

### 1. Aims

The Certificate IV in Christian Ministry and Theology (30772QLD) course is designed to provide students with the ability to live an effective Christian life, communicate the Gospel and serve their community. This course will train potential leaders in a range of Christian ministry activities relevant to the local church, Christian organisation and/or workplace.

### 2. Ministry/Employment Outcomes

This course will provide training in the background knowledge and practical skills required for both paid and voluntary workers employed in professional and para-professional work that involves pastoral ministry within Christian organisations.

More specifically these courses will give students:

- A practical understanding of the Bible
- A foundation to think biblically and make ethical decisions
- Competence in communication (especially in communicating biblical concepts), conflict-resolution and people management skills
- Pastoral care and ministry skills with a heart for God and people

### 3. Overview

Qualifications are fully competency based and while knowledge and some aspects of competency are assessed within the realms of each subject, completion of a ministry project demonstrating all areas of competency will need to be completed to graduate.

The student will obtain practical experience by undertaking field placements at their local church, with a Christian ministry or community service organisation. This practical experience is to be gained in an area that complements the assessment project and the immediate goals of the student.

A full-time student would normally undertake a study load of 4 subjects at any one time. Individual subjects may be delivered on a week by week basis or by intensives.

### 4. Duration

The Certificate IV course can be completed in a minimum of one year if studied full-time. Part-time study options are available.

### 5. Costs 2010

#### ***Application Fee***

For students wishing to study at credit level there is a one off non-refundable enrolment application fee.

Australian students	\$75
International students	\$200

#### ***Academic Fees***

Fees for full-time students of the Certificate IV in Christian Ministry & Theology are:

Australian Students	\$3850
International Students (includes fifth stream)	\$5050

Above fees only apply if paid in advance term by term, otherwise individual subject fees will apply.

*Note: The college reserves the right to alter fees prior to the start of each academic year.*

## 6. Entry Requirements

For entry into this course it is expected that the student is a committed Christian and actively involved in a local church or Christian community.

General requirements for entry are:

- A completed student application form & payment of the application fee
- Two references (i) from local church pastor or leader (if not already provided) and (ii) from another Christian leader unrelated to yourself
- A successful interview with the Principal or representative (where physically possible)
- Satisfactory completion of Year 12 is recommended but students without this formal educational level will be considered. Minimum entry age is 17 years (18 years for international students).
- Satisfactory English language skills. International students are required to have English language skills to at least the level of IELTS 6.0 or equivalent. If students do not have satisfactory English language skills Unity College Australia has English language courses available to enable the student to reach the required entry level.
- Students should have basic computing skills including the ability to use a word processing package at an elementary level and be able to access the internet.

Students should in good conscience be able to subscribe to the Unity College Australia statement of beliefs that are found in the tenets of mainstream Christianity.

## 7. Training Process

The course entails an average of 5-8 hours per week of class contact and private study time for each subject. College obligations, which include college community participation are additional.

Unity College Australia uses a wide variety of training methods. Training may be conducted through:

- lectures, presentations and demonstrations
- interactive discussions
- group participation
- individual tutorials
- practical skills exercises
- individual projects
- research into literature and other resources
- audio/visual presentations
- participation in conferences and seminars
- visits to local Christian ministry centres
- use of guest speakers
- role plays and simulations

Actual delivery modes and training and assessment materials are adapted as needed in order to meet the needs of a diverse range of students. This will be done on a subject by subject basis in consultation with the trainer.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant Certificate IV course and will attend relevant classes and activities and complete all work required for assessment.

It is expected that all program participants will have access to a computer. This is mandatory for successful course completion.

### 8. Course Competencies

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency within a course. This system enables students to get automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them. A number of elective competencies fall into this category.



There are no nationally recognised competencies developed for Christian Ministry and Theology at this point in time. This course however is common to more Christian Colleges than any other accredited course in Australia and as such relevant units would have automatic recognition.

The following Christian Ministry specific competencies are achieved through completion of the Certificate IV in Christian Ministry and Theology.

National Code	Competency
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 new 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

In addition the following nationally recognised competencies are achieved on completion of this course.

National Code	Competency
CHCCD1B	Support community participation
PRMCMN403A	Facilitate effective teamwork
CUSGEN05B	Make presentations
CHCCOM3C	Utilise specialist communication skills to build strong relationships

## 9. Course Structure

Total course requirements for the Certificate IV in Christian Ministry and Theology course is the equivalent of 16 term subjects. Full time students will study these at the rate of 4 per term.

International students and Diploma students will be required to undertake a fifth unit each term.

The following breakdown of these subjects will apply.

Subject Code	Name	Subject length	Core/Elective	Competency Code
CSF001	Principles of Christian Living 1	Semester	Core	CMT011
CSF002	Principles of Christian Living 2	Semester	Core	CMT012 CHCCD1B CHCCOM3C (pt)
COM001	Interpersonal Communication Skills	Term	Core	CHCCOM3C (pt)
BRE001	Bible Study Resources	Intensive	Core	CMT007
THE002	Theology 1	Semester	Core	
BOT001	Old Testament 1	Semester	Core	CMT009
BNT001	New Testament 1	Semester	Core	CMT010
COM002	Team Building Communication	Term	Core	PRMCMN403A
COM004	Stage Communication	Term	Core	CUSGEN05B
WPP001	Christian Worship 1	Term	Core	CMT008
MIN005	The Holy Spirit	Semester	Core	

## 10. Assessment overview

Assessment in each subject involves:

- attendance and participation
- practical fieldwork as applicable
- written assignments, exercises, tutorial/seminar presentations, tests as applicable
- journal/process diary completion as applicable

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each subject.

- C Competent
- NYC Not Yet Competent

Students who successfully complete the following requirements will be recommended for graduation:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia
- Return of all college resources including library books
- Maintained a satisfactory level of Christian conduct during his/her time at College
- Completion of co-curricular requirements including student/community participation

## 11. Pathways

Diploma of Christian Ministry and Theology

Advanced Diploma of Christian Ministry and Theology

Bachelor of Theology

Graduate Certificate in Christian Ministry and Theology

Graduate Diploma of Christian Ministry and Theology

### **12. RPL & Recognition of Past Studies**

Students may apply for Recognition of Prior Learning (RPL) on the strength of formal or informal learning and experience. The student must:

- complete an 'RPL Request' form
- pay the request fee
- attend a preliminary interview to receive the appropriate 'Proof of Evidence' forms and an RPL processing quote
- accept and pay the quoted RPL processing fee
- provide adequate supporting documentation (academic transcripts, certificates/diplomas, copies of achieved learning outcomes, course components and assignments)

It is the student's responsibility to outline the individual learning outcomes or skills they have acquired against the prescribed assessment criteria of the relevant subject(s). An RPL Information Kit is available from the Canberra campus office.

Relevant qualifications or units of competency studied at other Registered Training Organisations will be automatically recognised at no cost to the student.

### **13. Refund Policy**

If you have already paid your tuition fees, Unity College Australia will refund all or part of your fees on the following basis.

Firstly where a student wishes to withdraw from a subject of study or a course, a 'Notification of Withdrawal' form must be completed and submitted to the Unity College office linked to your study. The date of withdrawal is the date in which written notification is received by the Unity College office.

Once initial payment has been made the amount of 50% of first semester's fees is non refundable. This is to take account of the commitment the college has to make to trainers in deciding if subjects have sufficient numbers of students enrolled to proceed.

Students can start a subject/course a maximum of two weeks after the commencement date. There is no refund for late commencements. No refunds will be provided in relation to application fees, retreat fees, mission trip and/or international supplements.

Otherwise refunds will be made less the following withdrawal costs:

- prior to the cut off enrolment date for each term (Thursday before first week of term) - 10% of subject fees if payment has already been made.
- up to the first teaching week of term - 25% of the subject fee except where you have already been notified that a class for an optional subject will be running. In this case the full term fee is payable.
- after the first teaching week - no refund is payable.

The Principal of the local campus of Unity College will make the final decision about refunds. Refunds will normally be made in Australian dollars even if the initial payment

was made in another currency. The student is responsible for any currency conversion costs.

Full refunds of all relevant fees will be paid where the college defaults in its delivery (eg where a course doesn't run). This is in line with the provisions of the ESOS Act 2000 and the ESOS regulations 2001 which apply to international students.

#### **14. Other Courses**

Unity College Australia offers a wide range of other courses including areas such as Music, Creative Ministries, English as a Second Language, Information Technology and Training and Assessment. For the most up to date information please visit our web site [www.unity.edu.au](http://www.unity.edu.au)

#### **15. Course Dates:**

##### ***2010 Semester 1***

Orientation	Monday 1 February - Friday 5 February
Term 1	Monday 1 February - Friday 9 April
Term 2	Tuesday 27 April - Friday 2 July

##### ***2010 Semester 2***

Orientation	Monday 19 July
Term 3	Monday 19 July - Friday 24 September
Term 4	Monday 11 October - Friday 10 December
Graduation	Thursday 16 December

##### ***2011 Semester 1***

Orientation	Monday 7 February - Friday 11 February
Term 1	Monday 7 February - Thursday 15 April
Term 2	Monday 2 May - Friday 8 July