

Certificate IV and Diploma of Christian Ministry and Theology

Description

These courses are designed as an all round, flexible, comprehensive program for those with a heart for full time or part time ministry within the church, around the world, or a pioneer work. These courses will also provide the candidate with a sound biblical and theological base as well as a strong emphasis on leadership and practical ministry.

30772 Qld: Certificate IV in Christian Ministry and Theology

Description

These courses are designed as an all-round, flexible and comprehensive program for those with a heart for ministry within the church, around the world, or pioneer work. These courses provide the student with a sound biblical and theological base as well as a strong emphasis on leadership and practical ministry.

Class-Schedule

Certificate IV in Christian Ministry and Theology will commence 8th February 2010 and be conducted for **full-time** (6 months) and for **part-time** (two years) students on Monday or Tuesday classes run for 31/2 hrs e.g. 6.30pm – 10pm. Eight weeks for four terms (total of 32 weeks).

Subjects

- AACCIV.1: Gospel of John: Investigating the Deity of Christ: CMT009
 - AACCIV.2: Acts: Seeing the Spirit at Work: CMT008
 - AACCIV.3: Theology of the Pentateuch: CMT010
 - AACCIV.4: Corinthians: The Way we Live as Christians: CMT011
 - AACCIV.5: Preaching: Communicating the Miracles and Parables of Christ: CMT012
 - AACCIV.6: Doctrine of the Holy Spirit and History of Pentecostal Movement: CMT007
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- BSBMGT401A: Show Leadership in the Workplace
 - BSBMGT402A: Implement Operational Plan
 - BSBOH407A: Monitor a Safe Workplace
 - BSBWOR402A: Promote Team Effectiveness

Special Note: On completion of the Certificate IV in Christian Ministry and Theology the graduate would have completed the following Christian Ministry and Theology competencies:

CMT007: Discusses the nature of the Bible and present day Christian life and practice

CMT008: Interprets theological data

CMT009: Investigates information within a theological theme or issue

CMT010: Gains personal revelation

CMT011: Explores ideas about God in relation to the way we live as Christians

CMT012: Communicates theological information in a clear, easy to understand form

Vocational Pathways

- Church Worker
- School Chaplain
- Religious Education instructor
- Community worker in church or para-church organizations
- Missionary Support worker
- Assistant Pastor
- Church Administrator

Entry Requirements

Be able to read and write documents and understand mathematical concepts to a level required to complete Year 10.

Course Structure

The course will consist of face-to-face lecture and tutorial classes and will be conducted on Monday and Tuesday nights for full-time students .

Course Assessment

Assessment may involve a combination of written assessment tasks, presentations, class discussions, role plays, reflective journalling, development of business plans and some practical work experience.

Cost: Certificate IV Christian Ministry and Theology

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| • AACCIV.1: Gospel of John: Investigating the Deity of Christ: CMT009 | \$400 |
| • AACCIV.2: Acts: Seeing The Spirit at Work: CMT008 | \$400 |
| • AACCIV.3: Theology of the Pentateuch: CMT010 | \$400 |
| • AACCIV.4: 1 st Corinthians: The Way we Live as Christians: CMT011 | \$400 |
| • AACCIV.5: Preaching: Communicating the Miracles and Parables of Christ: CMT012 | \$400 |
| • AACCIV.6: Doctrine of the Holy Spirit and History of Pentecostal Movement CMT007 | \$400 |

Electives Management Stream (3 of the following unless doing dual qualification)

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|--|-------|
| • BSBMGT401A: Show Leadership in the Workplace | \$400 |
| • BSBMGT402A: Implement Operational Plan | \$400 |
| • BSBOH407A: Monitor a Safe Workplace | \$400 |
| • BSBWOR402A: Promote Team Effectiveness | \$400 |

Registration Fee: \$75

Total: \$4075

Note: Course fees include textbooks

Other fees

- Graduation Fee: \$100
- Dishonour Fee- cheque: \$50
- Dishonour Fee- payment plan: \$30
- Extra Record of Studies / Transcript: \$40
- Late library Loans:\$1 per day per item
- Late Assignment admin fee: \$2 per week per item
- Loss library Material: Recommended Retail price + \$10
- Textbook levy/fee for Diploma and above: \$25 plus - per subject
- Registration Fee applies to student not previously enrolled in Certificate IV program: \$75

Internship Option

The Certificate IV in Christian Ministry and Theology can also be taken as an internship program with supervised ministry training in the local church.

Class Schedule - 2010

AAC reserves the right to cancel, to vary unit offerings and/or move classroom schedules subject to enrolments and availability of lecturers.

IMPORTANT CONDITIONS - PLEASE READ

1. Students must arrange payment of all fees at enrolment. To assist students we have provided an On-line Fee Payment Service. Your fees are made up of three components: (a) Registration fees, (b) Tuition fees, and (c) Graduation fees. In cases of financial hardship, students may pay by instalments under conditions specified by the college after an initial \$100 deposit has been paid.
2. Subject to the Refund Policy, a student is liable for all their fees even if they withdraw.
3. AAC may refuse admission to students who have defaulted on the payment of charges and have outstanding debts to the College.
4. Re-enrolment in a subject, which a student has failed twice, is not permitted, unless approval has been obtained from the college.
5. Assessment results will not be given over the phone. All results will be posted to your postal address, so please ensure that you inform the office of changes to your address prior to completion of the course.
6. At the completion of a Certificate/Diploma/Advanced Diploma the student should submit an Application for an Award Form in the semester in which the award requirements are completed. Please be aware that for mutual recognition, AAC can give recognition to qualifications and relevant units of competency and related qualifications issued by other Australian registered training organisations if supporting documentation is provided (e.g. certified copies of previous awards).
7. The College is obligated to provide a student's name, address and enrolment data to the Department of Training, Centrelink and other authorised institutions when requested.
8. Students are responsible for the payment of fees. Where an employer has signed an agreement with ACC to pay fees and charges on behalf of a student, the college will invoice the employer. If, however, the fees are unpaid, students remain liable for payment of all student fees.
9. Students are advised that some courses may require them to undertake a work placement within the industry. Prior to such placements, a student will need to meet certain industry conditions (e.g. holding a valid Blue Card, etc.). In such work placements, students are expected to act professionally and meet the normal behavioural standards of the industry (e.g. dress code, work hours, medical certificate if absent from work, etc.) to satisfy the competency standards of work placements.

REFUNDS POLICY

A full refund will be granted if:

- a student withdraws from an entire course because the course is cancelled; or
- the College reschedules a class/course to a time unsuitable for the student

NB: In all cases, refunds are not automatically made. Students must formally request a refund by filling in a Refund and Withdrawals form.

A partial refund will be granted if:

- a student can offer written evidence that they must withdraw for reasons beyond their control which prevent them from continuing their studies. In such cases as are approved by the college, the refund will be on a pro-rata basis.

No refund will be granted if:

- a withdrawal/application for refund is submitted that does not meet the previously listed requirements.
Note: No refund applies to units of competency not yet commenced if the application is lodged after 14 day period, as they are part of a course/program of study.
- because of the ceiling of tuition fee charges, full-time students who withdraw from a single module/unit of competency may not, in some instances, be entitled to a refund.

Special circumstances

- Pro-rata refunds may be approved by the College Dean if students can establish with documentary evidence satisfactory grounds for withdrawing from the course/qualification e.g. serious illness or disability, transfer of employment or other circumstances beyond their control.

Students who withdraw while on a Payment Plan

- A student who is paying by the installment plan option will only be entitled to a refund if the total owed by the student is less than the refund due. In situations where a student owes more than the refund due, a new fees payment agreement will be issued and their outstanding debt amended. Note: If students do not officially withdraw within the limits previously specified they will still be liable for full payment of any outstanding fees.

Note: This policy does not apply to International Students. International Students seeking a refund must contact the AAC International co-ordinator.

SKILLS RECOGNITION or RECOGNISED PRIOR LEARNING (RPL)

What is Skills Recognition or RPL?

Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and attitudes (elements of competencies) obtained through formal and informal training, study, work and life experience. RPL can be given where formal study in a previously completed course has led to a person demonstrating the same competencies as will be assessed by doing an AAC course. RPL can also be given where a person has evidence that competencies have been developed in situations outside the classroom.

Who is eligible?

To be eligible to enrol in this qualification, students must meet the following pre-requisites:

- Have supplied AAC with a certified copy of a nationally or internationally accredited qualification/ qualifications and relevant units of competency; or
- Have documented extensive relevant community services or industry experience and a demonstrated ability to work at the applying for RPL level.
- Evidence profile consisting of e.g. supervisors reports, examples of work and resume

Once the above criteria are met, then an application for Skills Recognition can be completed. Once an application for Skills Recognition is made, it is implied that the student is asserting they already have the knowledge, skills and experience to meet the requirements of the competency or competencies that they are applying to have Skills Recognition for. Consequently, there are no classes to attend AND there is no provision for academic assistance for the student. Administrative assistance is certainly available to ensure correct enrolment and other system requirements are met.

Diploma of Christian Ministry and Theology

Subjects

Certificate IV in Christian Ministry and Theology plus:

- AACDIP.1: The Book of Romans
- AACDIP.2: Prison Epistles (Ephesians, Philippians, Colossians & Philemon)
- AACDIP.3: Biblical Theology of Missions in Cross Cultural Context
- AACDIP.4: Doctrine of the Holy Spirit and History of Pentecostal
- AACDIP.5: Applied Pastoral Ministry and
- AACDIP.6: Life of David through the Psalms

Electives: Any 4 from the Management Stream

- BSBMGT401A: Show leadership in the Workplace
- BSBMGT402A: Implement Operational Plan
- BSBOH407A: Monitor a safe workplace (optional unless doing dual qualification)
- BSBWOR402A: Promote team effectiveness

- BSBINN301A: Promote innovation in a team environment
- BSBMGT404A: Implement continuous improvement
- BSBMKG413A: Promote products and services
- BSBMG510A: Manage projects

Special Note:

On completion of Certificate IV in Christian Ministry and Theology the graduate would have completed the following competencies:

CM13: Analyses and interprets theological beliefs in the light of current thinking

CM14: Analysis and interprets theological data

CM15: Researches and analyses information within a theological theme or issue

CM16: Identifies new theological information

CM17: Relates theological ideas to the Christian way of life

CM18: Communicates theology in a clear form

Vocational Pathways

Church Worker
School Chaplain
Religious Education instructor
Community worker in church or para-church organizations
Missionary Support worker
Assistant Pastor
Church Administrator
Pastor
Missionary
Church Planters

Entry Requirements

Students are required to have completed Certificate IV in Christian Ministry and Theology

Course Structure

The course will be face-to-face will commence in February 2010 and be conducted on Monday & Tuesdays. Assessment may involve a combination of written assessment tasks, presentations, class discussions, role play, reflective journaling, developing a business plan and some practical work experience.

Internship Option

The Diploma of Christian Ministry and Theology can also be taken as an internship program with supervised ministry training in the local church.

IMPORTANT CONDITIONS - PLEASE READ

1. Students must arrange payment of all fees at enrolment. Your full fees are made up of three components. (a) Registration fees (b) Tuition fees and (c) Resource fees. In cases of financial hardship, students may pay by instalments under conditions specified by the college, but the student must pay a \$100 deposit.
2. Subject to the Refunds Policy a student is liable for all their fees even if they withdraw.
3. HM College may refuse admission to students who have defaulted on the payment of charges and have outstanding debts to the college.
4. Students who enrol in assessable or examinable subjects and do not complete assessment requirements will receive a FAIL/HOLD or RE-ENROL result, unless they have formally withdrawn from the subject within 50% of module/unit of competency duration. Students may formally appeal an assessment result.
5. Students who withdraw formally within 50% of the time allocation of any modules/units of competency will have no evidence of their withdrawal lodged on their academic statement. Students who withdraw after that date will have the subject name and a RE-ENROL result included.
6. Re-enrolment in a subject, which a student has failed twice, is not permitted, unless approval has been obtained from the college.
7. Students may not re-enrol in a subject which the student has passed, unless approval has been obtained from the college. Where approval has been given the cost of the subject will be charged at a higher hourly rate.
8. Assessment results will not be given over the phone. All results will be posted to your postal address, so please ensure that changes to your address details are made prior to completion of the course.
9. At the completion of a Certificate/Diploma/Advanced Diploma the student should submit an "APPLICATION FOR AN AWARD" in the semester in which the award was completed. Please be aware for Mutual Recognition HM College can give recognition to related qualifications issued by other Australian Registered Training Organisations if supporting documentation is provided (e.g. certified copies of previous awards).
10. The College is obligated to provide a student's name and address and enrolment data to the Department of Training, Centrelink and other authorised institutions when requested.
11. Students are responsible for the payment of fees. Where an employer has signed an agreement with HM College to pay fees and charges on behalf of students, the college will invoice employers. However, if the fees remain unpaid, students remain liable for payment of all student fees.
12. Students are advised that some courses would require them to undertake work placement within the industry. Prior to such placements a student would need to meet certain industry conditions e.g. Blue Card, etc. In such work placements, students are expected to act professionally and meet the normal behavioral standards of the industry (e.g. dress code, work hours, medical certificate if absent from work, etc) to satisfy the competency standards of work placement.

REFUNDS POLICY

Full refund will be granted if:

- a student withdraws from an entire course because the course is cancelled
- or the College reschedules a class / course to a time unsuitable to the student

NB: In all cases, refunds are not automatically made. The student must formally request a refund by filling in the "REFUND & WITHDRAWALS" form.

Partial refund will be granted if:

- a student can offer written evidence that they must withdraw for reasons beyond their control and which prevent them continuing their studies. In such cases as are approved by the college the refund will be on a pro-rata basis.

No refund will be granted if:

- a withdrawal/application for refund is submitted that does not meet the previously listed requirements. (No refund applies to modules/units of competency not yet commenced if the application is lodged after the specified period - as they are part of a course/program of study).
- because of the ceiling of Tuition Fee charges, full-time students who withdraw from a single module/unit of competency may not, in some instances be entitled to a refund.

Special circumstances

- Pro-rata refunds may be approved by the Managing Director or nominee if students can establish with documentary evidence satisfactory grounds for withdrawing from the course/qualification e.g. serious illness or disability, transfer of employment or other circumstances beyond their control.

Students who withdraw while on a Payment Plan

- A student on an installment plan option will only be entitled to a refund if the total owed by the student is less than the refund due. In situations where a student owes more than the refund due, a new Fees Payment agreement will be issued and their outstanding debt amended. Note: If students do not officially withdraw, within the limits as previously explained, they will still be liable for full payment of any outstanding fees.

This policy does not apply to International Students. International Students seeking a refund must contact the HM College International co-ordinator.

SKILLS RECOGNITION or RECOGNISED PRIOR LEARNING (RPL)

What is Skills Recognition or RPL? Skills recognition is a detailed process that assesses your documented evidence to determine if you meet the formal industry competency standards of the respective qualification. **Who is eligible?** To be eligible to enrol in this qualification, students must meet the following pre-requisites: Have supplied HM College with a certified copy of a nationally or internationally accredited qualification and or

Have documented extensive relevant community services or industry experience and a demonstrated ability to work at the applying for RPL level. Once the above criteria are met, then an application for Skills Recognition can be completed. Once an application for Skills Recognition is made, there is an implication that the student is asserting that they ALREADY have the knowledge, skills and experience to meet the requirements of the competency or competencies that they are applying to have Skills Recognition for. Consequently, there are no classes to attend AND there is no provision for academic assistance for the student. Administrative assistance is certainly available to ensure correct enrolment and other system requirements are met.