

Recognition of Prior Learning / Credit Transfer and Assessment Only Options

Faculty – Christian Ministry
Information Handbook

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The Purpose of This Handbook

As you approach your studies with PCOM you may find that because of your previous studies or ministry experience you already possess some of the competencies presented in our courses. Where this is the case you are welcome to apply to the college for credit toward appropriate units/modules based upon your existing competence. This handbook is designed to assist you in understanding the Credit Transfer, Recognition of Prior Learning (RPL) and Assessment Only options that are available to you and to help you decide which PCOM units/modules match your previous learning experiences.

What is Credit Transfer?

Credit transfer occurs when one Registered Training Organization, (RTO) accepts a student's results that were achieved with another RTO. If you have completed studies with another RTO that are similar to those offered by PCOM, all or some of the units/modules successfully completed may be credited towards the qualifications offered by PCOM.

If you are seeking credit for previous formal studies please follow the steps outlined under *Making a Credit Transfer Application*. (p. 2)

What is Recognition of Prior Learning?

We learn in many different ways throughout our lifetime. In addition to formal training we also learn by way of work/ministry experience and/or life experiences. RPL is the process whereby this informal learning is taken into account to enable you to receive credit in a course of study.

All of the qualifications offered at PCOM are achieved through the completion of a number of set competencies or *units/modules*. Each of these units/modules has a number of *elements/learning outcomes*, i.e. goals that need to be achieved before you could be said to be competent in that unit/module. In short, if you can demonstrate that you can match what you already know with the elements/learning outcomes associated with a particular unit/module then you won't need to enrol in that unit/module. Credit will be given. The process of applying for RPL for any given unit/module is thus one of determining if your past experience and learning matches the elements/learning outcomes for that unit/module. To do this you will need to gather whatever evidence is relevant to indicate that you can achieve the elements/learning outcomes for any given unit/module.

If you are seeking credit for informal learning through life and ministry experiences please follow the steps outlined under *Making a Recognition of Prior Learning Application*. (p. 3)

What is Assessment Only

In addition to Credit Transfer and Recognition of Prior Learning, credit may also be gained for PCOM units/modules through an assessment only option. This is appropriate where you may feel that you have the required competence to gain credit for a unit/module but have not had formal training in this area and you do not have sufficient work/ministry experience to demonstrate competence. In this situation you can apply to be assessed for competence through the normal PCOM assessment for the unit/module without undertaking the PCOM training associated with that unit/module.

If you would like to apply for an assessment only option for any of the PCOM units/modules please follow the steps outlined under *Making an Assessment Only Application*. (p. 5)

Making a Credit Transfer Application

If you have successfully completed formal studies with another Registered Training Organisation you may gain credit for these against equivalent PCOM units/modules through Credit Transfer.

To make a Credit Transfer application please complete the following steps:

1. Understand the PCOM Units/Modules

The first step in making your Credit Transfer application is to think about which PCOM units/modules you believe you can gain credit for. To do this please read through the accompanying descriptions for each of the units/modules. These descriptions outline the purpose, content and elements/learning outcomes of each unit/module and will help you decide whether your previous learning lines up with any of the PCOM units/modules.

2. Match Your Studies to the PCOM Units/Modules

Having decided which PCOM units/modules match your previous learning use the accompanying *Credit Transfer Application Form* to list the units/modules from your previous studies against the appropriate PCOM units/modules for which you desire credit. Please ensure to include the duration or size of each unit/module that you list.

3. Provide Evidence for Your Application

To gain credit for formal study achieved with another RTO you will need to supply evidence showing that these studies are equivalent to the units/modules offered by PCOM.

To do this you need to supply the following:

- Outlines of the units/modules successfully completed through previous studies indicating the elements/learning outcomes or unit/module content.
- Certified Transcripts and/or Statements of Attainment listing the units/modules achieved.

4. Lodge Your Application

To complete your Credit Transfer application please send the *Credit Transfer Application Form* from step 2 plus the supportive documentation from step 3 to PCOM for processing.

What is the Cost of Credit Transfer?

Credit Transfer processing is charged at \$20 per unit/module to a maximum of \$300.

Please remember that you are more than welcome to discuss your application with the PCOM staff at any stage of your application.

Making a Recognition of Prior Learning Application

Recognition of Prior Learning may be granted against PCOM units/modules for informal learning and life/ministry experiences that you have gained. The process of gaining RPL is slightly different from the process of gaining Credit Transfer and is outlined below.

1. Understand the PCOM Units/Modules

The first step in making your RPL application is to think about which units/modules you believe you can gain credit for. To do this please read through the accompanying descriptions for each of the units/modules. These descriptions outline the purpose, content and elements/learning outcomes of each unit/module and will help you decide whether your previous informal learning and experience lines up with any of the PCOM units/modules.

2. Initial Selection of Modules for RPL

If after having read the descriptions you believe that there are units/modules for which you can qualify for RPL, then complete the *RPL Unit/Module Information Request Form* accompanying this handbook. On this form please include your contact details and indicate the units/modules for which you would like further information. Upon receipt of this form the PCOM staff will forward to you a *Recognition of Prior Learning Application Form* for each unit/module that you have selected. These forms contain more detailed information about the elements/learning outcomes for these units/modules.

3. Match Your Experience to the Elements/Learning Outcomes

Once you have received the detailed information for your selected units/modules, read the elements/learning outcomes for each unit/module and record your evidence of prior learning on the forms provided. To gain RPL for any unit/module you need to supply evidence that you can meet the requirements of each element/learning outcome. You may include anything that you believe supports your claim to be able to meet the elements/learning outcomes for that unit/module.

Evidence of informal training or life experiences might include:

- Details of short non-accredited training courses you have attended including course outlines, handouts supplied, or notes you have made.
- References and reports from relevant people including pastors, church board members etc. that have observed and/or overseen your ministry.
- Details of work/ministry experience. (These need to be accompanied with a letter from your pastor or similar person indicating that they confirm the validity of this work/ministry experience.)
- Lecture or training notes (if you have been involved in presenting training).
- Sermon outlines of sermons you have presented, etc.

In short any type of evidence that you can supply that substantiates your claim to be able to meet the elements/learning outcomes for a unit/module is worth including. You will of course need to be able to supply some sort of evidence for each of your claims.

4. Lodge Your Application

To complete your RPL application please send the *Recognition of Prior Learning Application Form* for each unit/module from step 3 plus the supportive documentation to PCOM for processing.

What is the Cost of RPL?

RPL processing is charged at \$20 per unit/module to a maximum of \$300.

Please remember that you are more than welcome to discuss your application with the PCOM staff at any stage of your application.

Making an Assessment Only Application

If you believe that you possess the competencies for any unit/module in a PCOM course but have not gained these through formal studies and cannot point to sufficient work/ministry experience as evidence of your competence you can apply to be assessed by PCOM without undertaking the formal PCOM training.

To make an Assessment Only application please complete the following steps:

1. Understand the PCOM Units/Modules

The first step in making your Assessment Only application is to think about which PCOM units/modules you believe you can gain credit for. To do this please read through the accompanying descriptions of each of the units/modules. These descriptions outline the purpose, content and elements/learning outcomes of each unit/module and will help you decide whether you would like to proceed with an Assessment Only option for particular unit/modules.

2. Initial Selection of Units/Modules for Assessment Only

If after having read the descriptions you believe that there are units/modules for which you would like to be assessed then complete the *Assessment Only Request Form* accompanying this handbook. On this form please include your contact details and indicate the units/modules for which you would like further information. Upon receipt of this form the PCOM staff will forward to you the *Assessment Plans* for each of the units/modules that you have selected. These *Assessment Plans* will provide you with more information about the assessment requirements for each unit/module.

3. Undertaking the Assessment

Once you have received the *Assessment Plans* for the units/modules that you selected in 2 above you can then decide which are the units/modules for which you want to undertake assessment. At this stage if you have any questions about the assessments for any unit/module please contact the PCOM office for assistance.

If you want to proceed with the assessment of any particular unit/module simply contact the PCOM office to arrange for a suitable time to be assessed. If the assessment consists of assignments these will be forwarded directly to you. If on the other hand the assessment includes a Exam you will need to nominate a suitable Exam Supervisor who must be present with you when you sit for the Exam. In this case the Exam will be forwarded directly to your nominated Exam Supervisor who can then negotiate a suitable time for you to complete the Exam in their presence. They will then forward the Exam directly to PCOM. Alternatively you may choose to negotiate a suitable time to undertake the Exam at PCOM.

What is the Cost of Assessment Only?

The Assessment Only processing is charged at 50% of the normal unit/module cost.

Please note that in this option you will not be supplied with any of the learning resources (eg. unit/module notes) that are supplied to students undertaking the normal training and assessment pathway.

Course Outlines

Certificate IV in Christian Ministry

In order to gain competence in the Certificate IV in Christian Ministry you are required to complete a minimum of 23 units/modules comprising of 17 core units/modules listed below and a minimum of 6 elective units/modules. Elective units/modules must equate to a minimum of 200 nominal hours.

Core units/modules

Unit/Module Number	Unit/Module Name	Nominal Hours
CMBT401	Old Testament Survey	40 hrs
CMBT402	New Testament Survey	40 hrs
CMBT405	Romans	20 hrs
CMBT406	Ephesians	20 hrs
CMBT407	The Doctrine of the Bible	10 hrs
CMBT408	The Doctrines of God and Man	10 hrs
CMBT409	The Doctrine of Salvation	10 hrs
CMML401	Homiletics	10 hrs
CMPD401	Spirituality 1	20 hrs
CMSS401	Bible Study Methods	20 hrs
BSBCMN402A	Develop work priorities	40 hrs
BSBFLM412A	Promote team effectiveness	50 hrs
CHCCHILD1C	Identify and respond to children and young people at risk of harm	15 hrs
CHCOHS201A	Follow OHS procedures	20 hrs
CUSGEN05B	Make presentations	34 hrs
SRSCOP011B	Develop an integrated time management plan	10 hrs
SRSCOP014B	Prepare to study	5 hrs

Elective units/modules

Unit/Module Number	Unit/Module Name	Nominal Hours
CMBT403	The Gospel of John	20 hrs
CMBT404	Acts	20 hrs
CMBT410	The Doctrine of Last Things	10 hrs
CMBT411	The Doctrine of the Church	10 hrs
CMBT412	The Holy Spirit	20 hrs
CMBT413	The Fatherhood of God	10 hrs
CMBT414	The Person of Christ	20 hrs
CMML402	Foundations of Christian Leadership	10 hrs
CMML403	Principles of Servant Leadership	10 hrs
CMML404	Biblical Leaders 1	10 hrs
CMML405	Discovering Your Ministry	10 hrs
CMML406	Communicate the Christian message in a small to medium size group within a church or Christian organisation	40 hrs
CMML407	Provide pastoral care in a church or Christian organisation	80 hrs
CMML408	Participate in evangelistic activities	60 hrs
CMML409	Caring for New People	10 hrs
CMML410	Children's Ministry in the Church	10 hrs

CMML411	Personal Evangelism	10 hrs
CMML412	Music and Worship in the Church	10 hrs
CMML413	Relationships and Family Issues	20 hrs
CMPD402	Personal Development 1	10 hrs
CMPD403	Life Principles 1	20 hrs
BSBATSIL410A	Manage Stress	30 hrs
BSBCMN419A	Manage projects	60 hrs
CHCADMIN5C	Work within the administrative protocols of the organisation	30 hrs
CHCYTH1C	Work effectively with young people	80 hrs
CHCYTH5C	Support youth programs	120 hrs

Diploma of Christian Ministry

In order to gain competence in the Diploma of Christian Ministry you are required to complete the requirements of the Certificate IV in Christian Ministry and a minimum of 18 units/modules comprising of 11 core units/modules listed below and a minimum of 7 elective units/modules. Elective units/modules must equate to a minimum of 260 nominal hours.

Core units/modules

Unit/Module Number	Unit/Module Name	Nominal hours
CMBT505	1 Corinthians	20 hrs
CMBT507	The Pastoral Epistles	20 hrs
CMML501	Principles of Public Speaking	40 hrs
CMML502	Christian Leadership Development	10 hrs
CMML503	Interpersonal Leadership	20 hrs
CMPD501	Spirituality 2	10 hrs
CMPD502	Personal Development 2	20 hrs
CMPD503	Life Principles 2	20 hrs
CMSS501	Biblical Exegesis	20 hrs
BSBFLM501B	Manage personal work priorities and professional development	50 hrs
BSBFLM512A	Ensure team effectiveness	70 hrs

Elective units/modules

CMBT501	Old Testament Essentials	10 hrs
CMBT502	The Psalms	10 hrs
CMBT503	The Prophets	20 hrs
CMBT504	The Synoptic Gospels	20 hrs
CMBT506	2 Corinthians	20 hrs
CMBT508	Hebrews	20 hrs
CMBT509	James	10 hrs
CMBT510	1 & 2 Peter	10 hrs
CMCS501	Apologetics	10 hrs
CMCS502	Contemporary Christian Issues	20 hrs
CMCS503	World Religions and the Cults	20 hrs
CMCS504	Introduction to Missions	20 hrs
CMHS501	Introduction to Church History	40 hrs
CMML504	Biblical Leaders 2	10 hrs
CMML505	Spiritual Gifts in Ministry	10 hrs
CMML506	Communicate the Christian message in a range of settings within a church or Christian organisation	40 hrs
CMML507	Provide and manage pastoral care in a church or Christian organisation	80 hrs
CMML508	Participate in and manage evangelistic activities	60 hrs
CMML509	Ministerial Ethics	10 hrs
CHCCSL302A	Facilitate the counselling relationship	60 hrs
CHCORG25B	Recruit and co-ordinate volunteers	100 hrs
CHCORG27A	Provide mentoring support to colleagues	30 hrs
CHCORG28A	Reflect and improve upon professional practice	50 hrs