Chaplaincy Foundations

Course Information Brochure



Study chaplaincy at Eva Burrows College and start building the necessary skills to work as a Chaplain in a variety of settings. Be equipped to meet people at their point of need and learn a broad range of cognitive and advanced communication and relational skills to help others.

Delivery Mode

Face-to-face workshops

2026 Enrolment Intakes

Melbourne:

16 February – 2 March

Sydney:

8 June – 22 June

Course Duration

9 months

Eva Burrows College Vocational Training RTO 0328 is registered with the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011.

Thank you for your interest in undertaking the Chaplaincy Foundations with Eva Burrows College Vocational Training.

This short course has been developed by Eva Burrows College in consultation with The Salvation Army's Territorial Chaplaincy Support unit. The course meets the foundational development and training needs of Chaplains and will equip you to provide services and/or interventions to clients in a variety of settings. Be empowered with pragmatic learning to pursue your commitment to serve in the ministry you are called to.

Three important things you should know about this course.

1. Students are required to participate in the scheduled face-to-face workshops at Eva Burrows College.

Melbourne Workshop	Sydney Workshop
23 – 27 March 2026	13 – 17 July 2026
Eva Burrows College 100 Maidstone Street Ringwood, VIC 3134	Eva Burrows College 426 Church Street Parramatta, NSW 2150

2. You have nine months to complete this course.
   From the start of your course (first workshop day), you will have nine months to complete all components of this competency based short course.

3. Transition to 11070NAT Diploma of Chaplaincy
   The Chaplaincy Foundations program is a starting point for students who want to increase their Chaplaincy skills and expertise but may not be ready to commit to the two-year Diploma of Chaplaincy course. On successful completion of the Chaplaincy Foundations program, you can transition into 11070NAT Diploma of Chaplaincy and receive credit for the five units of competency.

You can find all the relevant course details including entry requirements, enrolment dates and course fees in this Course Information brochure.

Whether you are looking to start a career as a Chaplain, already work in this field with no formal qualification or looking to specialise in this area, we are here to help and support you in achieving your goals.

For any further information email the Student Support Services team vtoenquiries@ebc.edu.au.

Course Overview

Chaplaincy Foundations comprises of five key units from the accredited 11070NAT Diploma of Chaplaincy, delivered in a five-day face-to-face workshop. This program provides a stepping-stone towards the Diploma of Chaplaincy.

Explore what it means to be a Chaplain and learn ways of communicating theological concepts to people outside the church. Gain the skills needed to provide support to people who are experiencing grief and loss or struggling with mental health issues.

Trainer and Assessor



Major Tracey English has worked as a Salvation Army Officer (Minister) for more than 30 years. During this time, she has been involved in parish work, teaching pastoral care at The Salvation Army theological college and writing and editing Salvation Army publications.

Most recently, Tracey has been working in the area of chaplaincy, initially as a Chaplain within Salvation Army social programs, providing pastoral care to program staff and clients experiencing homelessness, mental health and addiction issues. Tracey has also worked as a chaplaincy team leader for courts and prison Chaplains in Melbourne, represented The Salvation Army at Corrections Victoria and been on the board of Spiritual Health Association, an organisation dedicated to the development and delivery of spiritual care in hospitals.

Tracey was also a pastoral care representative on the Human Research Ethics Committee at the Royal Children's Hospital in Melbourne.



"I enjoy being a trainer and providing classroom teaching; standing in front of people and being able to see the light go on or see them join the dots as they train to work in the field of chaplaincy is such an honour. Working in the area of chaplaincy is a great privilege, to come alongside people when they are vulnerable and to hold their story and provide support, is amazing!"



Course Coordinator

Joanne Trevethan
joanne.trevethan@salvationarmy.org.au

Delivery Mode

Face-to-face workshops

Duration

9 months

2026 Enrolment Intakes

Melbourne

16 February – 2 March

Sydney

8 June – 22 June

2026 Course Start Dates

Melbourne

23 March

Sydney

13 July

2026 Course Fees

The course fee is $1,674.

A non-refundable 10% deposit is required at time of enrolment and the balance is required before commencement of the course.

Course fees are correct at time of distribution. You can confirm the current Course Fee here.



Course Structure

The Chaplaincy Foundations course is a competency-based program which requires five (5) units. On successful completion you will be issued with a Statement of Attainment.

UNITS

NAT11070001	Provide chaplaincy services in response to spiritual and religious needs
NAT11070002	Apply theological concepts in the context of client's needs and beliefs
CHCCOM002	Use communication to build relationships
CHCMHS001	Work with people with mental health issues
CHCCCS017	Provide loss and grief support

Face-to-face workshops

Students are required to participate in the scheduled face-to-face workshops.

Chaplaincy Foundations

Melbourne: 23 – 27 March 2026
Sydney: 13 – 17 July 2026

Explore what it means to be a Chaplain and the foundational skills, and knowledge required. Delve into how to support those with mental health issues and those experiencing loss and grief.

Competency-based training

Competency is the consistent application of knowledge and skill to the standard of performance required in the workplace. As this is a competency-based course, the assessments will involve the demonstration of skill, knowledge and the ability to work consistently to the standards required. The assessment tasks may include questions, case studies, third party feedback or workplace projects

Recognition of Prior Learning (RPL)

If you believe you have the skills and knowledge in some or all of the units, or you already hold a similar qualification and are looking to upgrade, then you may wish to consider Recognition of Prior Learning (RPL).

Recognition for units may be granted based on previous learning, studies, work and/or life experiences. You may apply for RPL once you have enrolled in the course. Students are encouraged to apply for RPL within their first 12 weeks of enrolment. Please note, RPL is charged at the same rate as the course fee as it is still a form of assessment. Please discuss this with the Course Coordinator when you enrol.

Credit Transfers

A credit transfer provides automatic credit for equivalent units you have already completed in an accredited course with another training provider. There is no charge for credit transfers, and your course fees will be reduced if you are eligible. Please discuss this with the Course Coordinator when you enrol.

Entry Requirements

The following entry requirements apply to this course. You will require:

- Biblical and theological qualifications at a Certificate IV level OR be able to demonstrate that you have a proficient level of biblical and theological knowledge.
- Pastoral supervision for 10 hours with a qualified supervisor at your own expense.
- Sufficient literacy skills to read and interpret the Bible, prayer books or other religious material.
- Sufficient digital literacy skills to undertake research and complete assessments online.
- A letter of sponsorship from your denominational senior clerical representative, endorsing your application for the course and confirming your engagement with the church/corps.
- To be over 18 years of age.
- Have current Working with Children Check documentation.
- Police Check with relevant authority.

Residential Status

This course is open to Australian residents. Unfortunately, we are not registered to accept international students. The eligibility of students will be confirmed during enrolment.

IT Requirements

Students will require access to a computer and the internet to allow them to study using our online learning portal, Booth Online. To participate and engage in any online courses and tutorials, it is recommended students are competent in using a computer and have:

- a laptop or desktop computer (PC or Mac) with at least 2GB of RAM.
- a stable internet connection (ADSL2 equivalent or higher)
- a USB microphone headset or iPhone headset with built-in microphone.
- a current version of a modern web browser (Chrome, Firefox or Safari).
- the Microsoft Office Suite installed on your computer. MS Word is required for most of the assessment tasks.

Course Materials and Resources

Trainer and Assessor To support and guide you in your learning.	Eva Burrows College has trainers and assessors who are qualified and currently working in their industry, thereby providing you with the most up to date knowledge and skills to support and guide your learning. Each topic of your learning journey commences with an introduction to the subject matter, followed by forums, quizzes, and online facilitation. At any stage of your learning, you can contact your trainer by email, who is available to help you with your query.
Booth Online The login instructions for the online portal will be provided after enrolment.	Access to all learning materials and assessment tasks will be available through our online portal, Booth Online. Our Online Support Team is available Monday to Friday to assist you to navigate the system and can be contacted via email at online@ebc.edu.au.
Learner Guides Learner Guides will be made available to you after enrolment.	Eva Burrows College will provide you with a Learner Guide for each unit, to enable you to advance your knowledge of each topic. To progress through your course, simply work through the Learner Guide and online resources to complete each unit's online assessment tasks, and then upload your completed assessments through Booth Online.
Eva Burrows Library Can provide additional resource material on request.	The Eva Burrows Library offers both onsite and online access to resources that help meet the study, research and leisure reading needs of our students. To become a member of the library, please complete the Library Registration Form.

Pathways

One qualification – three pathways

Pathway 1 – New	Pathway 2 – RPL	Pathway 3 – Upgrade
New to Chaplaincy	Currently in a Chaplain role with no formal qualification	Needing to upgrade your qualification
For all aspiring and new Chaplains	You are currently working as a Chaplain or in a ministry or community role but do not hold a current accreditation for chaplaincy.	You already hold a qualification but want to upgrade.

Upon successful completion of this foundations program, you will receive a Statement of Attainment. You can also transition into the 11070NAT Diploma of Chaplaincy and receive credit for the five units of competency.

A Day in the Life of a Chaplain

Chaplains meet people at their point of need to provide support. To help you explore whether the life of a Chaplain is a good fit for you, watch the video below and hear about a lived chaplaincy experience.



Yasmin, *Salvos Store Chaplain, Victoria*

FAQs

Why should I study at Eva Burrows College?

Eva Burrows College is the national education and learning centre of The Salvation Army Australia. Drawing from our cutting-edge Salvation Army experience, Eva Burrows College Vocational Training (RTO ID 0328), exists to encourage and empower you through our nationally recognised and accredited courses. We provide a comprehensive learning pathway that integrates practical experience with formal qualifications. We also offer a range of study options to suit your lifestyle needs and can help schedule your learning to empower you to graduate successfully. All learning options for this course can be discussed with your Course Coordinator.

Who should consider this course?

In a chaplaincy role you often work with people who are experiencing times of crisis, grief and loss or have experienced a crucial life-changing incident. Engaging with such vulnerable people requires sensitivity and the discerning application of extensive knowledge and skills. You will need to be able to work independently and self-manage your time, activities and well-being.

What would be some possible fields Chaplains can work in?

Chaplains meet people at their point of need to provide support. This support can be anything from a chat about how things are going, to helping people through the death of a loved one. The role of the Chaplain can be quite broad with an emphasis on offering practical, emotional and spiritual support.

In some sectors, Chaplains provide support to individuals in prisons, emergency services, schools, aged care facilities and rural areas.

Eva Burrows College is also proud to be one of the approved education providers for the Civil Chaplaincies Advisory Committees in NSW, an organisation that helps coordinate Chaplains in Health Services, Corrective Services and Juvenile Justice.

How many hours a week will I need to spend studying?

We recommend students allocate a minimum of eight hours per week to work through the Learner Guides, online activities and assessments.

Is the qualification recognised nationally?

Eva Burrows College Vocational Training has been a Registered Training Organisation (RTO) for over 30 years. Registered by ASQA, we deliver nationally recognised and accredited courses and conduct our operations in accordance with the Australian Quality Training Framework.

Our qualifications are nationally recognised and developed to meet industry needs. Our accreditation within the vocational training sector means that whatever level of study is right for you, we have an entry point that can match your current needs.

How much does the course cost and what does this include?

This course is open to all Australian residents and costs $1,674.
A non-refundable 10% deposit is required at time of enrolment and the balance is required before commencement of the course.

This fee includes all learning and assessment resources, online support and assessment services for a period of 9 months.
Course fees are correct at time of distribution. You can confirm the current Course Fee here.

Is there financial assistance available for Salvation Army Officers or employees?

Officers may apply for up to 90% of the course fee. Employees may apply for up to 60% of their course fee.

For further information on the policy and how to apply see the Personnel Development Policy.

Does the course fee include GST?

Nationally recognised training delivered by Eva Burrows College is not subject to GST.

Would a VET Student Loan be available for this course?

Eva Burrows College is not registered to provide VET Student Loans.

Can I access a government subsidy?

Government subsidies are not available for this course.

If I withdraw from the course, do I get my money back?

Please note that the 10% deposit collected on enrolment application is non-refundable. If the enrolment does not proceed to confirmation of enrolment, no fee is charged.

If the student withdraws from a course after confirmation of enrolment, the Enrolment Fee will be retained as per the conditions below:

Withdrawal Condition	Fee
Withdrawal **within 30 days** after confirmation of enrolment	30% of course fee retained
Withdrawal **between 31 and 60 days** after confirmation of enrolment	50% of course fee retained
Withdrawal **more than 60 days** after confirmation of enrolment	100% of course fee retained

How to Apply

Applying for a course is a simple process.

Step 1 — **Contact Us**

To register your interest email vtoenquiries@ebc.edu.au. The 2026 Enrolment Intakes for this course are:

- Melbourne: 16 February – 2 March
- Sydney: 8 June – 22 June

An online enrolment application link will be emailed to you once the intake opens.

Step 2 — **Complete the Online Enrolment Application** and upload the requested information including:

- A Unique Student Identifier (USI). Applying for a USI is cost free. It is a requirement of the federal government that when you enrol in a nationally accredited vocational training program a USI is recorded on your application. Apply for a USI at usi.gov.au.
- Photo identification documents (VIC and NSW residents applying for government funded training must provide certified copies).
- To ensure that you are enrolled in the most suitable and appropriate course a Pre-Enrolment Evaluation will be completed during the online enrolment application.

Step 3 — **We will be in contact**

Your enrolment application will be reviewed, and you will be advised of the outcome via email which will include an invoice for Course Fees.

Step 4 — **Finalise Your Application**

Confirm that you wish to proceed with your enrolment by paying the 10% non-refundable deposit. Note that enrolment is not confirmed until course fees have been paid.

Step 5 — **Begin to Study**

When the enrolment process is complete, final confirmation of your enrolment will be emailed to you, and we will:

- Advise the Trainer and Assessor who will support you through your studies and answer any queries regarding the course content or assessments.
- Provide you with a login to the Booth Online portal via a separate email with instructions on how to access the portal.
- Start your learning journey with access to the interactive online orientation, available via Student Central.

Other Courses

available through Eva Burrows College Vocational Training

Certificate IV

CHC43215	Certificate IV in Alcohol and Other Drugs
11237NAT	Certificate IV in Christian Ministry and Theology
CHC42021	Certificate IV in Community Services
BSB40520	Certificate IV in Leadership and Management

Diploma

11070NAT	Diploma of Chaplaincy
CHC53215	Diploma of Alcohol and Other Drugs
CHC52025	Diploma of Community Services (Case Management)
CHC51122	Diploma of Financial Counselling (Generalist)
CHC51122	Diploma of Financial Counselling (Rural Specialisation)
BSB50420	Diploma of Leadership and Management

Skill Sets

CHCSS00093	Alcohol and Other Drugs Skill Set
CHCSS00077	Financial Literacy Education Skill Set
CHCSS00111	Problem Gambling Skill Set
RFC	Rural Financial Counselling Specialisation
CHCFIN010	Small Business Unit

Short Courses

View a full list of accredited and non-accredited Short Courses now available.

Nationally Recognised Training

Eva Burrows College Vocational Training RTO 0328 is registered with the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011. Accreditation meets an established industry, enterprise, educational, legislative or community need. We have been providing quality training to equip people with work-specific skills for more than 30 years.

This version 2026 publication outlines courses and services offered by Eva Burrows College. Every effort has been made by the college to ensure the information provided is accurate and current at the time of publication. Eva Burrow College reserves the right to change the contents without prior notice, including the method of delivery, or to withdraw any course offered. To make an informed decision about your study, we recommend you contact us.

Office Hours:

Monday to Friday 8.30am – 4.30pm

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