

Fact Sheet 1: Why choose SC ACT?



School Chaplaincy ACT employs chaplains in schools across the ACT, including Early Childhood Schools, Primary Schools, High Schools, Colleges and Specialist Schools. Our core business is developing the highest quality chaplaincy services for the ACT.

Tried and tested

School chaplaincy commenced in the ACT in 1992. Following the launch of the National School Chaplaincy Programme (NSCP) in 2007 the number of chaplaincy services expanded from 4 to more than 20. In 2012 School Chaplaincy ACT (SC ACT) became a division of Scripture Union QLD, the peak chaplaincy provider in QLD, with chaplains in over 850 schools.

SC ACT and SU QLD have a reputation of expertise and trust with schools, governments and local communities. We work *with you* to enhance your school's wellbeing practices. We work to see your school community *thrive*.

Professional personnel

SC ACT chaplains are trusted and trained. Most of them exceed the government's minimum qualifications. They serve their school community wholeheartedly and professionally. School communities across the territory know the valuable contributions these chaplains make to the holistic wellbeing of students and the community.

Chaplains adhere to the Code of Conduct laid out by the NSCP. The rigorous checking and complaints process under the NSCP has demonstrated that our chaplains are competent and trustworthy.

The chaplaincy network

Working with children and young people can be incredibly demanding and our chaplains appreciate being part of the largest not-for-profit youth and children's network in Australia. SC ACT has formed strong connections with a number of counselling, welfare, and support groups, and our chaplains are trained in the best processes for referring struggling youth and children to appropriate care when necessary.

Rigorous employment processes

We are committed to finding the very best chaplain for your school. SC ACT employs a multi-stage recruitment and screening process, and includes the Principal and Community Representatives in the appointment process to ensure that your chaplain is a good fit for your school.

Extensive support

With 20 Regional and Field Development Managers throughout Queensland and the ACT and a professional back office support team accessible to you at any time, our people are on the ground to support you and your chaplain every step of the way.

Hassle-free financial management

SC ACT takes the hassle out of employing chaplains. We take care of Payroll, Insurance, Leave, Work Cover, Superannuation and more, leaving you free to work with your chaplain on the things that really matter — how best to support students and their families in your school.



Fact Sheet 2: Choosing a Chaplain



Process

The ACT Education Directorate administers and delivers the National School Chaplaincy Programme in ACT schools. It is a requirement for funding that each school approved for the program enters into a Service Agreement with their chosen funding recipient. The funding recipient is the employing body, in this case, School Chaplaincy ACT.

Recruitment

When a school is ready to employ a chaplain, the SC ACT Field Development Manager (FDM) will support the Principal through the selection and appointment process.

- SC ACT will assist the School to determine the financial capacity of the chaplaincy service which will establish the number of hours a chaplain can be employed. (Financial capacity is based on funds generated through grants, donations and local fundraising).
- SC ACT advertises all school chaplaincy positions via their website apply.chappy.org.au
- Chaplaincy applicants nominate the schools they wish to be considered for.
- The SC ACT FDM screens all applicants. Approved applicants are shortlisted for school-based interviews at their nominated schools.
- School principals (or a delegate) and community members are involved in school-based interviews to make the final selection and appointment.

The successful chaplaincy candidate must be endorsed by the Principal before employment is initiated.

Chaplaincy qualifications

The ACT Education Directorate have set the minimum qualifications for chaplaincy as follows:

National School Chaplaincy Programme (NSCP)

Minimum Qualification:

- Prior to commencing in schools, all chaplains must have competency in the Australian Qualifications Framework (AQF) nationally accredited Community Services Training Package Certificate IV in Pastoral Care or Youth Work, or an equivalent qualification.
- The certificate or equivalent qualification must contain units of competency in 'making appropriate referrals' and 'mental health'. As an example, the two units of competency may be equivalent to or higher than the following:
 - CHCCCS016
(Respond to client needs)
 - CHCMHS001
(Work with people with mental health issues).

Additional requirements

Applicants for SC ACT chaplaincy positions must hold a current **Working with Vulnerable People** card.

SC ACT requires all chaplains to exhibit competencies in the provision of spiritual support from a Christian worldview, respecting diversity of belief, expressions of faith and secular worldviews in the school community.

SC ACT, as a division of SU QLD, has determined that all chaplains are to hold or be working towards a Diploma of Youth Work (or equivalent relevant qualification). Chaplains working towards the qualification must complete it within the first 3 years of employment.



Fact Sheet 3: Pursuing Excellence



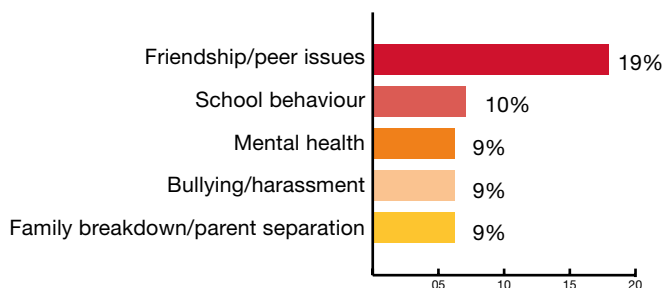
Coordinated and evidenced based programs

SC ACT is dedicated to excellence in the provision of chaplaincy services.

SC ACT chaplaincy services offer a coordinated and evidence-based system which is constantly developing to provide the highest quality of support and service to school communities.

An annual chaplaincy survey program allows current information and emerging needs to be identified. This information allows our training and development to address the prevailing social issues and trends and the macro issues of child wellbeing. It provides direction for the development of professional skills and self-care.

Top 5 issues for students seeking pastoral support



Source: 2017 National McCrindle Survey

Developing the professional

SC ACT chaplains are constantly developing their professional skills and knowledge so they are equipped to address the emerging needs within their communities. SC ACT provides one free chaplain professional development day per term (Term 1, 2 and 4) and a fully subsidised Staff Conference (PD) in Term 3.

Annual workplan development

Every chaplaincy service operates within the terms of an annually established workplan. Chaplains, in collaboration with their school principal, develop a workplan to ensure the chaplaincy service meets the needs of the school they are working in.

The workplan outlines the following:

- designated days and times of chaplaincy service;
- tasks and areas of focus; and
- required training for chaplains to complete.

Chaplain Development Planning (CDP)

Chaplains participate in an annual review process. The review takes place midyear, inviting responses from the school's Principal or Line Manager. The review allows for areas of success and deficiency to be identified.

Professional development and support

SC ACT provides regular professional development and support to all chaplains.

Every chaplain is placed within a local chaplaincy cell with the support of the Field Development Manager. The cell group model provides regular collegial support and positive peer learning.

Chaplains are encouraged to form a local support team consisting of school and community members. This team provides advice, encouragement and practical help specific to your school.

The SC ACT/SU QLD Training and Development Team provides professional development opportunities covering a diverse array of topics relevant to school chaplaincy.

These include bullying (including cyber bullying), supporting LGBTIQ students, friendship issues, inclusivity, building volunteer teams, pastoral record keeping and strategic planning for chaplaincy.

SC ACT partners with Government and Wellbeing Organisations to train chaplains in specific programs that they can facilitate within their school communities:

- The office of the e-Safety Commissioner, cyber bullying tools and resources including "Young eSAFE" and the "Screen Smart Parent Tour" (online interactive tool for parents)
- Friends Resilience Program, a suite of programs for all ages including Fun Friends, Friends for Life and My Friends for Youth, strengthening relationships.
- Positive Parenting Program (PPP).

Professional Supervision Requirements

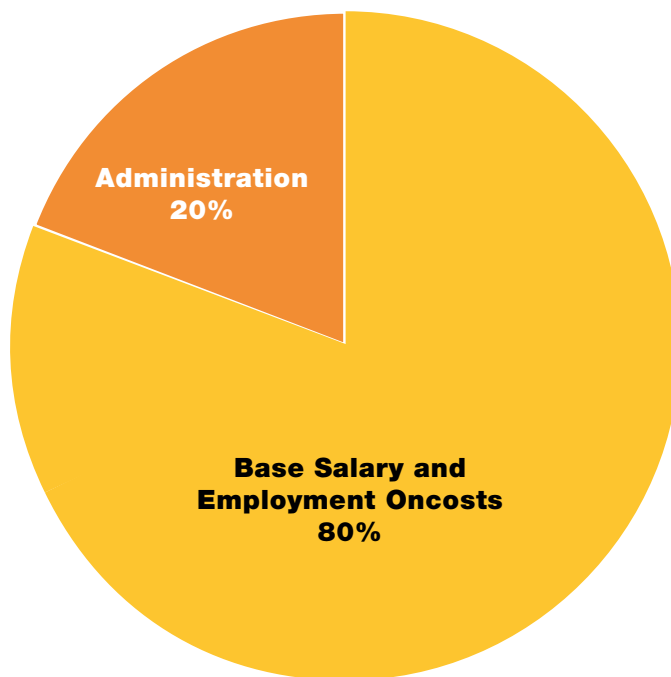
SC ACT is committed to providing all chaplains with professional supervision to ensure they remain energised and professionally developed. Chaplains are able to draw on an allowance (up to \$100/term) paid by SC ACT for this professional support.



Fact Sheet 4: Service and Value



Service Fee breakdown**



Chaplaincy Pricing Schedule

SC ACT chaplains are employed on maximum term contracts on a part-time or full-time basis. The Hourly Service Fee charged by SC ACT includes the base salary component, the employment on-costs and the essential administration costs. In 2018, the Hourly Service Fee for most chaplaincy services is \$47.32. The Service Fee is calculated over the 40-week school year.

In the May 2018 budget, the Federal Government announced that the NSCP would be continued permanently. The annual grant given by the NSCP is \$20 000. Community donations and fundraising make up the shortfall between the \$20 000 grant and the basic 12 hours per week, as well as boosting hours above two days per week.

Service Fees for a chaplaincy service in 2018 are as follows:

	Hourly Service Fee Rate*	2 days/ 12 hours	3 days/ 18 hours
Base Rate	\$47.32	\$22 713.60	\$34 070.40
Experienced Chaplain Rate	\$48.11	\$23 094.24	\$34 641.36

*This hourly rate includes the SC ACT support fee in 2018 calculated as a 40-week charge, which covers all on-costs and administration as shown opposite.

**This is a representation of the average breakdown across salary bands.

Employment on-costs include:

- Superannuation
- WorkCover
- Leave Entitlements (personal leave, sick leave, long service leave, other contractual leave entitlements)
- Professional Supervision Allowance
- In-Service and Professional Development

Administration Fees:

Under the NSCP Guidelines, the funding recipient is permitted to apply an administration fee in their pricing schedule.

This fee covers:

- Field Support services
- Local Field Management
- Payroll processing
- HR Management
- Insurances
- Compliance services
- Financial services
- Audit
- Systems Development
- Resources Development