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Section 1: An Introduction to Vocational Education

1.1 Welcome to Australian Lutheran College

Australian Lutheran College (ALC) provides both higher education and Vocational Education and Training (VET) courses to students all around Australia and overseas.

Our VET course and subjects are relevant to the ongoing challenges faced by people of the church today. There is an emphasis on practical ministry skills and this is demonstrated through our commitment to flexible delivery, ecumenical interaction, and learning through experience and the joy of discovery. ALC VET is an ideal way to deepen your faith and learn practical skills for ministry.

Our VET course contains nationally endorsed competencies, and meets the requirements for national recognition. We are able to formally recognise life experiences and previous study, and affirm competencies already achieved.

ALC offers the following VET course in 2017:

- Certificate IV in Christian Ministry and Theology (10433NAT*)
  Designed as a foundational qualification for church and ministry workers in a range of fields, this course provides students with opportunities to gain both essential theological knowledge and a broad range of practical and personal ministry skills.

This handbook provides information about ALC’s Certificate IV in Christian Ministry and Theology (10433NAT*).

1.2 Being a Vocational Education Training provider

ALC is a member college of the Australian Centre for Advanced Studies (ACAS), RTO# 50392. ACAS is the Registered Training Organisation that enables us to deliver nationally accredited vocational education and training to our students throughout Australia. ACAS is registered to deliver training in all states and territories. Refer to www.acas.edu.au for further information about this organisation.

1.3 Pathways

Designed as a foundational qualification for church and ministry workers in a range of fields, the Certificate IV in Christian Ministry and Theology (Cert IV CMT) provides you with opportunities to gain both theological knowledge and a broad range of practical, personal ministry skills.

Graduates with the qualification may gain employment as lay workers, youth workers, chaplains or mission support personnel. Lay workers achieving the Cert IV CMT are eligible for accreditation as a lay worker within the Lutheran Church in Australia.

Students are able to further their study through ALC’s undergraduate and postgraduate courses offered through the University of Divinity, which is fully accredited through the Tertiary Education Quality and Standards Authority (TEQSA).

ALC offers the following programs in the higher education sector:

- Diploma in Theology
- Bachelor of Theology
- Bachelor of Ministry
- Postgraduate qualifications

* ALC is a member college of the Australian Centre for Advanced Studies (RTO# 50392)
Section 2: Student Information

2.1 Student handbook overview

ALC is committed to ensuring that all students have access to essential information to assist them with their study. This handbook is designed to orientate students with ALC’s VET study program, policies and procedures, expectations and responsibilities.

This student handbook includes:

- information about ALC’s online learning environment, available resources and course requirements
- information about key dates
- information about student services, learning support and who to contact
- an outline of ALC’s policies and procedures related to access and equity, complaints and appeals, discrimination, harassment and bullying, language, literacy and numeracy, privacy, fees and refunds
- information about recognition of prior learning, credit transfer and mutual recognition
- assessment procedures and guidelines.

ALC will periodically review and update this handbook. When an update occurs ALC will provide an updated copy of the handbook on the ALC website and notify all students of important changes via email.

2.2 Study overview

ALC currently offers a Cert IV CMT that can be completed full-time in 1 year or part-time over 2 to 3 years. The Cert IV CMT requires the satisfactory completion of nine VET units of competency (6 core units and 3 elective units). More information about units of competency and subjects available can be found in section 7.

2.3 Study requirements

To ensure that students can successfully complete their study, the following requirements are needed:

- A computer that has software applications such as Microsoft Word, Microsoft PowerPoint and PDF reader.
- Reliable access to the internet
- A personal email address
- A Bible
- A mentor who can offer support and act as a consultant.

2.4 Online learning access—iLearn

Each subject undertaken will require students to access iLearn, ALC’s online learning environment. iLearn is where students will be able to:

- View subject outlines
- Access subject content
- Submit assessments
- Give subject feedback

Students will be provided with a username and password to log into iLearn upon first enrolling in the Cert IV CMT, and then access to subjects will be made available upon individual subject enrolments.
2.5 Student communication

ALC will communicate to students using a variety of methods during their study with us. It is the responsibility of the student to advise ALC if their contact details change at any time during their course of study.

One of the primary methods of communication to students will be via an ALC student email address issued to new students upon enrolment. Students are expected to check their ALC email correspondence regularly, whether direct from the student email account or, if set up, any emails forwarded to their personal email address. Student email provides more information. Assessors will use the ALC student email address to communicate to students upon successful completion of an assessment, or if a resubmission is required.

Please note: If students change their email password this will also change their iLearn login password.

2.6 Student feedback

ALC is committed to continuous improvement. Students will be asked to give feedback to ALC at the completion of each subject via the Subject feedback form on iLearn. From time to time, ACAS may contact a student to obtain feedback. All feedback that the student provides to ALC and ACAS is confidential and will assist in improving the delivery of training to all students.

2.7 Student study status

Students who receive Centrelink-administered payments (Austudy, Abstudy, Youth Allowance, Pensioner Education Supplement) may be required to study as full-time students.

To be classified as a full-time student, students will need to complete the course in one year and will need to enrol in and complete 4–5 subjects each semester. Average study hours will be 3 hours per subject per week during the semester periods.

Students requiring a letter to confirm their enrolment status are to contact sts@alc.edu.au

2.8 VET Student ID card

Full-time students enrolled in the Cert IV CMT can apply for a VET Student ID card. The VET Student ID card request form is available from the ALC website. Please note that there is no guarantee that a VET student ID card provided by ALC will allow a student any concession options (e.g. public transport; discounted entertainment tickets).

2.9 ALC library access

All VET students are entitled to access the ALC Löhe Memorial Library while studying with ALC. Information on borrowing books, reciprocal libraries and opening times is available via the library off-campus student page.

Please note: students who are on-site use the same email and iLearn password to use the library photocopier.

2.10 Student support services

ALC VET recognises that students may require a variety of support measures during their study and provides support services which include:

- Responses to enquiries about the course and proposed study plans
- Information regarding ALC enrolments, extensions, submission and withdrawals
- Online support, including iLearn and emails
- ALC policies and procedures (refer to Section 6: Policies for more details).
2.11 Who to contact

Any questions about student studies or enrolment should be directed to Lynn Barnes, the STS Administrator, via sts@alc.edu.au or phone (08) 7120 8200 or freecall number 1800 625 193.
Section 3: Course Information

3.1 Semester dates
Each semester consists of 20 weeks, with a final assessment date at the end of this period. If students wish to enrol in Group Studies or online subjects outside of the semester time periods, please contact the STS Administrator to discuss.

2017 semester dates:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 commences</td>
<td>30 January 2017</td>
</tr>
<tr>
<td>Deadline for subject withdrawal without incurring a cost*</td>
<td>31 March 2017</td>
</tr>
<tr>
<td>Semester 1 concludes and assessment due</td>
<td>9 June 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2 commences</td>
<td>19 June 2017</td>
</tr>
<tr>
<td>Deadline for subject withdrawal without incurring a cost*</td>
<td>25 August 2017</td>
</tr>
<tr>
<td>Semester 2 concludes and assessment due</td>
<td>3 November 2017</td>
</tr>
</tbody>
</table>

*Audit fee is charged if workshop is attended.

3.2 ALC fees policy
ALC will provide students, through this handbook, with full fee information prior to enrolment including course fees, additional fees and charges, refund policy and payment options. These fees are subject to change and reviewed annually. Students will be notified of changes prior to the commencement of a new year. Students are advised to check the online version of the Vocational Education Handbook to ensure they are working from the latest fee information.

3.2.1 Subject fees
- Subject fees include all online access, handbooks, subject notes and materials. Some subjects may have specific resource requirements. Details can be found in the individual subject descriptions.
- Fees do not include textbooks or additional resources that students may decide to purchase as a part of their studies.

3.2.2 Payment
- ALC students are required to pay their subject fees upfront. This occurs at the time of enrolling in an individual subject.
- Students who have enrolled in a subject and then wish to withdraw must do so by the published withdrawal date. If materials have been accessed, an administration fee of $50 will be retained and all other paid monies refunded. If a workshop has been attended, the audit fee for the workshop will be retained and all other paid monies refunded. After the published withdrawal date full subject fees will apply.
- The deadlines for subject withdrawal are published in this handbook.
- Please contact ALC if you require a payment plan to be established.
- **NOTE: Under Australian regulations the RTO may accept payment of no more than $1000 from each individual student prior to the commencement of the course. Once the course has commenced students can make payment of additional fees in advance up to $1500 for training yet to be delivered.**
3.3 ALC VET fees 2017

<table>
<thead>
<tr>
<th>Application fee</th>
<th>$100 (non-refundable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificate IV</strong></td>
<td></td>
</tr>
<tr>
<td>Per Unit of Competency</td>
<td>$415</td>
</tr>
<tr>
<td>RPL per Unit of Competency</td>
<td>$415</td>
</tr>
</tbody>
</table>

Please note:
Payment must be received before students are able to access materials for that subject. Students will need to discuss any other payment options with the ALC business office on 08 7120 8200.

Late assessment fees

Students who submit assessments after the due date without an extension being granted will be penalised according to the following late assessment fees:

- Assessments submitted 1–14 days after the due date = $50
- Assessments submitted 15–28 days after the due date = $80

If after 28 days a student has not submitted an assessment task an automatic Not Yet Competent for the whole subject will be given. Students will then need to re-enrol in the subject and pay the subject fee. (For further details see the information on extensions in Assessment extension below).

3.4 Study modes

ALC currently offers VET units of competency by four delivery modes, described below.

3.4.1 Workshop

ALC VET, through its delivery arm of Grassroots Training, delivers a number of subjects as workshops throughout Australia. Workshops provide a mix of structured group experiences, practical demonstrations, role plays and simulated activities, practical skills exercises, group discussions and peer learning. Some attendees at these workshops are attending out of personal interest or professional development (audit participants) and are not enrolled as VET students. Each workshop will therefore typically have a mix of participants and students which encourages the presence of diverse views and creates a rich learning environment.

3.4.2 Intensive

ALC VET delivers a number of subjects as intensives in conjunction with higher education units offered. These intensives are typically held in Jan/Feb and July in Adelaide and Brisbane. The content of the subject is delivered over a number of days and the class will have a mixture of VET and higher education students.

3.4.3 Group study

A number of subjects have been designed to be taken as part of a small group in the students’ local setting. A group study handbook has been produced for each subject. The student gathers the group, leading the group when necessary. Groups must consist of at least 3 people, who meet for 8 x 1.5 hour sessions. The meeting could be face-to-face or it could be through online media such as Skype for Groups. Many aspects of personal spiritual formation cannot be done in isolation, so the small group material allows students to benefit from journeying within a small, local
community for a short period. The student is provided with a copy of the handbook, and members of the group are able to purchase their own copy through ALC via ALC Payments.

3.4.4 Online

A growing number of subjects are available online through iLearn. iLearn provides the portal for blended approaches to learning, as well as online-only subjects of study. iLearn makes training notes, readings, quizzes, discussion forums and other learning resources available to ALC students.

For more information about subjects and delivery modes, see Section 7: ALC VET Course Summary 2017.

3.5 Credit transfer

Credit transfer is a process of recognition for students who have completed vocational education and training at another nationally accredited Registered Training Organisation. ALC recognises such training. Students can apply for credit for a unit of competency in the Certificate IV in Christian Ministry and Theology course if they have proof through a statement of attainment. This evidence must be certified and submitted with the application form. For further information or to apply for credit transfer please contact sts@alc.edu.au

3.6 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process for giving students credit for skills, knowledge and experience gained prior to enrolling in the selected course. These skills can be gained through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering, and at any age. RPL is available for all units of competency within the Cert IV CMT and should be requested during the application process or before enrolling in any subjects. The process will require the student to provide documented evidence against the units of competency for which they are requesting RPL. To apply for recognition, students use the application for admission form or the subject enrolment form to receive the RPL package.

Further information can be found in the ALC VET RPL Handbook.
Section 4: Enrolment Procedure

4.1 Initial contact
People considering becoming an ALC VET student may send an email enquiry to sts@alc.edu.au

4.2 Application for admission process
In order to enrol in the Cert IV CMT, students are required to complete the 2017 application for admission form for Certificate IV in Christian Ministry and Theology (10433NAT) available from the ALC website. The admission form must be accompanied by the once-off application fee of $100 (non-refundable).

Students must also submit a certified copy of proof of identity with their application for admission form. An acceptable proof of identity document includes:

- current driver’s license;
- birth certificate; or
- passport.

For more information on getting documents certified, please see providing certified documentation in the ‘How to enrol’ section of the ALC website.

4.3 Study plan
Once admission into the Cert IV CMT is complete, a study plan will be developed with the student in conjunction with a VET staff member. This may be conducted by phone, email or Skype (or equivalent). The purpose of this communication is to recommend a study plan that is appropriate to the student’s needs. Some key questions could include:

- What learning outcomes is the student seeking?
- Is the student currently serving in a paid or volunteer ministry role?
- What is the student’s current ministry context?
- Is the student already a lay worker or are they seeking lay worker accreditation?
- Is the student seeking to further their professional development?
- What prior qualifications does the student have?
- Over what period of time is the student able to complete their qualification?
- What is the capacity of the student to attend workshops that are not local?
- Will the student be seeking RPL or credit for any units?

At the conclusion of the communication, a proposed study plan will be drafted and made available to the student for consideration. Students will be advised of credit or RPL requirements and procedures at this time. Students can then enrol in subjects (process outlined in section 4.4).

A blank copy of the learning and training plan can be seen in Appendix A.

4.4 Subject enrolment process
Once students have received their confirmation of enrolment and ALC email address, they follow these steps to enrol in a subject or subjects.
4.4.1 Go to the drop down menu in the top right of the ALC home page (www.alc.edu.au) and select **Payments**.

![ALC homepage with drop down menu and Log in button](image)

4.4.2 Click on Log in and this will transfer you to the **ALC payments** home page. Select **'ALC VET subjects'** to show all the available Cert IV CMT subjects.

**ALC Payments** is the preferred method of enrolment into Cert IV CMT subjects, allowing payment by credit card or debit card.

If payment by either cheque/money order or electronic funds transfer is preferred, students use the online **subject enrolment form** on the ALC website in the Education section under Enrol/Vocational Education & Training.
Section 5: Assessment Information

Assessment in VET is designed to ensure that the student has every opportunity to demonstrate competency in all the stated elements, performance criteria, required skills and knowledge.

5.1 Assessment information

- Assessment is designed in accordance with the national standard of being valid, reliable, flexible, and fair.
- Assessment tasks are designed to enable the student to practically apply their learning to their ministry context and reflect on this process. This assessment work is practical in nature, seeking to demonstrate the application of skills and knowledge to the standard appropriate to the qualification level.
- A range of assessment strategies is used in order to enable students to demonstrate that they have acquired a level of skill and underlying knowledge to perform that skill at a competent level. Assessment strategies include practical and written tasks, oral and small group presentations, observation and third party reports, digital tasks and presentations, projects, and case studies.
- The student will be provided with information to ensure that they clearly understand the requirements and conditions of each assessment task.
- Students enrol in a subject on the understanding that they are able to meet their assessment deadlines. Failure to submit assessment will usually mean that a student will need to re-enrol in that subject if they still wish to achieve competency.
- The due date for each assessment task can be found in the related Subject Outline available in iLearn and also in section 3.1 of this handbook. See ‘Assessment Extension’ below for guidelines for extension requests.
- For further assessment support, contact the VET staff team via: VETassessment@alc.edu.au.

5.2 Assessment submission

- Assessment tasks can be accessed via the Subject Outline in the related iLearn subject.
- Assessment tasks are to be submitted via iLearn.
- Assessment task submissions are not complete until students have ticked the VET student declaration box.
- Detailed instructions about submitting assessments can be accessed via the following screencast: VET ilearn PDF submission.
- For further help on accessing iLearn or submitting assessments, contact ilearnsupport@alc.edu.au.

5.3 Assessment results

- All graded assessments will be returned to students via iLearn. Students will receive a notification email via their ALC student email address.
- In VET, students are deemed to be either ‘competent’ or ‘not yet competent’ upon completion of all assessment tasks in the subject.
- Where a student is assessed as not yet competent, the assessor will identify the performance criteria not yet achieved and provide appropriate help to the student to assist in achieving competency. The student will be permitted two attempts to achieve competency. If after that time the student is still deemed ‘not yet competent’ then ALC VET will contact the student and advise them of their options.
- Any student who is assessed as Not Yet Competent and wishes to dispute their assessment may do so through the process explained in section 6.3 Grievance.
5.4 Assessment extension

- It is a requirement that all assessments be completed by the due dates set for each assessment task in iLearn.
- If an extension is required, students need to complete a VET Extension Request Form. All extension applications must be made at least 3 days before the due date.
- The maximum extension time granted is four weeks after the scheduled due date.
- Students who have not started any assessment and who have paid their semester 1 subject fees may negotiate to complete their subject in semester 2.
- Under no circumstances will assessment be carried over into the following calendar year.
- Circumstances that will NOT be considered as acceptable reason for an extension are:
  - demands of employment
  - minor family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student
  - the demands of study or lack of self-discipline required to study effectively
  - financial difficulties
  - the demands of travel, sport, social commitments or other activities.
- An extension of an assessment due date may be granted for the following reasons:
  - medical illness (certified by a medical certificate)
  - extreme hardship (refers to major adverse life events that could not have reasonably been anticipated, avoided or guarded against by the student, and caused substantial disruption to the student’s capacity for effective study and/or the completion of required work)
  - compassionate or health issues (will be based on a significant pastoral concern that is not considered part of a pattern of behaviour on the part of the student).
- Any new due dates negotiated through the extension process or as a result of resubmission of assessment need to be adhered to.

PLEASE NOTE:
If a student has not submitted an assessment task by the extension due date, the student will be deemed not yet competent for the whole subject. Students will then need to re-enrol in the subject at the published subject cost and complete ALL assessment requirements.

5.5 Certification

Upon successful completion of the course requirements, students are eligible to receive a nationally recognised certificate with a qualification testamur and a transcript of competencies achieved. Students who withdraw before they complete the course are entitled to a statement of attainment.
Section 6: Policies

6.1 Access and equality

ALC strives to ensure its programs and services are relevant, accessible, fair and inclusive for all by:

- promoting qualifications to the Christian and wider community in a manner that includes and reflects the diverse nature of Christian groups, and by ensuring all prospective participants are well informed on the options available to meet their individual training needs
- ensuring both men and women, people with disabilities, those from differing age groups, from culturally and linguistically diverse backgrounds including Aboriginal and Torres Strait Islander people and people with differing language and literacy skills are able to gain access to the study.
- creating a learning environment which promotes dignity, acknowledges the right to privacy and confidentiality, and promotes an awareness of the needs and rights of all students
- making reasonable adjustments to ensure that the participant is not presented with artificial barriers to demonstrating competency in the subject. The VET Manager is responsible for making decisions on reasonable adjustments to the assessment of individual subjects to cater appropriately for access and equity issues that may arise with individual students. Reasonable adjustments may include the use of adaptive technology, alternative methods of assessment such as oral instead of written assessment, and individual assessment support such as enlarged print materials.

6.2 Discrimination, harassment and bullying

ALC is committed to ensuring a safe and healthy learning environment free from harassment, discrimination or bullying, including cyber bullying, for all staff and students. In the event of harassment, discrimination or bullying occurring, ALC will take appropriate action quickly. Students and/or staff should contact the VET Manager via sts@alc.edu.au who can offer further information, guidance and support. Refer to ALC’s complaints procedure in this handbook.

6.3 Grievance

ALC is committed to resolving any difficulties students may have with ALC procedures, decisions and staff. All parties involved in a complaint or appeal will be expected to maintain confidentiality and respect for all individuals who may be involved in the process in any way. Students and staff should make every effort to initially resolve any dispute at the level at which the incident occurs. Below is a summary of the process. Costs will only be incurred by the student should they request the services of an external organisation outside of the formal process.

6.3.1 Complaints

- If a complaint matter is not satisfactorily resolved, the student may consult the VET Manager, who shall refer the matter to the Dean if necessary.
- If an agreement is not reached between the student and ALC, the matter will be reviewed by an independent mediator. This person will be from outside ALC and independent of ALC staff and training bodies. The mediator will have significant experience in mediating disputes within the education and training industry and must be acceptable to both parties.
- The decision of the independent mediator will be communicated to both parties in writing and is final.
6.3.2 Appeals

- Any student who wishes to appeal against a decision relating to his/her studies shall consult, in the first instance, with the assessor concerned.
- If the matter is not satisfactorily resolved, the student should follow the formal appeals procedure by writing to the VET Manager.
- The VET Manager will manage the appeals process and make arrangements for two assessors to reassess the work or the RPL package documentation provided.
- If the student does not accept the reassessment decision then the student can submit a formal complaint as per the process outlined in the complaints policy.

Students can also reference the ACAS complaints process via ACAS Policies.

6.4 Health and safety

ALC will ensure the health and safety of students in accordance with workplace health and safety legislation appropriate to the learning environment. ALC staff who have contact with students under 18 will meet the child protection requirements appropriate for the state from which they work.

6.5 Language, literacy and numeracy policy

ALC is committed to the encouragement and support of training staff that will develop, access and maintain a range of quality English language, literacy and numeracy skills that will assist the student with their study.

ALC will assist students whose ‘whole access’ to training is limited by language, literacy and numeracy skills and adopt a range of approaches and employ processes to treat each student as an individual e.g. the student who cannot comprehend written questions and would be unable to write an answer may need to be assessed orally.

ALC is aware that language, literacy and numeracy skills are part of specific training requirements and are necessary to perform certain workplace tasks. They are therefore needed during training and assessment. However, the language, literacy and numeracy demands of the course should not be greater than those required in the workplace.

There are a number of ways ALC identifies language, literacy and numeracy needs of the individual student. These include evaluation during the enrolment process and identification by the trainer/assessor. ALC staff will refer to the Australian Core Skills Framework to identify learning, reading, writing, communication and numeracy abilities and needs of each student.

ALC VET trainers will utilise the following strategies when/if necessary:

- clearly explaining information presented
- discussing any information/reading with all students and encouraging student interaction and communication, and allowing question and answer times to discuss main points
- breaking any information/reading into small sections e.g. present/read and discuss one section, then present/read and discuss the next section
- drawing attention to key words
- using appropriate visual, audio and digital media tools for subject content
- using PowerPoint slides with the main points, including use of a pointer, animation tools and similar
- using visual as well as oral media for follow up explanation
- making time for group work with peer support
- tutoring
- using case studies and scenarios to illustrate information
- making notes available electronically
- providing feedback on assessment tasks
6.6 Plagiarism policy

Plagiarism (from *plagiarus*, Latin for ‘kidnapper’) is the unacknowledged use of material written by other people or an unacknowledged reworking of previous writing of your own. Students will often read passages from authors they enjoy and appreciate, and may wonder how they could possibly say anything as well as the author. Nevertheless the student is required to write as much as possible in their own words, no matter how inadequate they may seem. And wherever students use the words of other writers, or their own words from a previous essay, they need to make sure credit is given. Accordingly, all sources of information and ideas used in assessments must be referenced. This applies whether the information is from a book, journal article, the internet, or from a previous essay.

In submitting assessment the student is declaring that the work is original work.

If the assessor finds plagiarism in an assessment, they will document the plagiarism and return the assessment for reworking and resubmission.

6.7 Referencing guidelines

ALC asks that students use the Turabian referencing format when acknowledging sources of information and ideas used in assessments. Refer to ALC’s style guide *Write On!* for further help with referencing.

6.8 Privacy policy

ALC acknowledges and respects the privacy of individuals. We require the information requested during the application process in order to provide students with appropriate training services and to cater for any special needs. Collection and use of an individual’s private information shall be subject to the following guidelines:

- the individual knows of and consents to the collection through signing a declaration on the application for admission
- the information shall be used for the purposes for which it was collected e.g. training methodology, mailing of information relevant to the person
- no disclosure to a third-party without the individual’s consent
- no disclosure to other institutions and authorities unless required by law
- access by the individual to their recorded information within 14 days of receiving a written request (an administration fee may apply)
- information usage is restricted to those persons responsible for its maintenance and usage and such information will have a security level appropriate to the type of storage.

6.9 Student records

Records of your competency are kept for a minimum of 30 years as per regulatory requirements. Students may have access to their personal records including a written record of studies completed to date and the re-issue of a certificate by submitting a request in writing to sts@alc.edu.au.

6.10 Study guarantee

In the unlikely event of a business interruption, the student’s study is guaranteed until the completion of the current delivery period. After that time any unused monies will be refunded. Students will be issued with a statement of attainment and advised of other providers through which they can complete the course.
Section 7: ALC VET Course Summary 2017

7.1 Certificate IV in Christian Ministry and Theology (10433NAT*) outline

To achieve the Certificate IV in Christian Ministry and Theology (10433NAT*) students need to complete nine units of competency.

Core

There are six core unit competencies:

1. CMTMIN401A—Explore ideas about God in relation to the way we live as Christians
2. CMTMIN402A—Communicate theological information
3. CMTTHE401A—Discuss the nature of the Bible and present day Christian life and practice
4. CMTTHE402A—Interpret theological data
5. CMTTHE403A—Investigate information within a theological theme or issue
6. CMTTHE404A—Gain new personal revelation

Electives

There are three elective competencies which need to be completed. Students choose any three from the five elective subjects on offer.

Study modes

There are four modes of study associated with ALC’s Cert IV CMT:

- **Group Study**—Lead a small group using the supplied handbook
- **Intensive**—Join with the Higher Education intensives for the subject content (then complete the Cert IV CMT assessments)
- **Online**—Engage with unit content in an online environment
- **Workshop**—Attend a two-day workshop (in conjunction with Grassroots Training) for subject content.

7.2 Subjects on offer

<table>
<thead>
<tr>
<th>VET competency unit</th>
<th>Competency description</th>
<th>ALC subject title</th>
<th>Mode of delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core competencies (select ONE ALC subject per competency unit)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMTMIN401A</td>
<td>Explore ideas about God in relation to the way we live as Christians</td>
<td>Christian Reconciliation</td>
<td>Group study Workshop</td>
</tr>
<tr>
<td>CMTMIN402A</td>
<td>Communicate theological information</td>
<td>Connection</td>
<td>Group study Online</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home and Church in Partnership</td>
<td>Workshop</td>
</tr>
<tr>
<td>CMTTHE401A</td>
<td>Discuss the nature of the Bible and present day Christian life and practice</td>
<td>Beliefs</td>
<td>Group study Intensive Online</td>
</tr>
</tbody>
</table>

* ALC is a member college of the Australian Centre for Advanced Studies (RTO# 50392)
### VET competency unit

<table>
<thead>
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<th>Competency description</th>
<th>ALC subject title</th>
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</thead>
<tbody>
<tr>
<td>CMTTHE402A</td>
<td>Interpret theological data</td>
<td>Bible</td>
<td>Group study, Intensive, Online</td>
</tr>
<tr>
<td>CMTTHE403A</td>
<td>Investigate information within a theological theme or issue</td>
<td>Gracious</td>
<td>Group study, Online</td>
</tr>
<tr>
<td>CMTTHE404A</td>
<td>Gain new personal revelation</td>
<td>Spiritual Resilience</td>
<td>Online, Workshop</td>
</tr>
</tbody>
</table>

#### Elective competencies (select THREE ALC subjects)

<table>
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<tr>
<th>ALC subject</th>
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<tr>
<td>BSBFLM312</td>
<td>Contribute to team effectiveness</td>
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<td>Develop work priorities</td>
<td>Toolkit for Ministry, Online, Workshop</td>
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<td>Develop and support community leadership</td>
<td>Equipping for Leadership, Online, Workshop</td>
</tr>
<tr>
<td>CHCCOM002</td>
<td>Use communication to build relationships</td>
<td>Building Healthy Relationships, Online, Workshop</td>
</tr>
</tbody>
</table>

### Notes

^ Students can select either Connection or Home and Church in Partnership to complete CMTMIN402A.

#### 7.3 Subject descriptors for ALC’s Certificate IV in Christian Ministry in Theology

##### 7.3.1 ALC subjects available to meet the course core competencies

##### 7.3.1.1 CMTMIN401A Christian Reconciliation

*Study mode: Workshop or Group Study*

Conflict is part of our life—at work, within families, even in churches. The question is not whether we should be in conflict but how we will respond to conflict when we find ourselves in the midst of it. The free gift of forgiveness through Christ is to be shared with one another. We are called to be Christ’s ambassadors, living out the call to be peacemakers. This subject uses biblical peacemaking methods to coach people to live a lifestyle of reconciliation.

*Christian Reconciliation* is offered as a two and a half day workshop through the LCA Reconciliation Ministry or as a small group study over six sessions. Refer to the [current VET workshop calendar](#) for the *Christian Reconciliation* workshop dates.

##### 7.3.1.2 CMTMIN402A Connection

*Study mode: Group Study or Online*
Discover effective and biblical ways to share the gospel in today’s culture. *Connection* looks at evangelism in a modern day context. In *Connection* you will explore God’s mission to see all creation reconciled back to him, and how Jesus embodied this and gives us the example for mission to others. Learn where you fit into God’s mission for the world through understanding the culture we live in, identifying where God is already at work, what part your story and the stories of others have to play, and how you are salt and light to the world.

*Connection* is offered as a small group study over 8 x 1.5 hour sessions, and is built on an action-reflection learning experience.

*Connection* is also offered online. Students selecting this delivery mode will be required to devote the equivalent time to training and development as is required for the group study mode.

### 7.3.1.3 CMTMIN402A Home and Church in Partnership

*Study mode: Workshop*

Discover how both home and church can partner together in passing on the faith to both children and families. Based on Deuteronomy 6, this workshop will explore the guiding principles for effective child, youth and family ministry, and how these ideas and resources can be used and shared in your ministry context.

*Home and Church in Partnership* is offered as a two day workshop.

Refer to the current VET workshop calendar for the *Home and Church in Partnership* workshop dates.

### 7.3.1.4 CMTTHE401A Beliefs

*Study mode: Group Study, Intensive or Online*

Reflect on your personal faith journey as you encounter the key themes and issues of the Christian faith.

*Beliefs* is offered as a small group study over 8 x 1.5 hour sessions. As you study and unpack the Apostles Creed, you will be introduced to the basic teachings of the Christian faith. Explore diverse theological perspectives and compare this with your own beliefs and understandings. You will have the opportunity to explore and demonstrate the evangelical and pastoral applications of biblical teachings.

*Beliefs* is also offered online. Students selecting this delivery mode will be required to devote the equivalent time to training and development as is required for the group study mode.

*Beliefs* is also offered as an intensive. VET students will join higher education students in *The Christian Faith* and will be introduced to the basic teachings of the Christian faith from a Lutheran theological perspective. (Please note that students will be required to complete the VET assessment rather than the higher education assessment).

Refer to the current VET workshop calendar for the dates of the *Beliefs* intensives.

### 7.3.1.5 CMTTHE402A Bible

*Study mode: Group Study, Intensive or Online*

In *Bible* you will explore God’s word through an overview of the books of the Old and New Testaments, be given the opportunity to ask the tough
questions, and share your thoughts and discoveries with others. Your journey will enable you to detect connections between the different books of the Bible, between the Old and New Testament and the implications this has for us today. Discover the amazing story of the Bible and the roles we continue to play in that story, the story of God.

*Bible* is offered as a small group study over 8 x 1.5 hour sessions.

*Bible* is also offered online. Students selecting this delivery mode will be required to devote the equivalent time to training and development as is required for the group study mode.

*Bible* is also offered as an intensive. VET students will join higher education students in *Exploring the Bible* and will be introduced to the nature, content and theological message of the Old and New Testament writings. Students will be introduced to basic tools and approaches used in biblical studies. (Please note that students will be required to complete the VET assessment rather than the higher education assessment).

Refer to the [current VET workshop calendar](#) for the dates of the *Bible* intensives.

### 7.3.1.6 CMTTHE403A Gracious

**Study mode: Group Study or Online**

Embrace the challenge of Christian character and discipline. *Gracious* is a subject about discovering your character, with a difference. Jesus, the only person to ever have a perfect character, earnestly wants to live out that character in the lives of his followers. Are things such as meditation and fasting still useful in today’s society? In *Gracious* you will explore what your Christian character looks like and how that can be nurtured through different Christian disciplines.

*Gracious* is offered as a small group study over 8 x 1.5 hour sessions.

*Gracious* is also offered online. Students selecting this delivery mode will be required to devote the equivalent time to training and development as is required for the group study mode.

Students are expected to participate in online activities associated with the subject.

### 7.3.1.7 CMTTHE404A Spiritual Resilience

**Study mode: Online or Workshop**

Understand how to build spiritual resilience and practise discernment in our lives. How do we cope with the ‘big 3’: the world, the flesh, and the devil? Learn how God equips and protects us. Discover the gift of spiritual resilience and hear how God speaks into our lives. *Spiritual Resilience* is offered as a 2 day workshop.

*Spiritual Resilience* is also offered online. Students selecting this delivery mode will be required to devote the equivalent time to training and development as is required for the workshop mode. Students are expected to participate in online activities associated with the subject.

Refer to the [current VET workshop calendar](#) for the *Spiritual Resilience* workshop dates.
7.3.2 ALC subjects available to meet the course elective requirements.

7.3.2.1 BSBINN301 Creating Missional Communities

Study mode: Online

Requirement: Students will require access to a ministry team in order to successfully complete this subject.

This subject is designed to start you on a journey of discovering the knowledge, attitudes and skills required to form a creative innovative missional community team. This will be achieved through exploring how to develop team purpose, identify and shape in the mission context.

Creating Missional Communities is offered online.

7.3.2.2 BSBFLM312 Missional Leadership

Study mode: Online

Requirement: Students will require access to a ministry team in order to successfully complete this subject.

Missional Leadership explores what a missional leader is and what a missional leader does. This is achieved by investigating and evaluating

- Core: What essential knowledge, attitudes and skills are required to be an effective missional leader?
- Collaboration: How do missional leaders facilitate collaboration around missional purpose, roles and responsibilities and create a culture of mutual support?
- Cohesion: How do missional leaders support cohesion for effective planning, decision making, action and reflection?
- Communication: How do missional leaders encourage and support team communication and celebrate what God is doing through the missional community?

Missional Leadership is offered online.

7.3.2.3 BSBWOR404 Toolkit for Ministry

Study mode: Online or workshop

We all face continual interruptions and unforeseen events in our daily life. This subject is designed to assist you in understanding and applying different models for managing your time and your priorities in a ministry context. We will explore effective time management and discover personalised ways of incorporating ‘God time’ into your schedule. In gathering hints and tips on organisational skills, we will also learn from the wisdom of others who have struggled to achieve a healthy work and life balance.

Toolkit for Ministry is offered as a 2 day workshop or online.

Refer to the current VET workshop calendar for the Toolkit for Ministry workshop dates.

7.3.2.4 CHCCDE009 Equipping for Leadership

Study mode: Online or workshop

Using Jesus as the perfect example of humanity, this subject examines the techniques, understandings and principles that Jesus employed when engaging with people and leading them towards God. Taking this understanding, we will connect the dots through exploring your leadership
style, mentoring, equipping others for leadership, and the challenges in leadership and people management. Leading people to connect more fully with Jesus to fulfil the Great Commission is the focus woven throughout.

*Equipping for Leadership* is offered as a 2 day workshop or online. The workshop provides an environment to practise these skills with others who are also seeking to be equipped.

Refer to the [current VET workshop calendar](#) for the *Equipping for Leadership* workshop dates.

### 7.3.2.5 CHCCOM002 Building Healthy Relationships

**Study mode:** Online or workshop

In this subject, students are led to an understanding of the nature of communication in order to develop and explore relationships of mutuality. Biblical insights provide a Christian framework for a series of interactive experiences. *Building Healthy Relationships* is offered as a 2 day workshop or online. This subject explores opportunities to practise communication theory, including their capacity to listen with empathy and reflection. The subject will also provide a basic introduction to handling conflict and a protocol for acting as a pastoral carer for someone seeking guidance in a difficult time.

Refer to the [current VET workshop calendar](#) for the *Building Healthy Relationships* workshops dates.
## Appendix A: Study Plan

**Student name:** ___________________________  **Date:** _______________

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### Elective competencies (select THREE ALC subjects)

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