



Paradise College of Ministries
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International Student Handbook 2011

Adelaide Campus – Christian Ministry Courses

pcóm

Paradise College of Ministries
Assembly of God Paradise Inc T/as Paradise College of Ministries
CRICOS Provider Code: 01027C

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Version Date: 20 April 2011

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Paradise College of Ministries

Thank you for your interest in Paradise College of Ministries. We are a Government accredited Bible College located in Paradise Community Church, Adelaide, South Australia and are the state recognised training college for the Australian Christian Churches in South Australia.

Paradise Community Church is one of the largest Pentecostal churches in Australia and has a heritage of successful ministry and church growth experience as well as the prophetic freshness of being on the cutting edge of what God is doing today. Consequently our courses provide excellent opportunity for personal growth and ministry development through exposure to trainers and staff with proven ministry experience.

We have a passion to help our students develop the God given call upon their lives through practical teaching and openness to the Holy Spirit in a supportive family atmosphere.

College Vision

Paradise College of Ministries is committed to the development of the following six priorities within the lives of our staff and students:

Relationship with God

We desire to be people who have an ongoing intimate relationship with the Living God.

Personal Vision

We desire to be people who have a God-given vision of who we are in Christ and His plan for our lives.

Christian Character

We desire to be people whose Christian testimony and ministry are validated by our Christlike character.

Church Involvement

We desire to be people who recognize God's emphasis on the church and as such have committed ourselves to the leadership, vision and ministry of their local church.

Ministry Skills

We desire to be people who are committed to developing effective ministry skills in order to enhance our sphere of influence.

Bible Knowledge

We desire to be people who have a passion for God's word and therefore have adopted a mindset and lifestyle of continuous, ongoing learning of His word.

In order to develop these priorities in the lives of our staff and students we seek to:

- Present Biblical teaching of the highest order.
- Open all classes to the leading and intervention of the Holy Spirit.
- Expose students to the ministry of church leaders with proven ministerial experience.
- Provide opportunities for on-the-job training of practical ministry skills.
- Create an inspirational learning environment that is both academically sound and personally rewarding.

Facilities

Paradise College is located in the Paradise Community Church, which is one of the largest churches in Australia, and international students studying with us are encouraged to become part of this vibrant and dynamic church. Information about the church may be found at the church website at www.paradise.asn.au .

The College utilizes the church facilities for college activities during the week including three lecture rooms. In addition to the church resources the college has the following facilities for student use:

- A library of approximately 10,000 volumes.
- A computer suite for student use.
- Student Internet access.

Students are provided with student notes for all modules and the library has adequate resources for all study needs.

Course Outlines

Paradise College of Ministries offers a one year Certificate IV in Christian Ministry and a two year Diploma of Christian Ministry accredited under the Training & Skills Development Act 2008. The Christian Ministry courses build upon each other so that students who successfully complete one year of study are awarded the Certificate IV in Christian Ministry and those successfully completing a second year are awarded the Diploma.

The table below indicates the expected course durations at a full time study load.

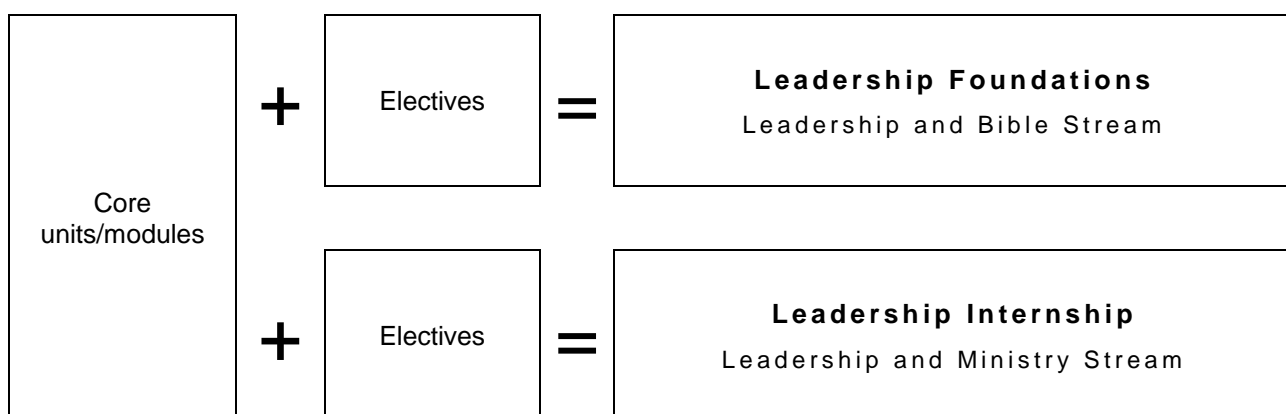
Qualification Description	CRICOS Code	Nominal hours	Course Duration
Certificate IV in Christian Ministry	024625B	Approximately 550 – 720 hrs depending on the choice of elective units/modules.	52 weeks
Diploma of Christian Ministry	024626A	Approximately 1140 – 1460 hrs depending on the choice of elective units/modules. Diploma hours include nested Certificate IV in Christian Ministry hrs.	104 weeks

Within the Christian Ministry courses you can choose a study stream that meets your needs and interests through the selection of elective studies as outlined below.

While each qualification is achieved through a combination of on and off the job training and assessment the Leadership and Bible Streams are essentially classroom based (approximately 12 contact hours/week) and the Leadership and Ministry Streams are a combination of classroom instruction (approximately 6 contact hours/week) and ministry placement experience consisting of approximately 2 to 3 days per week working with a pastoral supervisor.

Certificate IV in Christian Ministry

The Certificate IV in Christian Ministry includes core units/modules undertaken by all students plus a choice of elective options to create four unique streams.



Diploma of Christian Ministry

Each of the Certificate IV streams leads into the Diploma of Christian Ministry which includes core units/modules undertaken by all students plus a choice of elective options to create two unique streams.



Entrance into the Leadership and Ministry Streams for both the Certificate IV and Diploma courses is dependent not only upon a successful application into the College but also upon the student successfully gaining a ministry placement with a pastoral supervisor. The obtaining of a ministry placement is the student's responsibility and generally grows out of the relationship between the student and a local church. Due to the difficulty of international students building a relationship with a local church prior to coming to Australia it is recommended that international students desiring to study for one year enrol in the Leadership Foundations (Leadership and Bible stream) of the Certificate IV in Christian Ministry. Similarly it is recommended that international students desiring to study for two years enrol in the Advanced Leadership (Leadership and Bible stream) of the Diploma of Christian Ministry.

Please note that students may change their stream of study to the Leadership and Ministry streams if after arrival in Australia they are successful in arranging a suitable pastoral supervisor.

Please see the following Appendices for details of the relevant courses.

- Appendix A (p. 29) Certificate IV in Christian Ministry
- Appendix B (p. 33) Diploma of Christian Ministry

Course Outcomes

The Diploma of Christian Ministry (including the nested Certificate IV in Christian Ministry) provides appropriate training for candidates applying for employment positions or volunteer roles within the Australian Christian Churches in Australia or similar Christian denominations. Appropriate areas of ministry may include pastoral care, youth work, and children's work.

The approach to training of ministers within the Australian Christian Churches in Australia is generally informal and is predominantly based upon exposure to practical ministerial experience. As such there is no formal policy on the training prerequisites for candidates applying for ministerial credentials and/or employment within the Australian Christian Churches, however the following guidelines are recommended by the State Executive of the Australian Christian Churches in South Australia.

The Certificate IV in Christian Ministry is accepted as appropriate training for candidates applying for positions such as team members or assistant leaders. For example: assistant small group leaders, junior assistant pastoral roles, Youth and Children's workers.

The Diploma of Christian Ministry is accepted as appropriate training for candidates applying for positions as team leaders. For example: small group leaders, youth or children's leader/pastor, junior pastoral roles, assistant or associate pastoral roles.

It should be noted that applicants for Ministerial Credentials within the Australian Christian Churches are evaluated not only on academic achievement but also upon other factors such as experience, level of Christian maturity, effectiveness in ministry and the evidence of a call of God upon the applicant's life.

The educational outcomes for each level within the course are as follows.

Certificate IV in Christian Ministry Outcomes

Students choosing to exit after completion of the Certificate IV in Christian Ministry would be expected to possess competency *at a basic level* in the following:

- Understand an overview of the Bible
- Understand foundational theology, and apply its truths to personal living and church life
- Develop outlines for talks and sermons
- Develop personal spirituality
- Perform basic Bible study methods
- Develop work priorities and work within a team
- Identify and respond to children and young people at risk of harm
- Follow OHS procedures
- Demonstrate foundational skills in platform ministry
- Understand foundational Christian truths, and apply these truths to personal living and church life
- Care for new people and new Christians within the local church
- Share the Christian faith with others
- Contribute as a team member or assistant leader within a local church
- Demonstrate specialty skills or knowledge depending on electives chosen

Diploma of Christian Ministry Outcomes

Students choosing to exit after completion of the Diploma of Christian Ministry would be expected to possess all of the outcomes relevant to the Certificate IV award at a more advanced level, demonstrating substantial depth in some areas of knowledge and greater analytical, planning and management abilities.

A Diploma graduate would be expected to possess the following competencies:

- Understand an overview of the Bible with greater depth in specified areas
- Demonstrate advanced skills in platform ministry
- Understand the stages of development of a Christian leader
- Demonstrate effective interpersonal leadership skills
- Maintain personal spirituality
- Understand a broad range of Christian truths, and apply these truths to personal living and church life
- Exegete the Bible with reference to specific literary genres
- Manage personal work priorities and professional development
- Manage team members
- Demonstrate specialty skills or knowledge depending on electives chosen.

Credit to Other Courses

The courses at Paradise College are Government accredited and as such credits gained in our courses are generally accepted by other colleges offering similar courses. Paradise College has formal credit transfer arrangements in place with the following Australian Christian Churches colleges:

- Southern Cross Bible College – Sydney, NSW
- Harvest Bible College – Melbourne, VIC

If you would like further information on this please see our college office.

Credit Transfer Arrangements

All colleges in Australia offering courses to international students are required under Government regulations to have a credit transfer arrangement in place with at least one other college offering similar courses. This arrangement is to ensure that international students would be able to continue their studies in Australia should our college be unable to continue providing our courses. As such we have an agreement with the Surf City International Training College in Queensland stating that they will guarantee entrance of international students studying with Paradise College into their equivalent courses and will grant credit for all parts of our courses completed.

In the event that Paradise College is unable to complete the delivery of a course to an international student then the student can either take the option of continuing their studies with Surf City International College in Queensland or receive a full refund of fees paid to PCOM for the course they have enrolled in.

Credit Transfer, Recognition of Prior Learning and Assessment Only Options

Students who have completed accredited modules/units at other recognized institutions may apply for Credit Transfer for modules that are comparable to those offered at Paradise College of Ministries.

Where a student has completed studies at a recognized institution they will need to provide an academic record plus outlines of units/modules previously studied.

When students, through experience and/or previous studies of non-accredited courses, consider that they meet specific module/unit requirements they may apply for credit with Paradise College of Ministries through our Recognition of Prior Learning or Assessment Only process. The RPL process will require evidence of competency to accompany the application.

There are two levels of credit that can be granted. Full credit meaning the student is exempt from further study for that module/unit. Partial credit meaning the student will be required to complete some further requirement in that module/unit.

It should be noted that, according to Government regulations, international students studying in Australia must be enrolled to study at a minimum work load of 20 hours per week. Therefore approval for significant amounts of RPL may result in a reduction of an international student's stay in Australia to maintain a full time study load.

If you feel you would like to apply for Credit Transfer or Recognition of Prior Learning or Assessment Only options please contact our office for further information.

Please note that if the granting of Credit Transfer or RPL leads to the shortening of the student's course, PCOM will do the following:

1. If the Credit Transfer or RPL is granted before the student is granted a visa, PCOM will indicate the actual net course duration (as reduced by RPL) in the CoE issued for the student for that course.
2. If the Credit Transfer or RPL is granted after the student is granted a visa PCOM will report the change of course duration via PRISMS and notify the student of these changes and their need to maintain a full time study load.

Entry Requirements

Students entering the Certificate IV in Christian Ministry will be expected to:

- Be 18 years of age or over.
- Have been a practicing Christian for at least 12 months or be able to satisfy the College faculty that they are of equivalent Christian maturity.
- Have the skills to describe their Christian faith at the level of a basic New Christian's course run by a local church.
- Possess literacy skills which enable them to construct a body of writing divided appropriately into paragraphs and correctly punctuated, along with the skills which enable the reading of a chapter of the Bible and the ability to summarise its content.
- Possess numeracy skills required to complete basic arithmetical calculations such as addition, subtraction, division and multiplication.
- It is expected that all applicants will be actively involved in a local church and that local church involvement will continue if the application is successful.
- Demonstrate support for entry to the course from the appropriate pastoral oversight from the applicant's local church.

Previous study, work experience or other evidence of ability to undertake this level of training as detailed by individual applicants will also be taken into consideration.

Entry into the Diploma would normally require successful completion of the Certificate IV in Christian Ministry or equivalent.

Direct entrance into the Diploma may also be achieved through the successful demonstration of competency in skills and underpinning knowledge to the equivalent level of Certificate IV as evidenced in an approved process of RPL.

English Proficiency

In addition to the above criteria to gain entry into Paradise College you must be able to demonstrate that you have sufficient English skills to complete our courses. If English is your second language you may be required to take an English competency test at the discretion of the Department of Immigration and Citizenship. Please see the following website: <http://www.immi.gov.au/students/students/chooser/> and complete the process by selecting your country of origin and indicating that your main course of study is "vocational education and training". You will then be directed to a page with visa information that relates to your particular situation. The eligibility link will give you information on your English requirements.

IELTS assessment results or equivalent evidence of English proficiency must be completed and supplied to the College before international students from non-English speaking backgrounds will be accepted.

At Paradise College we accept the International English Language Testing System (IELTS) and request students to undertake the test for General Training and achieve a score of 5.5 or above. To find out more about the assessment and where you can arrange to have it done please visit the IELTS web site at www.ielts.org.

Studying in Australia

The official Australian Government web site for advice on studying in Australia is www.studyinaustralia.gov.au. This site covers a range of essential information that you will need in planning to study in Australia. Also for information regarding your rights and responsibilities as an international student studying in Australia please visit www.deewr.gov.au. In addition to the information presented at these sites we present the following information that is specific for studying in Adelaide, SA.

A. Accommodation

Unfortunately we are not a live in college, and therefore have no college-based accommodation available. However, we can put you in touch with various accommodation options in Adelaide. Please see the details regarding Accommodation options below:

1. Torrens Valley International Residence

The Torrens Valley International Residence, situated in the grounds of Modbury Hospital, is a 284 room, modern attractive building which offers clean, single room residential accommodation at a reasonable cost.

Rooms range from AUD\$125 to AUD\$145 per week.

For further information & enquires contact:

Mrs Angela McLeod
Manager, Accommodation
Torrens Valley International Residence
Smart Road
Modbury SA 5092
Ph: +61 8 8161 2724
Fax: +61 8 8161 2805
E-mail: tvir@tvir.biz
Web: www.tvir.biz/

2. Hosanna Heights

Hosanna Heights is an international student residence, situated at Rostrevor, providing single room residential accommodation and some limited short-term family accommodation.

Rooms are approx. AUD\$240 per week (Including meals)

For further information & enquires contact:

Hosanna Heights
101 Morialta Road,
Rostrevor, SA, 5073
Ph: +61 8 8366 9400
Fax: +61 8 8165 3322
E-mail: booking@hosannaheights.com.au
enquiries@hosannaheights.com.au
Web: www.hosannaheights.com

4. Private Rental Properties

It is also possible to arrange private rental accommodation in Adelaide. Private rental properties may be found using the following websites:

www.domain.com.au

www.realestate.com.au

www.myhome.com.au

It may also be possible that we can provide some short-term accommodation through other students or members of our parent church for one to two weeks upon arrival in Adelaide so that you can arrange suitable long-term accommodation. Please be sure to contact us well in advance if you would like us look for this type of temporary accommodation.

B. Cost of Living in Australia

The cost of living in Australia varies from student to student depending upon their individual circumstances. The Australian Government Studying in Australia website suggests that the average international student spends about \$360 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone and incidental costs. This of course varies according to individual location and lifestyle choices.

C. Work in Australia

People granted student visas on or after 26 April 2008 will receive permission to work with their visa grant. If your student visa was granted before 26 April 2008 however, you can still apply separately to the Department of Immigration and Citizenship (DIAC) for permission to work once you have started your course in Australia. For more information go to the DIAC website www.immi.gov.au.

If you have permission to work, you can work up to 20 hours per week while your course is in session. However, you cannot start work until you have commenced your course in Australia. If you're bringing your family with you, your dependants can also work up to 20 hours per week once you have started your course in Australia. If you or your dependents work in excess of these restrictions, your visas may be subject to cancellation.

Further details about work issues can be found at the official Australian Government website for advice on study in Australia, www.studyinaustralia.gov.au

D. Education Costs for Dependent Children

Dependent children of school age must be enrolled in either a government public school or a private school during your stay in Australia. There are several excellent private Christian schools close to our college. The details of three of them are listed below. Students with children may prefer to enrol their children in the local State Government schools. Please contact our office for further details.

Please note that the figures below do not include the cost of school uniforms and ancillary costs.

1. Torrens Valley Christian School

1227 Grand Junction Rd,
Hope Valley SA 5090
Ph: +61 8 8265 2077
Fax: +61 8 8263 5965
Email: admin@tvcs.sa.edu.au
Web: www.tvcs.sa.edu.au
Fees: approximately AUD\$8300 - \$11,000 per year
Years: Prep to year 12

2. Temple Christian College

Mile End Campus
2-10 Henley Beach Rd
Mile End SA 5031
Ph: +61 8 8405 0900
Fax: +61 8 8234 1052
Web: templecc.sa.edu.au
Fees: approximately AUD\$2,200 - \$3,000 per year
Years: Year 7 to year 12

E. International Student Health Cover

All international students entering Australia must take out Health Insurance with Medibank Private *before* arriving in Australia.

According to Government regulations these premiums must be paid *before* a visa will be issued for entry into Australia. These can be paid directly to Medibank Private via their website, www.medibank.com.au. This cover begins upon your arrival in Australia and the premiums are fully refundable should you decide to not come to Australia. Please refer to the Medibank Private website for the price of insurance premiums.

Further details about health issues can be found at the official Australian Government website for advice on study in Australia, www.studyinaustralia.gov.au

F. Arrival Arrangements

To assist you in your arrival to Australia the College will arrange for a representative to meet you upon arrival and to help with transport arrangements to your prearranged accommodation. Please contact the College at least two weeks before your planned arrival with the appropriate details.

Enrolment Procedure

Before making your application to Paradise College please take the time to read the information in this handbook. It is essential that you understand this information about living and studying in Australia.

To enrol please complete the International Student Enrolment Form in this handbook (p. 43) and return it to the College with the following:

- A written reference from your pastor including their contact details.
- The enrolment fee.
- Evidence of English proficiency.
- A recent passport size photo.
- Evidence of Ministerial Credentials if applying for ministerial discount.

If your enrolment is successful we will forward a Letter of Offer outlining a summary of your enrolment choices together with an outline of essential information that you must be aware of before you can be accepted into the College. You will be required to sign and return the letter of offer and then we will confirm your acceptance into our College together with the Australian Government Confirmation of Enrolment form (CoE). You may then use this form as proof of acceptance into Paradise College in your visa application.

Please refer to the Australian Immigration Dept website at www.immi.gov.au with regards to your visa application process and further information about studying in Australia.

We understand that moving from your home country to study in Australia is a large step and therefore understand that it is a decision that needs to be made only after considering all of your options. If you have questions please do not hesitate to contact us as we are only too pleased to be of assistance in helping you make your decision. Of course your decision should also be made prayerfully and in full consultation with your local church oversight.

Transfer Between Other Registered Providers in Australia

1. In accordance with Government regulations PCOM will not enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principle course of study except where:
 - a. the original registered provide has ceased to be registered or the course in which the student is enrolled has ceased to be registered
 - b. the original registered provider has provided a written letter of release
 - c. the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principle course, or
 - d. any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. In addition to the above PCOM will only consider the enrolment of a student who has enrolled in another relevant course if PCOM is satisfied that:
 - a. the student has demonstrated a commitment to studies in that previous course; and
 - b. has had a good attendance record for that course; and
 - c. has paid all fees due for that course.
3. The college will ascertain that these requirements have been satisfied by contacting the previous registered provider.
4. Where a student enrolled with PCOM desires to transfer to another registered provider prior to completing the PCOM course in which they re enrolled PCOM agrees to provide a letter of release to the student only if:
 - a. the student provides a letter from another registered provider confirming that a valid enrolment offer has been made.
5. There is to be no cost incurred to the student for the supply of a letter of release.
6. The letter of release will advise the student of the need to contact the Department of Immigration and Citizenship (DIAC) to seek advice on whether a new student visa is required.

Student Rights / Support Services

A. Support Services

The College understands the unique challenges of international students and therefore has appointed an International Student Welfare Officer who is available to you to assist in any academic or welfare concerns. The contact details of this officer will be provided upon enrolment into the College.

Paradise College is committed to the welfare of all of our students and as such will provide each student with the necessary support to ensure that their study experience is both satisfying and rewarding. To this end the College appoints two Student Representatives from each course to assist the staff in student welfare matters and students experiencing personal difficulties are encouraged to approach the Student Representatives or the College staff for pastoral assistance.

Paradise College is part of the Paradise Community Church and therefore is able to provide students with additional support through the Paradise Community Church pastoral care program.

In addition to issues of general welfare, students with specific learning needs may request specialized modes of assessment e.g. large print, oral exams, extended exam times, interpreted exams for the deaf etc. and are encouraged to discuss these needs with the International Student Welfare Officer or the Faculty Head.

B. Access and Equity Policy

The College recognises that students have individual learning needs and that some students will require specific assistance in order to study successfully. This may particularly be the case with students with a range of disabilities or learning difficulties. The College will make every effort to assist students with particular learning needs and invites you to discuss your personal learning needs with a member of the staff.

Paradise College aims to uphold requirements of the Equal Opportunity Act of 1984 as it applies to religious training institutions and as such we ask you to familiarize yourself with our Access and Equity Policy in Appendix B (p. 37).

C. Grievance Policy

Our aim is to provide you with an educational and spiritual development experience that is truly rewarding and satisfying and as such we encourage communication between students and staff on all areas of student welfare and college life.

Students wanting to raise any issues with the College can do so in a number of ways.

1. The student may approach a Student Representative (Head Student) who may then act as a spokesperson for the student if they so desire.
2. The student may also approach the respective trainer or staff member directly regarding their inquiry.
3. The student may approach the Overseas Student Welfare Officer regarding their inquiry.
4. The student also has recall directly to the Faculty Head if deemed necessary.
5. While students are encouraged to resolve grievances informally they may formally

present their grievance in writing using the Suggestion / Grievance Form.

6. Student Suggestion / Grievance forms are available in the College library to facilitate submission of written grievances.
7. The process of resolving written grievances must begin within 10 working days of receiving the grievance and all reasonable measures will be taken to finalise the process as soon as practicable.
8. If grievances continue to remain unresolved the student has recall to the Paradise Community Church Executive Team. Grievances presented to the Executive Team must be presented in writing and the Executive team will respond in writing.
9. In addition to the above mentioned options students may request for their grievance to be heard by the Office of the Training Advocate.

Ground Floor
55 Currie Street
Adelaide SA 5000

Contact Details:

Office hours: Monday to Friday 8.30am – 5.30pm
Phone: (toll free) 1800 006 488
Email: trainingadvocate@sa.gov.au
Post: GPO Box 320 Adelaide SA 5001
Web: www.trainingadvocate.sa.gov.au

10. In all negotiations regarding appeals, the overseas student has the right to be accompanied by a support person of their choice.
11. The College will maintain the student's enrolment while the complaints and appeals process is ongoing.
12. Finally grievances that remain unresolved will be directed to the following office. Students may at anytime contact officers of the following department if they have any concerns.

Department of Further Education, Employment, Science and Technology
(DFEEST).
DFEEST
Quality Directorate
GPO Box 320
Adelaide SA 5001
Ph: (08) 8226 3821

13. The College will immediately advise the student and implement any decision in the event of a favourable outcome to the student through the appeals process.
14. This dispute resolution process does not prevent a student from exercising the student's rights to other legal remedies.

D. Government Legislation Regarding Studying in Australia

The government legislation regarding studying in Australia is outlined in the following government documents:

- The ESOS Act, 2000
- The ESOS Regulations, 2001

- The National Code for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)
- The State Code of Practice for Education and Training Organisations Registered to Provide Training Services and Assessment Services and Issuance of Nationally Recognised Qualifications to Overseas Students (The State Code)

As part of your decision to study in Australia you need to make yourself familiar with these documents so that you are aware of your rights and obligations as an International Student studying in Australia. For your convenience the State Code has been included in this information booklet on p. 39. Similarly the National Code 2007 is available from our college office and is available from our college website. The ESOS Act, the ESOS Regulations and the National Code 2007 may also be viewed from the Australian Government Department of Education Science and Training website. www.deewr.gov.au

Additional information about the Vocational Education and Training (VET) sector in South Australia may be obtained from the Department of Further Education Employment and Training website; www.training.sa.gov.au

For further information about studying in Australia and immigration guidelines please see the Australian Immigration Dept website at www.immi.gov.au

E. Access to Records

Students have the right to see their student records and files at any time.

F. Emergency, Health, Community and Legal Services

Listed below are a range of services that may be of assistance while living in Adelaide.

Police / Fire / Medical Emergencies

In the event of an emergency that needs instant help from the police, the fire department or emergency medical assistance help can be accessed through the Australian emergency phone number: 000

Dialling this number will put you into contact with an operator who will be able to assist you with your emergency.

Non Emergency Police Assistance

To contact police in a non emergency situation phone: 131444

Medical Assistance

For non emergency medical care there are a range of options available to you within reasonable proximity to the College.

Public Hospitals

Modbury Hospital
Smart Rd, Modbury, Ph: 81612000

Royal Adelaide Hospital
North Terrace, Adelaide
Phone: 8222 4000

Women's and Children's Hospital
72 King William Rd, North Adelaide

Phone: 81617000

Medical Centres

Windsor Village Medical Centre
Doctors/ Dentist
Sudholz Rd, Windsor Gardens
Phone: 8261 1822

Other sources of information and help may be found as follows:

Office of the Training Advocate

This is a government department to assist students with a wide range of support and welfare issues.

Ground Floor
55 Currie Street
Adelaide SA 5000

Contact Details:

Office hours: Monday to Friday 8.30am – 5.30pm
Phone: (toll free) 1800 006 488
(The 1800 006 488 phone service is monitored after hours in urgent circumstances – in urgent circumstances please leave a message so an officer can contact you as soon as possible.)
Email: trainingadvocate@sa.gov.au
Post: GPO Box 320 Adelaide SA 5001
Web: www.trainingadvocate.sa.gov.au

Adelaide White Pages – telephone directory

A broad range of Community help services are listed in the first few pages.

SA Community – South Australia’s Health and Community Services Resource
www.sacommunity.org

South Australia Central

Offering information on a broad range of areas including banking, community services, education, emergency services, legal services, shopping, sports, leisure, and health.
www.sacentral.sa.gov.au

G. Use of Information

Paradise College will keep all students’ personal information in confidence but it is a condition of study in Australia that the College may need to make this information available to the appropriate Commonwealth or State regulatory agencies if required. Specifically the College may under the *ESSOS Act, 2000*, provide personal information to the state recognition authority, Commonwealth and the Manager of the ESSOS Assurance Fund.

H. Withdrawal/Deferment

The College respects student’s rights to withdraw from the courses for any reason but ask them to discuss this with the Faculty Head prior to withdrawal.

If a student chooses to defer or withdraw from their studies they need to notify the College in writing using the appropriate Notification of Deferment or Notification of Withdrawal forms available in the College. If a student defers or withdraws from their studies, PCOM must report the student as not complying with visa conditions to DIAC via PRISMS.

Student Responsibilities

A. Absenteeism and Punctuality

It is expected that all students will maintain a commitment to punctuality and course attendance throughout the academic year. Each day a student roll is maintained and continued absence is noted. The Department of Immigration and Citizenship requires that the College notify them in instances where international students fail to attend less than 80% of the scheduled contact hours of the course.

In order to maintain a record of full time attendance the College requires international students to maintain a weekly attendance record of contact hours in college. Students are required to maintain a minimum of 20 contact hours per week through structured class activities, supervised personal study and supervised fieldwork.

The College must be informed of any absenteeism and medical certificates must be provided in cases of absenteeism due to sickness.

The College may extend the time for you to complete your course if necessary on compassionate or compelling reasons. (eg. Illness)

The College will monitor student attendance and will notify you if your attendance levels begin to drop below acceptable levels.

Please contact the International Student Welfare Officer if you have any concerns in this area.

The College will allow you to undertake up to 25 percent of the student's total course by distance learning. However in any compulsory study period you must be enrolled in at least one unit that is not by distance mode.

B. Academic Progress

Academic progress is also a condition of a student visa and the Department of Immigration and Citizenship requires that the College notify them in instances where international students fail to maintain academic progress. To maintain academic progress students must:

- attempt all academic requirements; and
- achieve competency in at least 50% of the required course assessments.

Please contact the International Student Welfare Officer if you have any concerns in this area.

C. Address Changes

It is a Government requirement that all international students keep their study institution informed of any changes of address while studying in Australia. All students must therefore notify the College immediately of any change of address and/or phone number.

D. Course Changes

International students studying in Australia are required to seek prior approval from the Australian Department of Immigration and Citizenship before changing or commencing new courses while in Australia and the college is required to notify the department in instances when a student withdraws from a course.

E. Graduation Requirements

To graduate with any award from PCOM, students must complete the course in terms of the following:

- Achieve competency in all module/unit learning outcomes/elements.
- Full payment of fees.

Students satisfying these criteria will be awarded the appropriate certificate together with a Transcript detailing all results achieved.

Students not satisfying the above criteria will be presented with an Unofficial Results report. If full payment of fees has been received the student can request a Statement of Attainment detailing all results achieved thus far.

F. Study Load

The College is required to keep records of student attendances and the Australian Department of Immigration and Citizenship requires that the College notify them in instances where international students fail to attend less than 80% of the scheduled contact hours of the course.

G. Termination of Tuition

The College reserves the right to terminate tuition for the following reasons:

- Financial default.
- Inappropriate behaviour for ministerial trainees as deemed by the Australian Christian Churches Code of Conduct for Credentialed Ministers. (See Appendix E: ACC Ministerial Code of Conduct p. 43 For a copy of the code.)
- Continued failure to meet course requirements.
- Continued class disruption.

Students who wish to appeal a decision to terminate their tuition have recourse to the actions outlined in the Overseas Student Grievance Policy. p. 14.

Schedules

A. Term Dates 2011

Term One

Monday 14th February to Friday 15th April

Term Two

Monday 2nd May to Friday 1st July

Term Three

Monday 25th July to Friday 23rd September

Term Four

Monday 10th October to Friday 2nd December

B. Orientation Activities

The College conducts various orientation activities prior to the first week of Term One.

Certificate IV in Christian Ministry – First year

Leadership Foundations	Monday 7 th February	7:30pm – 9:30pm
Leadership Internship	Monday 7 th February Wednesday 9 th February	7:30pm – 9:30pm 9:30am – 12:30pm
Study Skills Intensive (All Cert IV Students)	Thursday 10 th February Saturday 12 th February	6:30pm – 9:30pm 9:30am – 4:30pm

Diploma of Christian Ministry – Second year

Advanced Leadership	Thursday 10 th February	9:30am – 12:30pm
Advanced Leadership Internship	Wednesday 9 th February Thursday 10 th February	9:30am – 12:30pm 9:30am – 12:30pm

C. Daily Schedule

	Monday night 6:30 pm to 9:30 pm	Tuesday night 6:30 pm to 9:30 pm	Wednesday morning 8:40 am to 12:30 pm *	Other
Certificate IV in Christian Ministry				
Leadership Foundations	✓	✓	✓	
Leadership Internship	✓		✓	Plus 2 days practical ministry per week and some additional seminars as required
Diploma of Christian Ministry				
Advanced Leadership	✓	✓	✓	
Advanced Leadership Internship	✓		✓	Plus 2 days practical ministry per week and some additional seminars as required

* Wednesday morning session includes a student Chapel service and personal devotional time from 8:40 am to 9:30 am.

Please note that this schedule is subject to change.

D. Chapel Program

As a College we place a high priority on developing a vibrant spiritual basis upon which to build our College life and as such we conduct a Chapel Service at the beginning of each morning of study (8:40 am). These services lay a tremendous foundation for the day and attendance is compulsory for all full time students.

E. Timetable

A timetable will be available during the orientation days or by contacting the College. It should be noted the College may find it necessary to make alterations to the timetable. If this is necessary the College will notify all students as soon as possible as to how these changes affect their study routines.

Fees

We pride ourselves as being one of the best value-for-money colleges in Australia, and so our fees are kept to an absolute minimum. (Prices are in Australian dollars.)

A. Fees for 2011

Full Time Studies:

Certificate IV in Christian Ministry (1 year) \$2,900 - \$3,600 (Depending on electives chosen)

Diploma of Christian Ministry (2 years) \$5,800 - \$7,200 (Depending on electives chosen)

Please note these fee ranges are fixed at the time of acceptance into the College and will not vary over the duration of the student's enrolment.

Enrolment Fee: \$25

Applicable to all full-time and part-time students.

Library Fee: \$50 per annum

Compulsory for all full-time students and applicable to others who want access to borrow library resources.

Computer Access Fee: 10 cents per sheet printing fee

Only applicable to those who want access to college computers

Graduation Fee: \$100 per year

Compulsory for all full time students

Payable at commencement of academic year and includes Graduation Dinner

Part time Studies:

Calculated as a percentage of the full time fee.

Spouse Discount:

Students who are spouses of past or present students are entitled to a 40% discount of fees.

Ministerial Discount:

Pastors/ministers who hold a credential with a recognised religious group are entitled to a 40% discount of course fees.

Assessment Late Fees:

Where an assignment is submitted or an exam undertaken after the due date that does not have a signed *Application for Extension* form attached to them will incur a fine of \$5 per day to a maximum of \$35 for any given module/unit.

Additional Reassessment Fees:

Where a student has not achieved competency through an assessment, opportunity will be provided for further practice and reassessment. The initial reassessment will incur no fee however additional reassessments will incur a \$15 fee per assessment.

RPL Assessment Fee: \$20 per module/unit to a maximum of \$300.

Additional Transcript Fee:

All students will receive a Transcript of their academic results (or a statement of attainment) at the end of the academic year. Additional copies will be charged at \$20 per copy.

B. Payment

Paradise College has opted to accept international student fees in arrears. This means that we would expect payment of each module/unit's fees only upon completion of each module/unit.

College Staff

College Staff

President	Ps Brad Bonhomme
Faculty Head	Ps Greg Johnston
Staff	Timothy Newsham (Registrar, Administrator and Off Campus Coordinator)
	Helen Birch (Administrative Assistant, Projects Officer and Overseas Student Welfare Officer)
	Michelle Johnston (Administrative Assistant & Librarian)
	Ashley Palmer (Off Campus video editor)
	Cindy Shu (Off Campus video editor)

The College Staff are committed to providing students with the best training possible. The Faculty and Staff are available to assist students in study and personal concerns.

Visiting Trainers

In addition to the lecturing staff the College employs the expertise of a range of visiting trainers to provide effective, relevant teaching from leaders who are ministering in local church situations.

Guest Trainers

The College takes every opportunity to provide students with the very best guest trainers and visiting ministries from Australia and international whenever they become available throughout the year.

Course Assessment

A. General Guidelines

Each PCOM module/unit is built upon a series of learning outcomes/elements and accordingly the assessments are made against these learning outcomes/elements. The competency of a learning outcome/element is determined against the benchmark of the assessment criteria of each learning outcome/element.

Competency will be awarded according to the following scale:

CAD	Competency Achieved with Distinction Exceptionally high standard of competency
CAM	Competency Achieved with Merit Above average standard of competency
CA	Competency Achieved Acceptable standard of competency
NYC	Not Yet Competent

A “Competency Achieved” (CA) is awarded for a module/unit where competence is achieved for all learning outcomes/elements. Where competence is not achieved for all learning outcomes/elements a “Not Yet Competent” (NYC) will be awarded.

Merit and Distinction awards will be allocated at a learning outcome/element level and module/unit level where cumulative assessment results indicate skills and knowledge at a level significantly beyond the required competency standard.

Students are required to present their assignments according to the guidelines laid out in the *College Assignment Style Guide*.

Workplace assessment is associated with the ministry placement components of the course. For ministry placement each student is to be allocated an appropriate supervisor who will monitor the student’s progress and report on this progress to the College ministry placement coordinator. The final assessment of the student is to be made by the College ministry placement coordinator in conjunction with the supervisor.

B. Assessment Due Dates

1. Assignments

Assessments may be submitted in either hard copy to the college office or by email to assessment@paradise.asn.au

When submitting assessments by email please insert them as attachments with the following file name:

Surname, First name – Module name – Assignment number – year-month-day

Eg. Smith, Bill – Ephesians – Assignment 1 – 2011-05-26

All assessments including electronic submissions must be submitted by the close of College office hours on the respective due date.

Students may negotiate an extension of the due date with the respective Trainer if they have sufficient reason (e.g. ill health, family or personal circumstances etc.). NB. Being “too busy” is not a sufficient reason. All negotiations must be made before the due date occurs and the students are required to submit an *Application for Extension* form to the Trainer upon which a new due date is to be recorded and signed by the Trainer. This form is then to be attached to the front of the assignment by the student when it is submitted for marking. These forms are available in the College Library.

All assignments submitted after the due date that do not have a signed *Application for Extension* form attached to them will incur a fine of \$5 per day to a maximum of \$35 for any given module/unit.

2. Examinations

Where a module/unit assessment includes an examination the trainer will set an examination date. If a student has a sufficient reason why they are unable to attend the examination they may negotiate a new date for the examination with the trainer. All negotiations must be made before the examination date occurs and the students are required to submit an *Application for Extension* form to the trainer upon which a new date is to be recorded and signed by the trainer. This form is then to be attached to the front of the examination by the student when it is undertaken. These forms are available in the College Library.

If an unexpected reason rises on the day of the examination students are required to contact the College office to negotiate a new date for the examination.

All late examinations that do not have a signed *Application for Extension* form attached to them will incur a fine of \$5 per day to a maximum of \$35 for any given module/unit.

C. Reassessment of Work

Where a student has not achieved competency through an assessment, opportunity will be provided for further practice and reassessment. Students are invited to discuss the specific requirements for reassessment with the relevant trainer. Reassessment will only involve the learning outcomes/elements for which they have not achieved competence.

The reassessment of work must be undertaken by a new due date as agreed by the trainer otherwise the late fees set out above will apply. This initial reassessment will incur no fee however additional reassessments will incur a \$15 fee per assessment.

D. Special Learning Needs

If you feel that you have some special learning needs you are invited to discuss these with the College Faculty Head or with one of the College staff members. In this way the College may be able to adjust its delivery or assessment approaches to assist you with your learning needs.

E. Assessment Appeals

Paradise College of Ministries believes that it is necessary and appropriate for students to be given every opportunity to appeal if they feel that the assessment process has been unfair or if they have felt disadvantaged in any way. Consequently the College has developed the following guidelines for students to make an appeal if they feel their assessment has been unfair or incorrect.

1. Students are invited to initially discuss any issues of appeal with the trainer involved.
2. If the student feels the need to take this further, then a formal appeal can be lodged either with the Registrar or to the trainer on the *Assessment Appeal Form*. Forms are available in the College Library.
3. Appeals are to be lodged within 14 days of the student's receiving the results of assessment.
4. Trainers are to discuss all written appeals with the Faculty Head before responding to the appeal. If the trainer concerned is the Faculty Head, another staff member is to arbitrate in his/her stead.
5. The Faculty Head is to encourage the trainer to do a self re-evaluation of the assessment process taking into account the student's comments, and to report back to the Faculty Head within 7 days.
6. If the trainer feels that the assessment decision should remain as it was, the Faculty Head shall ask two other lectures with the relevant competencies to undertake an independent assessment of the student's material.
7. The reports from the independent assessors shall be lodged with the Faculty Head within 14 days of their accepting the task.
8. The results shall be tallied and the majority decision followed. That is, at least two of the three assessors (i.e., the original assessor plus the two independent assessors) will need to agree in order for a decision to be accepted. If the two independent assessors agree against the original assessor, then the decision of the original assessor will be set aside and the decision of the latter two accepted. If at least one of the independent assessors agrees with the original assessor, then the original decision shall stand.
9. The Faculty Head shall communicate the final decision to the student in writing.
10. No charge or fee is applied to any appeal of the assessment.

Statement of Faith

We believe:

The Bible is the inspired and only infallible and authoritative written Word of God.

There is one God, creator of all things, eternally existent in three persons, God the Father, God the Son, and God the Holy Spirit.

In the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his atoning death, in his bodily resurrection and in his ascension to the right hand of the Father.

In the rapture of the church.

In the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation.

In the personal future return of Christ to this earth in power and glory.

The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ and that regeneration by the Holy Spirit is absolutely essential for personal salvation.

In the baptism of the Holy Spirit for all believers who ask and in the present day reality of the operation in the supernatural gifts of the Holy Spirit.

In the power of God to heal the human body in answer to faith and prayer.

In the observance of the ordinances of Christian baptism by immersion for all believers and the Lord's Supper.

College Contact Details

Assembly of God Paradise Inc.
trading as Paradise College of Ministries

57 Darley Rd
Paradise SA 5075
Ph: +61 8 8336 0033
Fax: +61 8 8336 0005
Email: study@pcom.com.au
Web Site: www.pcom.com.au
CRICOS Provider Code: 01027C

Appendix A: Certificate IV in Christian Ministry

Leadership Foundations – Leadership and Bible Stream

The Leadership and Bible stream within the Certificate IV in Christian Ministry provides an understanding of essential Biblical truths and foundational leadership principles. To complete this stream you will undertake all core units/modules and the elective units/modules below.

In order to gain competence in the Certificate IV in Christian Ministry students 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
BSBWOR404A	Develop work priorities	40 hrs
BSBWOR402A	Promote team effectiveness	50 hrs
CHCCHILD401A	Identify and respond to children and young people at risk of harm	30 hrs
HLTOHS200A	Participate in OHS processes	20 hrs
BSBCMM401A	Make a presentation	30 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
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

CMML409	Caring for New People	10 hrs
CMML410	Children's Ministry in the Church*	10 hrs
CMML411	Personal Evangelism*	10 hrs
CMML413	Relationships and Family Issues*	20 hrs
CMPD403	Life Principles 1*	20 hrs

Please note that subjects marked * will not be delivered live in class in 2010 but will be delivered off campus by DVD.

Leadership Internship – Leadership and Ministry Stream

The Leadership and Ministry stream within the Certificate IV in Christian Ministry provides an understanding of essential Biblical truths and develops leadership skills through practical ministry experiences. To complete this stream you will undertake all core units/modules and the following elective units/modules below.

In order to gain competence in the Certificate IV in Christian Ministry students 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
BSBWOR404A	Develop work priorities	40 hrs
BSBWOR402A	Promote team effectiveness	50 hrs
CHCCHILD401A	Identify and respond to children and young people at risk of harm	30 hrs
HLTOHS200A	Participate in OHS processes	20 hrs
BSBCMM401A	Make a presentation	30 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
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
BSBATSIL410B	Manage Stress	30 hrs
BSBPMG510A	Manage projects	60 hrs
CHCADMIN305D	Work within the administrative protocols of the organisation	75 hrs

To make your selection of electives simpler the College has created the following streams within the Certificate IV in Christian Ministry.

- Leadership Foundations (Leadership and Bible stream)
- Leadership Internship (Leadership and Ministry Stream)

Entrance into the Leadership and Ministry Stream is dependent not only upon a successful application into the College but also upon the student successfully gaining a ministry placement with a pastoral supervisor. The obtaining of a ministry placement is the student's responsibility and generally grows out of the relationship between the student and a local church. Due to the difficulty of international students building a relationship with a local church prior to coming to Australia it is recommended that international students desiring to study for one year enrol in the Leadership Foundations (Leadership and Bible stream) of the Certificate IV in Christian Ministry.

Please note that students may change their stream of study to the Leadership and Ministry streams if after arrival in Australia they are successful in arranging a suitable pastoral supervisor.

Appendix B: Diploma of Christian Ministry

Advanced Leadership – Leadership and Bible Stream

The Leadership and Bible stream within the Diploma of Christian Ministry provides deeper understanding of Biblical truths and leadership principles. To complete this stream you will undertake all core units/modules and the following elective units/modules below.

In order to gain competence in the Diploma of Christian Ministry students 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
BSBWOR501A	Manage personal work priorities and professional development	60 hrs
BSBWOR502A	Ensure team effectiveness	60 hrs

Elective units/modules

CMBT502	The Psalms*	10 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
CMCS504	Introduction to Missions*	20 hrs
CMCS501	Apologetics*	10 hrs
CMCS502	Contemporary Christian Issues*	20 hrs
CMCS503	World Religions and the Cults*	20 hrs
CMHS501	Introduction to Church History*	40 hrs
CMML504	Biblical Leaders 2*	10 hrs
CMML505	Spiritual Gifts in Ministry	10 hrs
CMML509	Ministerial Ethics*	10 hrs
BSBATSIL410A	Manage Stress	30 hrs

Please note that subjects marked * will not be delivered live in class in 2011 but will be delivered off campus by DVD.

Advanced Leadership Internship – Leadership and Ministry Stream

The Leadership and Ministry stream within the Diploma of Christian Ministry provides deeper understanding of Biblical truths and develops higher leadership skills through practical ministry experiences in which you will be responsible for leading and managing others. To complete this stream you will undertake all core units/modules and the following elective units/modules below.

In order to gain competence in the Diploma of Christian Ministry students 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
BSBWOR501A	Manage personal work priorities and professional development	60 hrs
BSBWOR502A	Ensure team effectiveness	60 hrs

Elective units/modules

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
CMCS501	Apologetics	10 hrs
CHCORG525C	Recruit and co-ordinate volunteers	70 hrs
CHCORG527B	Provide mentoring support to colleagues	60 hrs
CHCORG428A	Reflect and improve upon professional practice	120 hrs

To make your selection of electives simpler the College has created the following streams within the Diploma of Christian Ministry.

- Advanced Leadership (Leadership and Bible stream)
- Advanced Leadership Internship (Leadership and Ministry Stream)

Entrance into the Leadership and Ministry Stream is dependent not only upon a successful application into the College but also upon the student successfully gaining a ministry placement with a pastoral supervisor. The obtaining of a ministry placement is the student's responsibility and generally grows out of the relationship between the student and a local church. Due to the difficulty of international students building a relationship with a local church prior to coming to Australia it is recommended that international students desiring to study for two years enrol in the Advanced Leadership (Leadership and Bible stream) of the Diploma of in Christian Ministry.

Please note that students may change their stream of study to the Leadership and Ministry streams if after arrival in Australia they are successful in arranging a suitable pastoral supervisor.

Appendix C: Access and Equity Policy

A. Policy

Paradise College of Ministries is committed to meeting the needs of the individual students and the community as a whole, through the integration of access and equity guidelines.

Paradise College of Ministries will ensure that equity principles for all, regardless of race, gender, age, social or educational background or any disability that may be present, are implemented through fair allocation of resources (including human resources) and the right to equality of opportunity without discrimination.

Paradise College of Ministries will ensure that no applicant for admission to the College will be disadvantaged in any way by virtue of their race, gender, age (recognising of course the minimum age), social or educational background or disability.

B. Procedure

1. Ensure the establishment of non – discriminatory student selection procedures that encourage fair access for members of under represented groups.
2. Ensure that any relevant access and equity issues are considered during course development.
3. Ensure that staff members understand this policy and are aware of its implications.
4. Ensure that students are aware of this policy.

Some Implications of the Policy With Respect to College Life

Staff members need to be aware that there are two types of discrimination:

1. *Direct discrimination* occurs when a person is treated unfairly because of their gender, race, and age or because they have a disability.
2. *Indirect Discrimination* is more difficult to identify and often occurs unintentionally. Indirect Discrimination often occurs when there is a requirement (a rule, a policy, or a system) which appears fair but has an unfavourable effect on one group compared to another. If the impact on the policy is proportionally worse on one group over another (eg., one culture over another, or women over men) then indirect discrimination is probably occurring.

With those two aspects in mind, the following applies:

1. Any assessment adopted must be fair to all and must not discriminate against any particular student or group of students. For example, students who find it difficult to express themselves in writing may be offered oral assessment or the opportunity to record their assessment on audio tape. Similarly students with physical disabilities may be allowed to record their answers using appropriate technologies such as computers, large print materials etc. Trainers are encouraged to be aware of such needs and to discuss alternative assessment methods with the Faculty Head.
2. Students who have satisfied basic entrance competencies in English, and yet still find it difficult to present assignments in that language, should be given an extension to allow them the extra time needed to present finished assignments.

Trainers are asked to carefully monitor students whose first language is not English to ensure that a fair assessment is being made.

3. Teasing or horseplay based on gender, race, social or educational background is to be discouraged within the College community.
4. If staff members or students become aware of any policy of the College that they regard to be indirectly discriminatory, or if they become aware of instances of direct discrimination, they are requested to draw same to the attention of the Faculty Head or Registrar immediately.

Appendix D: State Code of Practice – International Students

CODE OF PRACTICE—OVERSEAS STUDENTS

FOR EDUCATION AND TRAINING ORGANISATIONS REGISTERED TO PROVIDE TRAINING SERVICES AND ASSESSMENT SERVICES AND ISSUANCE OF RECOGNISED QUALIFICATIONS TO OVERSEAS STUDENTS

1. INTRODUCTION

This *Code of Practice* provides the basis for good practice in the marketing, operation, financing and administration of education and training services to overseas students by Assembly of God Paradise Inc. trading as Paradise College of Ministries, a Training Organisation registered in South Australia by the Training and Skills Commission.

This *Code of Practice* complements the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* established under Commonwealth law (the *ESOS Act, 2000* and *ESOS Regulations 2001*).

For the purpose of this *Code* “student” (or parent or legal guardian if the student is under 18 years of age) refers to any person (whether within or outside Australia) who holds a student visa as defined by the *ESOS Act, 2000*, and is participating in education or training delivered by this organisation. A “client” is a person or organisation who may enter into a contract with the registered training provider for the delivery of education and training services. “*National Code*” refers to the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

2. PROVISION OF TRAINING AND ASSESSMENT SERVICES

- 2.1 Our organisation has policies and management practices that maintain high professional standards in the delivery of education, training and assessment services, and which safeguards the interests and welfare of students.
- 2.2 Our organisation maintains a learning environment that is conducive to the success of students.
- 2.3 Our organisation has the capacity to deliver and assess the courses/qualifications for which it has been registered, including: human and physical resources that meet the requirements of Standard 14 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.
- 2.4 Our organisation monitors and assesses the performance and progress of its students.
- 2.5 Our organisation ensures that assessments are conducted in a manner that meets the endorsed components of the relevant Training Package(s) and/or recognised courses.
- 2.6 Our organisation is committed to the principles of access and equity in the delivery of its services.

3. ISSUANCE OF QUALIFICATIONS

Our organisation issues Qualifications and Statements of Attainment to students who meet the required outcomes of a Qualification or Unit of Competence, in accordance with all relevant National Guidelines, acknowledging where applicable.

4. MARKETING OF TRAINING AND ASSESSMENT SERVICES

- 4.1 Our organisation accepts responsibility under this Code of Practice for the actions of its appointed agents or those responsible for the provision of a course under an arrangement with our organisation in relation to information on the recruitment and placement of overseas students, including prescriptions specified at Standards 1 and 4 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.
- 4.2 In marketing our services to overseas students, our organisation aims to enhance the reputation of South Australia and Australia as a source of quality education and training.
- 4.3 Our organisation markets its services consistently with the educational, cultural and regulatory systems of countries in which it seeks to market and accurately represents education and training products and services to prospective students and clients.
- 4.4 Our organisation accurately represents recognised education and training products and services to prospective students and clients and does not:
 - 4.4.1 Make any inaccurate claims of association with any other provider or organisation, or give inaccurate advice as to acceptance into another course;
 - 4.4.2 Draw false or misleading comparisons with any other provider or qualification.
- 4.5 Our organisation gains written permission from a student or client before using information about that individual or organisation in any marketing materials.
- 4.6 Our organisation ensures students and clients are provided with full details of conditions in any contract arrangement with the organisation and will not enrol a student unless we have provided the student with accurate and current information consistent with Attachment A to this Code.

5. RECRUITMENT AND PLACEMENT

- 5.1 Our organisation ensures that offers of course placement are based on assessments by qualified persons of the extent to which the student's qualifications and proficiencies are appropriate to the course of education /training.
- 5.2 Our organisation obtains evidence that assessment of an intending overseas student's proficiency in English has been carried out (unless this is clearly not relevant). Evidence of assessment meets the requirements of the Migration Regulations.
- 5.3 Our organisation ensures that the educational background and English language proficiency of intending students is assessed by suitably qualified persons, and provides for the training of such staff and agents, as appropriate.
- 5.4 Our organisation includes, in any offer of course placement, information on requirements for English language skills (unless this is clearly not relevant), or bridging courses where these are considered necessary.
- 5.5 Our organisation provides accurate information to overseas students of the requirements of courses, enrolls overseas students only in courses as defined in Standard 1 and 9 and under Part C, Section 7, Course Duration of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* under the *ESOS Act, 2000*.
- 5.6 Our organisation notifies and has a documented process for the notification of the relevant Commonwealth authority, for matters relating to overseas student attendance.
- 5.7 Our organisation ensures that the recruitment and placement of overseas students complies with equal opportunity legislation and is consistent with DIAC requirements.

6. RECOGNITION OF PRIOR LEARNING/RECOGNITION OF CURRENT COMPETENCE
- 6.1 In instances when our organisation grants RPL/RCC, it does so in accordance with a documented process, maintains records of RPL/RCC assessments and in compliance with the requirements specified in Standards 2.1 (a) and 12 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.
7. FINANCIAL STANDARDS
- 7.1 Our organisation provides on an annual basis a statement from an appropriately qualified accountant attesting to our financial viability.
- 7.2 Our organisation has appropriate measures in place to ensure students are not financially disadvantaged in the event of the financial failure of the organisation.
- 7.3 Our organisation makes available to students our fair and equitable refund policy which is consistent with Standards 2.1 (e) and 3 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 under the ESOS Act, 2000.
- 7.4 Our organisation ensures that the contractual and financial relationship between the student/client and the organisation is fully and properly documented, consistent with Standards 3 and 13, and that, copies of the documentation at Attachment A, are made available to the student/client. Our organisation will not accept payment of any fees for a course from an overseas student unless our organisation has rendered unto the student:
- 7.4.1 A copy of the agreement, if the provider and the student have a written agreement in accordance with ss 28(1) of the *ESOS Act 2000*;
or
- 7.4.2 A statement in writing to that effect, if there is no such agreement.
- 7.4.3 Advice in relation to refunds specified in Standard 3.2 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* and covered by the provisions of the *ESOS Act, 2000* and the *ESOS Regulations 2001*.
8. INFORMATION
- 8.1 Our organisation has a documented process for ensuring the information provided in Attachment A, is current and relevant.
- 8.2 Our organisation has a process for ensuring students are aware that, under the *ESOS Act 2000*, any personal information may be made available to the state recognition authority, the Commonwealth and the Manager of the ESOS Assurance Fund.
- 8.3 Our organisation advises and has a process for advising students of:
- 8.3.1 changes to student visa conditions as advised by DIAC or its equivalent;
- 8.3.2 changes to the student's enrolment;
- 8.3.3 breaches by students of student visa conditions relating to attendance or satisfactory academic performance.
- 8.4 Our organisation will ensure that staff are informed of their responsibilities under this Code of Practice, consistent with Standard 6.7 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*, the *ESOS Act, 2000* and the *ESOS Regulations, 2001*.

9. STUDENT SUPPORT SERVICES

- 9.1 Our organisation has documented processes that ensure the protection for the health, safety and welfare of students together with adequate and appropriate support services in relation to student accommodation, orientation, academic and personal counselling.
- 9.2 Our organisation has documented processes that enable the discharge of our responsibilities under DIAC requirements to approve accommodation/welfare arrangements for overseas students under 18 years of age.
- 9.3 Our organisation has documented processes to ensure adequate orientation, information and advice on accommodation, concurrent assistance, bridging courses and welfare facilities.
- 9.4 Our organisation has documented processes consistent with Standards 5, 6 and 7.3 (ii) of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* or the appointment and direction of a suitably qualified person as a contact officer for overseas students.

10. COMPLAINTS AND APPEALS MECHANISMS

- 10.1 Our organisation ensures that students and clients have access to a fair, equitable and inexpensive process for expeditiously dealing with grievances and provides an avenue for students to appeal against decisions that affect their progress. Every effort is made by our organisation to resolve students' and clients' grievances.
- 10.2 For this purpose, our organisation has a grievance policy and a member of staff is identified as the reference person for such matters. The grievance mechanism as a whole is made known to students at the time of enrolment.
- 10.3 Where a grievance cannot be resolved internally, our organisation advises students and clients of arrangements in place for a person or body independent of and external to the registered provider to hear complaints or appeals consistent with Standard 8 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

11. RECORD KEEPING

Our organisation keeps complete and accurate records of the attendance and progress of students. We also keep financial records that reflect all payments and charges, the balance due, and provide copies of these records to students on request.

12. QUALITY CONTROL

Our organisation seeks feedback from students and clients on their satisfaction with services received and seeks, through our fully documented quality assurance mechanisms, to improve our service.

13. NATIONAL REQUIREMENTS

Our organisation complies with the *ESOS Act, 2000*, *ESOS Regulations, 2001* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

Appendix E: ACC Ministerial Code of Conduct

The Rationale for a Code

Ministry is a call to serve both God and people. Credentialed Ministers are firstly accountable to God (1 Corinthians 4:4-5), but also to church members and those who receive ministry (Ephesians 4:1-2). Ministers are public figures whose lives are on display and are viewed with considerable public scrutiny. A high degree of conformity is expected with the biblical call to holiness (Matthew 5:48; Titus 2:7-8). Accordingly, pastoral relationships are to be characterised by love, justice, care, and compassion (Micah 6:8). A minister is firstly a disciple of the Lord Jesus Christ, (1 John 2:6) and as such ministry is grounded by prayer, Bible study, regular worship and a readiness to follow the guidance of the Holy Spirit (Matthew 28:19-20).

Ministers of our Movement are to live and minister in accordance with biblical values. Additionally, it is expected that every profession have a code of conduct that sets an example of excellence for the society in which it seeks to minister. Ministers are to be examples in the creation of healthy communities.

The following are guidelines are designed to identify areas, articulate relevant principles, note areas of caution, and state what is clearly prohibited in terms of biblical conduct for Ministers in our movement.¹

The Purpose of the Code

This code is intended to guide the behaviour of Ministers in our Movement. It is articulated to assist leaders to serve in such a manner that it will cause our churches and ministries to be safe places for all; places where integrity is honoured, accountability is practised, misconduct is not concealed, and forgiveness is encouraged to bring about healing and restoration.

Article 15 of the United Constitution and Article 8.3 of the National By-Laws provides for action that may be taken where the holder of a ministerial certificate has committed improper conduct.

Improper conduct is generally regarded as behaviour that in all the circumstances of a case is an inappropriate or incorrect way of discharging a person's duties, obligations, or responsibilities.

This Code of Conduct sets out the standard that is expected of credentialed Ministers, and therefore is an important document for determining whether a person has committed improper conduct.

A breach of a "Prohibited" provisions will always be improper conduct and will result in disciplinary action. A breach of a "Cautionary" provision, depending on the circumstances may be improper conduct, and may result in disciplinary action.

¹ This Code of Conduct will set the basis for acceptable behaviour by ministers of the AOG in Australia. Behaviour inconsistent with this may form the basis for disciplinary procedures See ASSEMBLIES OF GOD NATIONAL CONFERENCE NATIONAL BY-LAWS May 1999 – ARTICLE 8, 13.4.11 Restoration and Reinstatement of Disciplined Ministers.

The Code of Conduct

1. Pastoral Example

Ministers should be “above reproach” (1 Timothy 1:11-12). The values of the Gospel of Christ should be obvious to members of the church and wider society (Matthew 5:16; 1 Corinthians 11:1). It is also important for an effective minister to have a healthy lifestyle and a balance of service, recreation, and family (Ecclesiastes 3:1-11; Titus 1:6). This lifestyle should also be supported and encouraged for all members of church staff.

Ministers should be good citizens and obey the laws of the community (Proverbs 24:21; Romans 13:14; 1 Peter 2:11-17). The only rare exception may be when a Christian engages in non-violent civil disobedience as a matter of protest (Acts 4:18-20).

Caution

Addictive behaviours: Scripture requires that we exercise caution in the use of alcohol (Proverbs 20:1; 1 Corinthians 6:12; 1 Corinthians 8). Abstinence is a stand that is highly respected in our Movement. Extreme caution must also be exercised with all potentially addictive and harmful behaviours that bring unwarranted harm to the body or jeopardise our own or another’s faith.

Language: The use of offensive language should also be avoided (such as swear words, sexual connotations, and racial or religious slurs).

Prohibited

A Minister must avoid drunkenness, gambling, and abstain from the use of all illegal drugs (Romans 13:13; Galatians 5:21). A Minister must not smoke.

2. Ministry Matters

Authority to minister comes from Jesus Christ; the head of the Church (Matthew 28:18; 1 Corinthians 12:27). Christian leadership must never be manipulative or authoritarian (John 15:15). Ministers are servants of Christ, who should endeavour to become servant leaders as modelled by Jesus (John 13:314). Leadership in all its dimensions must always be accountable, and it is essential that ministers act responsibly in the best interests of those they serve (James 3:1; 1 Peter 5:2-4).

Caution

Qualifications: Ministers must not misrepresent their competence, qualifications, training, or experience. Ministers should recognise their level of skill and experience. If they are unsure, they must seek additional advice from other colleagues or other professionals.

Pastoral relationships: Ministers should also be aware of the danger of dependency developing in pastoral relationships, and seek supervision or advice when such concerns arise. A balance should be found between the need for mutual support and the need for accountability.

Ministry gifts: It is a Pentecostal distinctive to honour the role of the Holy Spirit who imparts spiritual gifts (1 Corinthians 12:7). There are a variety of gifts (1 Corinthians 12:4) and the true exercise of these gifts will always be consistent with the fruit of the Spirit (Galatians 5:22-23). For example, prophecy is to be exercised for “strengthening, encouragement and comfort” (1 Corinthians 14:3). A leader must always be willing to held accountable, admitting to the possibility of human error when exercising the gifts of the Spirit (1 Thessalonians 5:19-21).

Public statements: We live in a society that has become increasingly sensitive to matters of discrimination and vilification. A Minister must show respect and godly care to all people, inside or outside the Christian community (Colossians 4:6). Care must be taken in how Ministers speak of the ministry of others in public (Mark 9:40) since reputation is something highly valued in Scripture (Proverbs 22:1).

Care must be exercised when Ministers express a personal opinion on controversial matters. They must distinguish expressing an opinion from speaking on behalf of a local church or the Movement (1 Corinthians 7:12).

Staffing and volunteers: There is a need for transparency and Godly motivation in any employment or ministry offer extended to a Minister, staff member, or volunteer serving in another church². The offer must only be made with the prior knowledge and agreement of the Senior Minister of the church where they currently serve. It is inappropriate that an approach be made to a Minister or staff member serving in a church that is geographically local. It is additionally inappropriate for a Minister or staff member serving in a pastoral team to seek a position in a neighbouring church without the endorsement of their Senior Minister.

After retirement or resignation from a ministry, the Minister must terminate existing pastoral relationships to allow their successor to assume responsibility. Friendships may continue as long as the end of the pastoral relationship is mutually recognised. Any request for a continuing pastoral relationship must only occur with the permission of the new Senior Minister or the person who has overall pastoral oversight.

It is unethical to be employed by a church, to build up that ministry, and then resign or be dismissed and then start a new work incorporating former church members without the prior knowledge and consent of the former Senior Minister. It is also unethical for a Minister to do anything to encourage a member of another church to join his or her church/ministry.

Prohibited

A Minister must not be abusive in any way toward others (1 Timothy 3:2-5; Titus 1:7).

The misuse of authority can be a particular temptation in leadership and must be avoided. Ministers must not attempt to use the gifts of the Holy Spirit to manipulate or coerce a person. This includes attempting to use healing for financial gain; attributing miracles for personal glory; or using a word of knowledge to control an individual; or using prophecy to change church membership or to enlist support for a ministry. Accountability in all areas of

² Obviously, this would apply to churches inside and outside our Movement.

ministry is essential.

3. Sexual Behaviour

Sexuality is a gift from God and integral to human nature. Ministers must value this gift by maintaining chastity in singleness and faithfulness in marriage (Proverbs 5:18, 6:32; 1 Corinthians 7:2). Homosexual behaviour is forbidden by Scripture (Romans 1:24-25).³

Caution

Children: Being especially vulnerable, children are entitled to be safe and protected. Ministry to children needs to be characterised by absolute trustworthiness. The Senior Minister and leadership of the local church are responsible to implement the appropriate Child Protection Policy for their State or Territory.⁴

Physical contact: Caution must always be exercised when initiating or receiving physical contact including gestures of comfort that may be unwanted or misinterpreted.

Pastoral conversations: A Minister must be careful in pastoral conversations when a person talks about sexual problems. Consideration must always be given to whether it is appropriate to refer a person to a suitable counsellor.

Ministry to people in the sex industry requires clear boundaries, a high level of accountability and mixed gender peer support (Proverbs 5:21).

Pastoral relationships: It is only in the rarest of circumstances that a pastoral relationship can legitimately develop into a romantic relationship. If two single people meet in a pastoral setting (not a counselling relationship), and there is mutual attraction, then it is important for both parties to acknowledge that the nature of the relationship is changing. Once mutually recognised and acknowledged, it is the responsibility of the Minister to disclose this to the Senior Minister or their supervisor, and to arrange for someone else to assume pastoral responsibility for that person.⁵

Prohibited

All inappropriate sexual behaviour is forbidden. A Minister must not have a sexual relationship with a member of the church or anyone who is receiving, or has recently received, pastoral ministry. It is never acceptable to blame the person who has received counselling or ministry.

Sexual innuendo or compliments of a sexual nature are always inappropriate.

A Minister must not view pornographic material or go to places of commercialised

³ Assemblies of God Policies 13.4.2 Homosexuality and Lesbianism.

⁴ Assemblies of God Policies 13.4.9 Protection of Children

⁵ As a suggestion: before any dating or physical contact, there should be a gap of three months for a member of a church or youth group, and no less than a year if there was any counselling ministry. Mental health professions would consider this the minimum time required and even then, it is not generally accepted as appropriate behaviour.

sex such as strip clubs or visit a brothel (Matthew 5:28; 2 Peter 2:14a; Proverbs 5:3-6; 1 Corinthians 6:18-20; Ephesians 5:12).⁶ Additionally, they must avoid chat rooms or internet sites of a sexual nature.

4. Financial Matters

A Minister must set an example and have integrity in all their financial dealings. This would include the timely payment of debts, the effective management of finances, as well as providing for their family (Romans 13:7-8). Failure to do so will have a significant impact on the church and the perceptions of the wider community.

The Senior Minister and the leadership of the local church have responsibility for the sound management of church and ministry finances. They may or may not be involved in actual transactions, but must ensure the implementation of a proper system for financial integrity and accountability. All church and ministry accounts should be independently audited.

Caution

Conflicts of interest: It is important to avoid any potential conflict between personal finances and pastoral responsibilities. If there is anything that could lead to a conflict of interest, then it must be immediately disclosed to the Board or Elders. It is important to disclose to the Senior Minister or Board or Eldership any personal gift or bequest (2 Corinthians 8:21; James 2:1, 2-4).

A leader must avoid borrowing money from, or lending money to, a person with whom there is a pastoral relationship.

Particular care must be exercised in the appointment of a spouse or family member to a paid position in the church or ministry. It must be done only with careful consultation with the Board or Eldership.

Taxation: A Minister must exercise caution with tax minimisation strategies and must not improperly use fringe benefit allowances.

Prohibited

A Minister must not seek additional personal advantage or financial gain because of a pastoral role. Naturally, this includes any benefit to a spouse and/or immediate member of his or her family. Various professions forbid dual relationships (2 Timothy 2:4). For example, a doctor cannot enter into a business relationship with a patient. A Minister must disclose to their Board or Eldership any situation that could be viewed as a dual relationship, including business agreements.

A Minister must never borrow or take church funds without proper authorisation. A Minister must not seek financial support from people in a previous church or ministry unless there is authorisation by the current Senior Minister, Eldership, or Board. On termination of employment with a church (ministry or agency), a Minister must not expect a payment that is excessive, illegal or by private

⁶ Assemblies of God Policies 13.4.6 Pornography.

arrangement. In cases of dispute, the matter must be referred to the State President or their appointee.

5. Confidentiality ⁷

Trust is essential in pastoral ministry. Those involved in pastoral care must note that both formal interviews and casual conversations in a ministry context are pastoral encounters where confidences are shared and confidential information received. This information must not be disclosed, and must be treated with the utmost care. Exceptions include when disclosure is required by law (subpoena or abuse notifications), there are concerns for the safety of the person or others, or when the information is in the public domain.

Caution

Pastoral records: Pastoral notes and records are important, but caution must be taken with securing them. Any record of a pastoral counselling session is considered a health record, which is governed by national legislation. Computer records must be password protected and access limited to authorised persons. Paper records must be locked up and access limited to authorised personnel.

Particular care must be exercised in the publication of personal information in church directories, newsletters, rosters, and websites, etc. This also extends to publishing voices and images of individuals.

Confidentiality should be preserved in peer supervision or in mentoring relationships. All care should be taken to avoid disclosing those being discussed. Preachers should be careful with sermon illustrations, in teaching and especially in publications (Proverbs 11:13).

Prohibited

A Minister must not disclose confidential pastoral conversations except if required by law or if there is a concern for the safety of the person or another person (James 5:16).

6. Ministerial Development

It is important to continue to develop ministry skills through a variety of means including education, professional supervision, peer support, mentoring, and a regular ministry review (Proverbs 27:17). It is expected that Ministers will regularly attend District, State, and National Conferences and special events, and undertake ongoing professional development (Romans 13:7). This includes an expectation the Ministers demonstrate a loyalty the Movement and its vision, values, and mission.

The Implementation of the Code

If questions arise with areas of “Caution,” the individual Minister must talk to a

⁷ Assemblies of God Policies 13.4.4 Pastoral Confidentiality; 13.4.10 Confidentiality Guidelines

supervisor, mentor, consult with peers, and if necessary pursue voluntary counselling.

With any breach of the Code of Conduct in a “Prohibited” area the Minister in breach must notify the State President (or the person fulfilling those duties at that time) within 7 days (24 hours if civil or criminal action is involved). See National By-laws, Article 8. The State President will implement the Grievance Policy of the Assemblies of God in Australia upon notification.

Failure to notify in accordance with the paragraph above will itself be a “Prohibited” breach of the code.

Acknowledgements.

This code has drawn on the following codes of conduct, ethical statements, and ministerial guidelines: Faithfulness in Service: A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers (General Synod of the Anglican Church of Australia Child Protection Committee, Draft -2004) Code of Professional Ethics for the practice of Pastoral Ministry: A guide for church workers and their communities (General Synod of the Anglican Church of Australia Child Protection Committee, Draft 2003)

The Code of Good Practice: (Anglican Church of Australia Diocese of Canberra and Goulburn, 2005) Code of Ethics applicable to ministers of Churches of Christ and The protocol for investigating complaints on matters pertaining to Sexuality: (Churches of Christ in Australia adopted 1997 and amended for Churches of Christ in Queensland 1998-1999)

Pentecostal Ministerial Ethics: Pastor Harry Leesment (1988) Statement of Moral Integrity: Pastor Rick Warren. A Statement of Restoration and Re-instatement of Disciplined Ministers.

New South Wales Registration Board Guidelines for Psychologists.

International Student Enrolment Form

Please tick the appropriate box.

Certificate IV in Christian Ministry (1 yr)

Leadership Foundations (Leadership and Bible stream)

Diploma of Christian Ministry (2 yrs)

Advanced Leadership (Leadership and Bible stream)

Please print all answers in BLOCK LETTERS

Mr. Mrs. Miss _____

Family Name

First Names

Address _____

No

Street

Suburb

State

Postcode

Phone: (Home) _____ (Contact) _____

Email: _____

Date of Birth: _____ Country of Birth: _____

Nationality: _____ Salvation Date: _____

Highest Education Standard Attained: _____

Are you currently enrolled with another Registered Training Organisation (RTO)?

No Yes Name of RTO _____

Do you have a letter of release from this RTO? No Yes

Passport Number: _____

Dept of Immigration Office/Embassy at which you will be applying for your Visa:

Church: _____
Name Denomination

Church Address: _____
No Street

Suburb State Postcode

Your Pastor: _____
Name Contact Phone

Your Pastor's Email: _____

Please have your pastor sign the following and include a written reference.

I endorse the applicant's enrolment into Paradise College.

Pastor's Signature

I have read the PCOM Information for International Students Handbook and wish to apply for acceptance into Paradise College of Ministries and I give permission for PCOM to disclose my student records to the appropriate Commonwealth or State regulatory agencies if required and for PCOM Extension colleges to share my student records with the Paradise College of Ministries campus in Adelaide. I give permission for any video or photographic images taken within lecture recordings to be used by PCOM for promotional or off campus educational purposes.

Your Signature

