

Paradise College of Ministries
INFLUENCE YOUR **FUTURE** TODAY

Off Campus Student Handbook

pcóm

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Welcome to Paradise College of Ministries

We believe our Off Campus program provides a unique approach to distance education in that our program is based upon DVD lectures produced from our On Campus classes. Using these DVDs together with the accompanying student notes we are able to bring the classroom experience to you while still maintaining the convenience and flexibility of distance education.

We have found this format is ideal for both individual and group study and we pray that you will find our Off Campus program to be a rewarding and satisfying learning experience.

Studying with Paradise College of Ministries Off Campus program has the following advantages:

Study at Your Own Pace

You chose how much you will study and how quickly you will complete each unit. You can choose to study at a full-time load or as one unit every now and then. With no timetables or classroom restrictions you are able to fit study into the times that best suit your lifestyle.

Study without Leaving Home

In addition to student notes, our unique DVD lectures allow you to experience the heart and soul of each lecture so that your study experience is the closest thing to the classroom without actually being there.

Select the Units You Want to Study

Units may be selected in any order and while those wishing to receive the awards of Certificate IV, Diploma of Christian Ministry must complete all the units in the appropriate courses, others may simply choose to study units of personal interest.

Stay Involved in Your Local Church

We believe that training for ministry should be done within the context of the local church where relationships and credibility are developed. We are committed to your ministry development and our Off Campus program allows you to remain actively involved in your local church while studying.

This information booklet has been produced to help you understand the benefits and details of our Off Campus program and to help you understand some essential information that is important for you to know about studying with us. We hope it will help design the best study program for you.

We pray that your study experience with us will be rewarding and satisfying and will greatly enhance your future development in God.

If you have any questions after reading this information booklet, please contact us, so we can help you in your choice of study options.

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

God wants us to be people who have an ongoing intimate relationship with the Living God.

Personal Vision

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

Christian Character

God wants us to be people whose Christian testimony and ministry are validated by our Christlike character.

Church Involvement

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

Ministry Skills

God wants us to be people who are committed to developing effective ministry skills in order to enhance our sphere of influence.

Bible Knowledge

God wants us to be people who have a passion for God's word and therefore have adopted a mindset and lifestyle of continuous, ongoing learning in the 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.

The Paradise College of Ministries Team

College Faculty

President Ps Brad Bonhomme

Principal 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)

Lecturers

In addition to the College Faculty a wide range of qualified lecturers present our curriculum.

Entry Requirements

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

- 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.

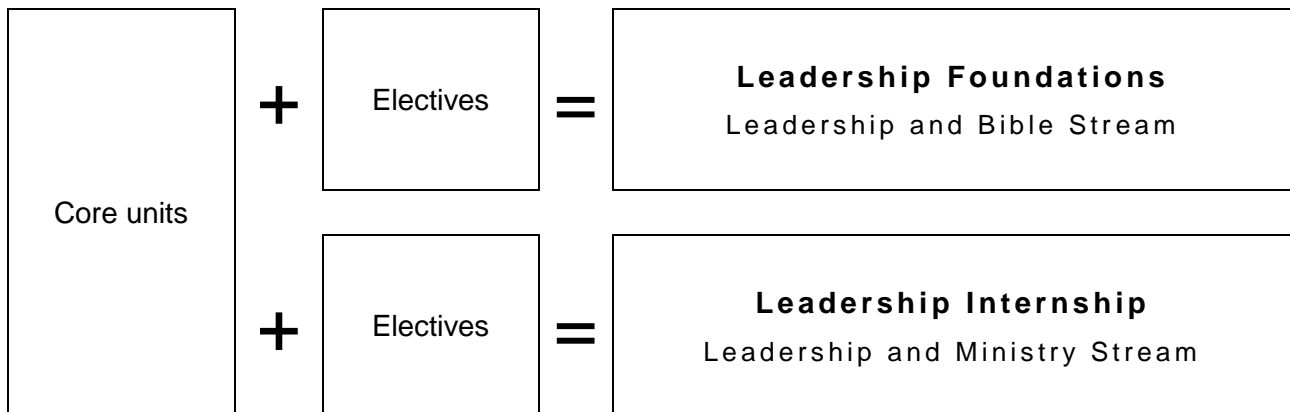
Direct entrance into the Diploma may also be achieved through the successful demonstration of competency in skills and underpinning knowledge to the equivalent level of Certificate IV as evidenced in an approved process of RPL.

Course Outlines

Paradise College of Ministries offers a Certificate IV in Christian Ministry and Diploma of Christian Ministry course with a range of elective options. This means you can choose a study stream that meets your needs and interests through the selection of elective studies. All courses are designed for flexible delivery and may be completed at full time or part time study loads.

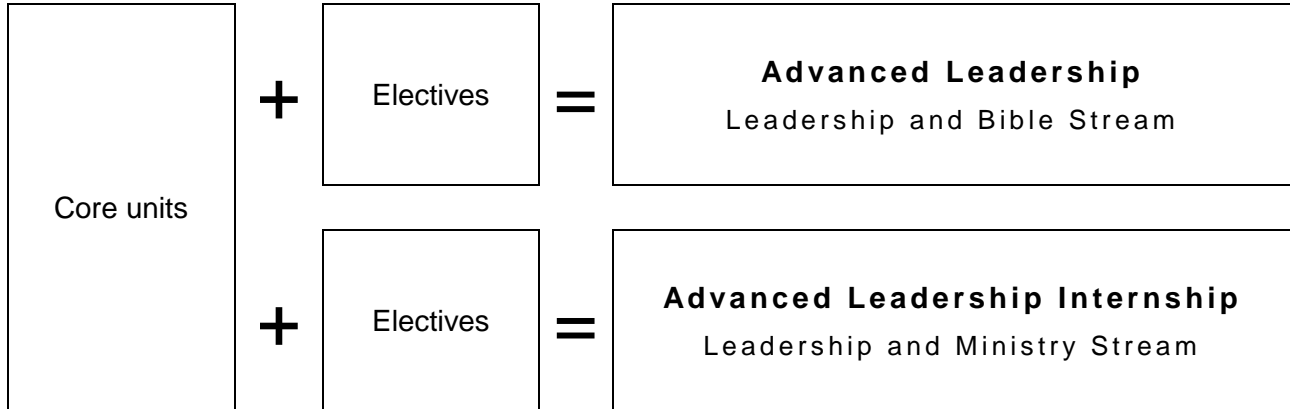
Certificate IV in Christian Ministry

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



Diploma of Christian Ministry

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



To view the requirements of the Certificate IV or Diploma of Christian Ministry, or for more details on the core units or elective units, please see our Courses on the website www.pcom.com.au

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

Qualification Description	National Course Code	Nominal hours	Course Duration
Certificate IV in Christian Ministry	40541SA	Approximately 550 – 720 hrs depending on the choice of elective units.	36 weeks
Diploma of Christian Ministry	40543SA	Approximately 1140 – 1460 hrs depending on the choice of elective units. (Diploma hours include nested Certificate IV in Christian Ministry hours.)	72 weeks

Each qualification is achieved through a combination of on and off the job training and assessment.

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 Assemblies of God 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 Assemblies of God 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 Assemblies of God, however the following guidelines are recommended by the State Executive of the Assemblies of God 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 Assemblies of God 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.

A. 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

B. 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.

Practicalities

A. Selection and Completion of Units

You may study units in any order and you can select any combination of units of 1 to 2 units at a time. Most units need to be completed and returned to the College within 10 weeks. Longer time is allowed for larger units and some of the units continue over a year. This is indicated in the study materials as appropriate.

If you are planning to complete the Certificate IV (or a substantial portion of it) it is recommended that you include *SRSCOP014B Prepare to study* in your first selection of units as this unit will help you with your study skills for all future units.

Similarly we recommend that units marked * on the Off Campus Order Form are ordered early in your studies. Many of these units require gaining practical experience over a year period. Where they are electives it is only if you choose those units.

Units may be ordered using the Off Campus Order Form by posting to the college together with your payment for selected units or by ringing the College Office and paid for by credit card.

Where there is sufficient reason, extensions on the time allowable to complete any given unit will be considered by the College but you must contact and discuss this with us before an extension will be granted.

Upon completion of a unit you may keep the student notes but you must return the DVDs to the College as they remain the property of the College. Additional units may then be ordered. In order to ensure a consistent study load students studying at a full time rate are encouraged to order additional units a week or two prior to completing their existing units in order to overcome delays in postage.

B. Full Time Study

Studying Off Campus allows you to study at your own pace. You may therefore choose to study at whatever load suits your purpose. If you wish to apply for Youth Allowance/Austudy or Abstudy you will however need to study at what is regarded as a *full-time* study load.

In order to maintain a full-time study load Off Campus you need to be undertaking 50 nominal hours worth of units during a month period or 75% thereof.

C. Youth Allowance/Austudy/Abstudy

Youth Allowance, Austudy and Abstudy is available to those who enrol in full-time Off Campus study, subject to the successful lodgement of a claim with the appropriate authorities.

To apply for this assistance you will need a letter of acceptance from the College confirming that you are a full-time student with us. This will be sent to you upon your acceptance into the College.

D. Unit Resources

Lecture notes and DVDs will be supplied for most units. Some lecture notes will be more detailed than others. In addition to the notes supplied you are encouraged to take your own notes as appropriate as you watch the DVDs. Where DVDs are not available or not applicable to the unit, sufficient written resources will be provided to undertake the unit. This will generally occur where the unit is based mostly or all on practical experiences and assessment.

E. Textbooks

The College will supply you with loan photocopies of appropriate readings that the lecturer has felt are necessary in order for you to complete the course successfully.

F. Library

We recognise that it may be difficult for you to use our library in Adelaide. This is offset to some extent by the photocopied resources that are supplied from time to time with the DVDs. Essential textbooks will also be posted to you on a loan basis where appropriate. Nevertheless, Off Campus students are invited to use the borrowing facilities of the Bill Hilbig Library if availability and distance permits. Books may also be borrowed and posted to you if you so desire. Please feel free to contact our librarian to discuss this option. A library fee of \$50 per year is applicable if you choose to utilise the library plus any associated postage costs. As an Off Campus student you are also encouraged to utilize suitable libraries in your local area. Your Pastor may be able to help with suggestions here.

G. Church Attendance

The College has a strong policy of supporting the local churches of students and while you are enrolled with us we want you to maintain a close link to your own church. This should include regular attendance and involvement.

During the year the College staff may liaise with your local Pastor to keep them informed about your progress in College.

The College acknowledges the authority of your local church and will always endeavour to respect any requests made to us by your Pastor.

H. Student Support

The College is committed to supporting you in your studies. Often a call to our office can clarify unit requirements so please do not hesitate to contact us. In addition to this, the College will make every effort to assist you with specific learning needs or difficulties. This may result in customising assessment processes or study programs to help you be successful in your study. Please contact the College if you have any specific learning needs with which we can assist you.

I. Academic Results

You can view an unofficial academic transcript reflecting your academic results at any time on our Student Noticeboard at www.pcom.com.au. Upon successful completion of your course you will receive a complete transcript of your academic results together with the appropriate certificate. If at any point during your studies you require an official record of your results a Statement of Attainment will be issued at a nominal cost. Please contact the College Office to request this.

J. Graduation

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

- Achieve competency in all 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. Upon successful completion of your course we will contact your local church and encourage your Pastor to present your certificate before the congregation at a mutually convenient time.

K. 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 Assemblies of God in Australia.
- Continued failure to meet course requirements.

Fees

A. Course Fees

Individual unit fees and postage costs are indicated on the appropriate order forms. The total course fee for the Certificate IV in Christian Ministry and Diploma of Christian Ministry is \$3,000 to \$3,600 per full-time year depending on elective units chosen. Please note that this figure does not include postage and handling.

B. Application Fee

A once off application fee of \$25.00 is required with your initial registration with the College.

C. Postage and Handling

The postage and handling costs on the order forms indicate the relevant postage and handling fees for the College to post each unit to you. Please note that the return postage of DVDs and assessments is your responsibility and is in addition to the postage and handling fee on the order form.

Students who are able to arrange their own collection and return of DVDs do not incur the postage and handling fee.

D. Payment of Fees

Off Campus Students are required to pay course fees prior to the commencement of each unit. Alternatively, you may contact the College to discuss a payment plan using our periodic electronic funds transfer system.

E. Protection of Fees

In accordance with government registration requirements PCOM may only accept payment of fees up to a maximum of \$500 from each individual student prior to the commencement of the course and once the course has begun may only allow students to pay up to a maximum of \$1,000 in advance.

D. Withdrawal

The College respects student's rights to withdraw from the courses for any reason but ask that they notify the College of their decision.

E. Refund of Fees

The College agrees to refund the appropriate fees paid in advance if a student decides to withdraw from a unit or the course for any reason or if the College terminates studies. The refund will include the fees paid for units that have not been completed but does not include postage fees. Please contact the College to discuss this if the situation arises.

Discounts

A. Spouse Discount

We encourage married couples to grow together in God and as such students who are spouses of past or present students are entitled to a 40% discount of course fees.

B. Ministerial Discount

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

C. Audit Discount

Students not wishing to complete assignments and exams are entitled to a 50% discount of course fees. Audit students are not entitled to academic credit from the College since they do not participate in assignments and exams.

Off Campus Group Options

Our Off Campus DVD program enables you to create within your church the same environment we experience everyday at PCOM. A Church which hosts a group of 4 or more students on a part-time or full-time basis will receive 15% of the student fees (i.e. 4 or more students undertaking the same unit at the same time).

Please contact our College office for a copy of our Off Campus Group Information booklet for further details about how your church can host an Off Campus group.

Course Assessment

There are a variety of ways in which units are assessed. A unit will be assessed by one or a combination of written assignments, examinations and/or practical demonstration of competence. You will be notified at the beginning of each unit how that unit is to be assessed.

All written assessments must be presented according to the *College Assignment Style Guide*. This guide is available on our Student Noticeboard at www.pcom.com.au.

To ensure that correct procedures are followed for exams you will need to have a supervisor, who will oversight your exams. Exam supervisors need no special qualifications other than being an independent person who is nominated by your pastor to be present when you are undertaking an exam. It may in fact be your pastor if they are willing.

Exams will be forwarded directly to the supervisor at the time that your unit is forwarded to you. They will hold the papers until you are ready to sit for the exam. After you have completed the exams they will return the papers directly to the College on your behalf.

A. General Guidelines

Each PCOM 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:

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

A “Competency Achieved” (CA) is awarded for a 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 unit level where cumulative assessment results indicate skills and knowledge at a level significantly beyond the required competency standard.

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. Competence is determined for these on-the-job units by allocating a result of “CA” (Competency Achieved) or “NYC” (Not Yet Competent) for each learning outcome/element within the unit.

B. Re Submission 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 College. 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 College.

This initial reassessment will incur no fee however additional reassessments will incur a \$15 fee per assessment.

C. Access and Equity Issues in Assessment

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

D. 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. Please contact the College office to discuss your assessment.

Student Rights

A. Access to Records

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

B. Access and Equity Policy

Paradise College of Ministries 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.20).

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 the College staff.

C. Student Grievance Policy

Paradise College of Ministries is committed to the welfare of our students and therefore will treat all student grievances with fairness and impartiality. As such the College encourages communication between students and staff on all areas of student welfare and course requirements.

If grievances remain unresolved after discussion with College staff the student has recall to the College Board. Grievances presented to the College Board must be presented in writing.

Where appropriate the student will be presented with a written statement of the appeal outcome, including reasons for the decision.

Finally grievances that remain unresolved may be directed to the following office.

Department of Further Education, Employment, Science & Technology
Quality Directorate
GPO Box 320
ADELAIDE SA 5001
Phone: (08) 8226 3065

Credit Transfer and Recognition of Prior Learning

Students who have completed accredited units at other recognized institutions may apply for Credit Transfer for units 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 previously studied.

When students, through experience and/or previous studies of non-accredited courses, consider that they meet specific 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 unit. Partial credit meaning the student will be required to complete some further requirement in that unit.

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

Credit to Other Courses

Credit gained in our courses is 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.

Pre-Enrolment Information

Under Government regulations all students studying with Registered Training Organisations must be aware of the information listed below and this Handbook provides this information on the pages indicated:

- The accreditation status of the course.....8
- Entry requirements6
- Arrangements for the recognition of prior learning 18
- The duration of courses..... 8 & 10
- The time commitment involved in undertaking the training offered 8 & 10
- The qualification/certification to be issued on completion or partial completion of the course of study8
- Requirements to achieve the qualification. 12
- How the course articulates with other training 18
- Expected employment outcomes8
- Policies on assessment, grading, resubmission of work etc15 - 16
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- The conditions under which trainees will be eligible to receive a refund of fees 13
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- Trainee support services 12

Australian Christian Churches Articles of Faith

For a summary of the Articles of Faith please see our website.www.pcom.com.au

Access and Equity 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.

Enrolment Procedure

1. Complete the Application Form in the College Prospectus or download it from our website. www.pcom.com.au

Please remember to:

- Indicate clearly the course you want to enrol in and study load.
- Include your personal testimony as indicated on the back of the Application Form.
- Arrange with your Pastor for a suitable Exam Supervisor and include their details on the application form.
- Have your Pastor sign the Pastoral endorsement.

2. Select your first unit from the Off Campus Order Form.

You may study units in any order and you can select any combination of units of 1 to 2 units at a time. Most units need to be completed and returned to the College within 10 weeks. Longer time is allowed for larger units and some of the units continue over a year. This is indicated in the study materials as appropriate.

If you are planning to complete the Certificate IV (or a substantial portion of it) it is recommended that you include SRSCOP014B Prepare to study in your first selection of units as this unit will help you with your study skills for all future units.

Similarly we recommend that units marked * on the Off Campus Order Form are ordered early in your studies. Many of these units require gaining practical experience over a year period. Where they are electives it is only if you choose those units.

3. Return the completed Application Form and the Off Campus Order Form to:

Paradise College of Ministries

57 Darley Road

Paradise SA 5075

Please remember to include:

- The Application Fee \$25.
- Payment for the first Unit (s).

We do hope that your studies with PCOM will be rewarding and satisfying and remember that if you have any questions regarding your studies please do not hesitate to contact our office.