the church's children, youth and families work.

Key contributors in the Church Internship Program

There are four key contributors in the Internship Program, each bringing something unique to bring about an excellent experience for all parties.



Interns: We are looking for interns who are available and teachable, who will put in the effort, and have the willingness for mission.

YMIS course/Cert IV or Diploma in Youth Work: This is the accredited course through which the educational content will be delivered. (More in depth information on course content attached)

Church Leaders: Local church leaders will oversee the intern's church placement activities, and be involved in designing the strategic direction for the intern's ministry, their spiritual formation and pastoral care.

SU Victoria: Will lead the supervision and coaching process, provide school ministry and camping placements, and be involved in the intern's missional and spiritual formation.

Study Processes

YMIS Course/Cert IV or Diploma in Youth Work*:

- Two intensives in QLD (1 week in March and August)
- Regular study and accountable theoretical learning
- Online learning

*See detailed information on the educational course content attached in this pack.

Strategy Development of Mission and Ministry Projects

The intern will be involved in the development of mission and ministry projects. Local Church leaders will work with SU Coordinator and intern to develop a series of projects and actions.

The intern will be involved in:

- A program in a local school utilising the Elevate Framework
- A program involving church youth ministry
- Opportunities for wider mission activities (e.g. camps)

Supervision Program

- Initial individual meeting with SU Coordinator to outline personal goals.
- Formal weekly group catch up & action reflection process (with other interns in the same region)

Recording:

- Challenges
- Opportunities
- Learning
- Personal Growth

Scripture and prayer

Stories

Helpful coaching input (Elevate Framework etc)

Review of reflections

- Monthly formal 30 min meeting with Church Leader and SU Coordinator to assess progress and evaluate

Professional Development

Interns will be required to attend the following professional development activities:

- SU Vic Retreats
- SU Vic Staff Conference
- Elevate Schools Staff Team meetings
- Elevate Training Days
- Local Church meetings relevant to their area of ministry as appropriate

These times will be opportunities to get involved in the staff life of SU Victoria and the local Church, and learn from colleagues.

**CERTIFICATE IV IN YOUTH WORK CHC41808 and
DIPLOMA OF YOUTH WORK CHC51408**

COURSE INFORMATION GUIDE 2011

About YMIS Training

SU Qld has been providing formal training for youth workers, commonly known as YMIS (Youth Ministry Internship Scheme), since 1986. SU Victoria has sought to partner with YMIS due to its solid reputation as a practical, *hands-on* training experience. Students can expect to gain far more than just knowledge about Youth Work in its various contexts. In taking the YMIS challenge students will be stretched in faith, knowledge, relationships and practical Youth Work and Ministry skills.

Introduction to the Qualifications

Certificate IV in Youth Work (CHC41808) **One Year, Full Time**

The YMIS Certificate IV in Youth Work equips people to become youth workers in secular, School and Church-run workplaces. This training will benefit both those new to Youth Work and sharpen the skills and knowledge of experienced practitioners.

Our professional trainers will guide and mentor you through the foundations, frameworks and principles of youth and community work, and you'll be challenged to put your knowledge into practice through vocational and ministry placements. YMIS students graduate with a thorough understanding of issues related to youth ministry in secular organisations, churches and schools.

The Certificate IV in Youth Work for 2011 will be delivered over one year, full-time. The qualification consists of 16 nationally accredited units of competency drawn from the Community Services Training Package. These units have been clustered and will be delivered as 5 Clusters over one year. Full details of the clusters, units and course content are provided in this guide.

Diploma of Youth Work (CHC51408) **Two Years, Full Time**

The YMIS Diploma of Youth Work (CHC51408) is aimed at equipping people for higher roles in youth and community work. The qualification has been designed specifically for faith-based youth workers such as School Chaplains and potential or practising youth workers for ministry with children and young people.

The program aims to equip those who are, or will be, responsible for the development and outcomes of programs and services for children and young people, working alongside a range of community and institution-based agencies to meet the social, behavioural, health, welfare, developmental and protection needs of children and young people.

In completing this course you will move beyond the foundations, frameworks and principles of youth and community work and into areas of greater responsibility for the direction and supervision of staff or volunteers, the contracting of external agencies and the management of specialist services.

The Diploma of Youth Work for 2011 will be delivered over two years (full-time). The qualification consists of 24 nationally accredited units of competency drawn from the Community Services Training Package. The Diploma incorporates all 16 units of the Certificate IV in Youth Work qualification, plus additional units to equip students in management and leadership skills. These units have been clustered and will be delivered as 10 Clusters over two years. Full details of the clusters, units and course content are provided in this guide.

Accreditation

SU Qld is a Registered Training Organisation (RTO) approved by the Department of Employment and Training to deliver the **Diploma of Youth Work (CHC51408)** and **Certificate IV in Youth Work (CHC41808)**. These are nationally recognised and accredited qualifications that incorporate training for working with children and young people.

At the end of the course of study, students who achieve competency in all units will be awarded their qualification at a graduation ceremony which takes place in March the following year. Upon partial completion of the qualification students will be awarded a Statement of Attainment listing the units of competency completed. Diploma students who successfully complete all units from the first year of the Diploma will be eligible to receive the Certificate IV in Youth Work (CHC41808) should they be unable to continue.

Entry Requirements

Vocational Placement

To maximise the effectiveness of the YMIS Youth Work courses and their content, much of the assessment will be contextualised to the workplace. Students are therefore required to undertake a placement in a youth work or youth ministry setting for the duration of their course, where they will work closely with a nominated Placement Supervisor from that workplace. To meet these requirements, students can be either currently employed in a role working with children or young people (eg School Chaplain, church Youth Pastor), or can undertake a placement with an organisation (paid or voluntary) where they can carry out such a role for the duration of their training (volunteer to work alongside a School Chaplain).

Pre-enrolment Consultation

SU Qld prides itself on providing quality training and due to the nature of Vocational Placements and hands-on training incorporated in the course, students are guided through a process of pre-enrolment consultation with YMIS staff. This process helps prepare students and manage course requirements and expectations. This consultation may be done in person, over the phone or online and will vary according to each student's individual situation and needs.

Working With Children Cards

All students enrolled in YMIS through SU Victoria are required to hold a current Victorian Working with Children Check Card. A photocopy of the card should be provided upon enrolment.

Qualification Organisation and Delivery

Duration

The YMIS Youth Work courses are delivered in a flexible mode over 80 weeks within a two year time frame for the Diploma, and one year for the Certificate IV. Training commences each year in late February and runs through to November. Finalised course schedules will be issued once you have enrolled.

Organisation

The units of competency in the qualification have been organised into themed 'clusters'. Each cluster consists of a component of face-to-face training, online learning tasks and workplace portfolio assessment tasks relevant to the Vocational Placement. Each cluster will involve five weeks of training plus an additional week to complete all assessment tasks. Students will need access to the Internet a number of times each week to complete each cluster within the specified time frame.

Cluster	5 Weeks + 1 Week for assessment tasks		
	Trainer Support		
	Online Tutorials	Face 2 Face	Portfolio Tasks

Training Experiences

The YMIS Youth Work courses are comprised of three major training experiences:

1. Lecture Training
2. Vocational Placement
3. Field Trips

Ongoing assessment is conducted throughout the course and will incorporate all of these training components. These three areas of study and practical experience are integrated in such a way that students are prepared for service professionally, practically and spiritually.

1. Lecture Training

All students engage with a range of material presented in the form of lectures, generally for the equivalent of one day per week.

You will receive lecture material in correspondence format via the YMIS online learning system (Moodle). This may include readings, activities, videos, podcasts, interactive online discussions, structured feedback, lecture materials. Students are also encouraged to network with their trainers, supervisors and also their study mates through discussion forums and chat rooms. Timetables for coursework and assessment are provided and students are essentially self-directed in their completion of materials.

2. Vocational Placements

All YMIS students are expected to participate in a Youth Work role/context for the period of their training for a minimum of one day per week* (at least 8 hours). They are to work with an experienced youth worker or agency to gain on-the-job experience and develop their knowledge and practical skills. This aspect of the course is a crucial learning experience, where information and strategies from lectures can be extended into practical areas and be applied when opportunity arises.

* (While one day per week in placement is the requirement, students are able to voluntarily do more time in placement. While this will need to be negotiated with the Placement Supervisor, extra time in placement will provide an enhanced training experience.)

Arrangements for Vocational Placements are made either by individual students or by SU Victoria. The Training Manager will make final approval of all placements. Such arrangements are made following consultation, and with the purpose of being mutually beneficial. It is expected that each participant will remain in the same major placement for the duration of the course where possible.

3. Field Trips

Field trips are designed to complement the theory component and Vocational Placement by exposing students to a diverse range of Youth Work settings, models and leadership styles. Below are just some of the areas in which YMIS students may experience practical training through field trips:

- Working with young people with disabilities.
- Working with and assisting homeless youth, dealing with drug addiction and prevention, and assisting those in high-risk categories.
- Working with young people with legal problems.
- Working with Indigenous youth and agencies supporting Indigenous young people.

SU Victoria programs - As a YMIS student you will have the opportunity to participate in many of SU Victoria's dynamic youth work and youth ministry programs such as ELEVATE (schools ministry), school camps and other outreach programs.

Students may be required to organise relevant field trips to comparable organisations in their local area.

Course Delivery and Orientation

Study will also involve:

- Extensive use of online materials, pod casts, videos, discussion forums, chat rooms and blogs
- One-on-one trainer support online and via phone or at your workplace and at local SU Qld hubs
- Extra supervision from suitable candidates if required

Course Delivery

- *Students are required to attend two intensives each year* - a week-long Brisbane based Intensive in February/March and a four-day Intensive in August each year for the face-to-face delivery of course content, lectures, guest speakers, group work and assessment
- Students must participate in a Youth Work role/context for the period of their training for a minimum of one day/at least 8 hours per week (minimum total 400 hours over the duration of the course for Diploma students, and 240 hours minimum total for Certificate IV students).
- Ongoing online assessment and portfolio tasks
- Peer networking

Intensives

Intensives are held twice a year and are designed to give students the face to face delivery of core and elective content, assessment and support required to successfully complete their coursework. Due to the nature of Youth Work, some content and workshop assessment areas such as interpersonal skills, counselling and guidance must be conducted in person to ensure all competencies are met. The Intensives also provide students with the opportunity to network with other students.

The August Intensive electives are currently delivered at the SU Qld Staff Conference held at the Sunshine Coast. YMIS students are offered a meal and accommodation package to assist them in attending. Running the intensive through the conference gives students a wonderful opportunity to connect with SU Qld chaplains and other experienced youth workers from across the state. More information regarding alternative options for the August Intensives will be provided during the year.

Orientation

In addition to the course and group work, the first intensive also includes a comprehensive orientation program designed to provide students with:

- An introduction to the work of SU Qld and a solid understanding of the structure and organisation of the course
- Information about assessment details
- An opportunity to meet and build relationships with trainers, staff and other students
- Experience navigating the online learning environment (including YMIS Moodle)
- Student ID cards
- The opportunity to finalise any administrative/enrolment details and clarify any issues with staff
- Guidance for time management and the development of study skills that will be required throughout the course

Student Support

The outcomes of YMIS training are more than a qualification or a piece of paper. YMIS provides a training environment where students are encouraged to embrace new understandings in concept and practice, develop in their own spiritual walk, expand their mindsets and extend their professional development. Providing adequate support to students while they are involved in their training is an important component of our training service. Student support occurs through the following mediums:

Training Staff

Students can directly contact their nominated Trainer and/or support staff by phone, email, mail and the online system (Moodle).

Vocational Placement Supervisor (Please see Supervision Program in Internship Overview)

All YMIS students work closely with their Vocational Placement supervisor for the duration of their training. Students are encouraged to work at building a relationship with their supervisor that can in turn provide a source of assistance with the demands of the qualification and their own personal and professional development.

YMIS courses are delivered in a Christian context and will involve a personal exploration into faith and as such students are encouraged to maintain regular church attendance throughout their training as a source of additional support and pastoral care. Students may also be asked to nominate a church leader or other suitable person who can provide an additional mentoring/support role during their training. Training staff will contact your nominated person throughout the year as another form of pastoral support.

Student Networks

Students interact with the on-campus students at various times throughout their training and students are encouraged to continue to develop these networks online. There are also informal and formal networks of support that continue to develop in various regions and students are encouraged to access or initiate such networks. The Training Manager can provide additional information in this regard.

Internet Access and Online Components

It's vital that students have reliable access to the internet when undertaking study with YMIS, as the online delivery, discussions, forums, journal articles and support constitute a significant component of the course. The YMIS Moodle website is the portal for YMIS students, trainers and staff.

The public area of the site can be viewed at www.ymis.suqld.org.au.

Enrolled YMIS students are also issued with a login and password granting them access to a more detailed member area. The member area contains pod casts, videos, discussion forums, chat rooms and blogs, which are used to deliver training materials, encourage group discussion and debate and foster a peer-learning environment. Support from trainers and assessors is also available online and students can upload assessment portfolios directly on the YMIS Moodle site.

2011 Course Fees and Administration

The tuition fees for the 2011 Youth Work qualifications are \$3000 per year. Additional costs will include flights and accommodation for the intensives. Flights are to be organised and paid for by the student, and will generally come to about \$600 for the year. Accommodation may be an extra cost; however we will do our best to organise for students to be billeted at little or no cost. Costs for optional components such as trips and camps will be advised as they are finalised.

Tuition fees can be paid in full at the start of the academic year or incrementally over the year of study, after an initial 20% deposit. Both courses are Centrelink approved. Additional costs for optional components such as trips and camps will be advised as they are finalised. There are also likely to be some accommodation costs for intensives.

Apprenticeship Training Incentive Funding

Funding assistance towards tuition fees may be available through an Apprenticeship Training Incentive, provided by the Federal Government, for those who meet the specified criteria. Eligibility for the funding will be based on a number of criteria set by the Department of Education and Training. These criteria include the level and year of qualification/s students have previously completed as well as number of days of employment in a youth work setting.

Please note that assessments for funding eligibility are not carried out by SU Qld. After completing the Apprenticeship Funding Eligibility form with your Application for Admission form, SU Qld will forward your Eligibility form to an approved Australian Apprenticeship Centre for assessment.

Please Note: payment of your tuition fees is ultimately your responsibility. If you are deemed ineligible for the Government funding at any time during the term of your Apprenticeship Training Contract or you withdraw from the Diploma/Certificate IV program prior to completion, or if the funding is not paid by the Government by any reason, you will be responsible for paying all or the balance of tuition fees not met by the funding assistance.

For Non-SU Qld Students: Once you have submitted your Application for Admission and *Apprenticeship Funding Eligibility* form, YMIS will forward your application to the appointed Australian Apprenticeship Centre. You will subsequently be advised of the outcome of the assessment. If you are deemed eligible to access the funding, YMIS will provide you with the details of an Australian Apprenticeship Centre to contact to make the necessary arrangements. You will be required to pay the compulsory non-refundable deposit plus the balance of your tuition fees either up front or via the payment plan, and subsequently arrange for any reimbursement of tuition fees from your employer.

Credit Transfer and Recognition of Prior Learning (RPL)

Students may apply for Credit Transfer or RPL if they have completed the same units as those offered in the Diploma or Certificate IV, or completed equivalent study or have experience in a relevant field.

Credit Transfer

Credit Transfer may be awarded to students who have completed exactly the same units as those offered in the Diploma of Youth Work or Certificate IV in Youth Work through another recognised RTO. There is a one-off application fee of \$50.00 regardless of the number of units credit is being applied for, and tuition fees for those units are reduced from the total fees. Students will be asked to provide copies of transcripts and academic records as evidence that competency in the unit/s have been achieved. *Application for Credit Transfer* forms are available from the YMIS Training Department.

Recognition of Prior Learning (RPL)

RPL may be awarded to students who have proved through appropriate documentary evidence and written statements that they have met the required assessment criteria for units through previous study or experience in a relevant field. There is a one-off application fee of \$50.00. The cost of RPL is 60% of the tuition fee for each unit awarded. To apply for RPL students will need to contact the YMIS Training Department to book an interview time with the RPL Coordinator (to be held in person or by telephone). The interview will determine whether an RPL application is likely to be successful. If successful, students will be invited to apply for RPL and provided with an RPL kit to complete. *Application for RPL* forms are available from the YMIS Training Department.

Students applying for RPL must formally enrol in the program of their choice and pay the compulsory non-refundable deposit plus the balance of their tuition fees, as per the usual enrolment processes. Once the RPL process is completed the revised fee for the cluster will be calculated, including the application fee, and charged accordingly or differences refunded as necessary.

Applying for credit or RPL is optional. Many students choose to enrol in the full program to update their skills and ensure their knowledge and practical application of policy, regulations, approaches and strategies is current.

Pathways

The Certificate IV and Diploma programs aim to provide students with access and experience in a range of youth work models and youth work experiences that may assist them in pathway decisions. Common education pathways for graduates include further study in: psychology and counselling, social work, teaching, Bible College programs or courses at similar ministry training centres. A number of Higher Education programs will give credit for this qualification and we encourage students to investigate these options should they be interested in further study.

Contact the YMIS staff for more information regarding agreements that exist with other institutions for YMIS Diploma graduates, or contact the education provider of your choice directly.

What To Do Next...

Complete and return the *Application for Admission* form and *Apprenticeship Funding Eligibility* form as soon as possible to register your interest in starting the Certificate IV in Youth work or Diploma of Youth Work in the next intake.

You can download these forms from www.suvic.org.au or contact SU Victoria.

If you have any questions regarding the YMIS courses please contact Meredith Ward by phone: (03)9482 5700 or email: meredithw@suvic.org.au.

Address:

SU Victoria, 157 Heidelberg Rd, Northcote, 3070



COURSE OUTLINE

DIPLOMA - YEAR TWO

Cluster	Cluster Description	Units of Competency	Face-to-face content delivered at	
			EX	OC
6	Child Protection This unit covers information on child abuse, neglect and other forms of harm. It also looks at the reporting responsibilities of children's and youth workers should they suspect harm or receive a disclosure of harm from a child or young person.	<ul style="list-style-type: none"> • CHCCHILD404A Support the Rights and Safety of Children and Young People • CHCYTH501A Develop and Implement Procedures to Enable Young People to Address Their Needs 	March Intensive, On Campus, Brisbane	Weekly lectures Brisbane Campus
	Group Work With Young People This unit covers the skills and processes involved in planning, facilitating and evaluating groups with children and young people.	<ul style="list-style-type: none"> • CHCGROUP403D Plan and Conduct Group Activities 		
	Developing Programs With Young People This unit covers the skills and processes necessary for determining the needs of children and young people; as well as planning, facilitating and evaluating programs and services in response to those needs.	<ul style="list-style-type: none"> • CHCCS503A Develop, Implement and Review Services and Programs to Meet Clients Needs 		
9 10	Youth Work Management Part 1 + 2 These units cover a range of skills and processes for the effective management of youth work organisations. Key areas include those of strategic planning; coaching staff and volunteers; managing difficult situations; professional communication; and developing a personal / professional development plan.	<ul style="list-style-type: none"> • CHCCOM504A Develop, Implement and Promote Effective Workplace Communication • CHCCS502A Maintain Legal and Ethical Work Practices • CHCCS513A Maintain An Effective Community Sector Work Environment 	August Intensive, Sun Coast	

END OF PROGRAM - Graduation ceremony in January the following year for all successful graduates.