



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

Off Campus Group Information



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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. Our Off Campus DVD program enables you to create within your church the same environment we experience everyday at PCOM. Using our DVD resources together with the accompanying student notes we are able to bring the classroom experience to your church while still maintaining the convenience and flexibility of distance education.

Our Off Campus program is ideal for both individual and group study and we pray that you will find our Off Campus program a valuable tool in training your people.

Hosting an Off Campus Group in your church has the following advantages:

Proven Ministry Training

- Access the ministry experience and insight of the PCOM lecturers
- Experience a learning environment of impartation and application of the Word of God
- Build foundations for growth and development in your own people
- Benefit from accredited training in your own church

Flexible

- Choose modules of particular interest to your people
- Students study at their own pace
- Full time and part time options
- Students may choose assessment or non assessment options

Convenient

- All student materials supplied
- No lecture preparation necessary
- Lectures presented by DVD
- All marking done by Paradise College

Personalised

- Training can be personalised to your church through group discussion and application

Financial Benefits

- 15% of fees forwarded to the host church for groups of 4 or more students (i.e. 4 or more students undertaking the same module at the same time).

This information booklet has been produced to help you understand the benefits and details of our Off Campus Group program and is to be read in conjunction to the *Off Campus Student Handbook*.

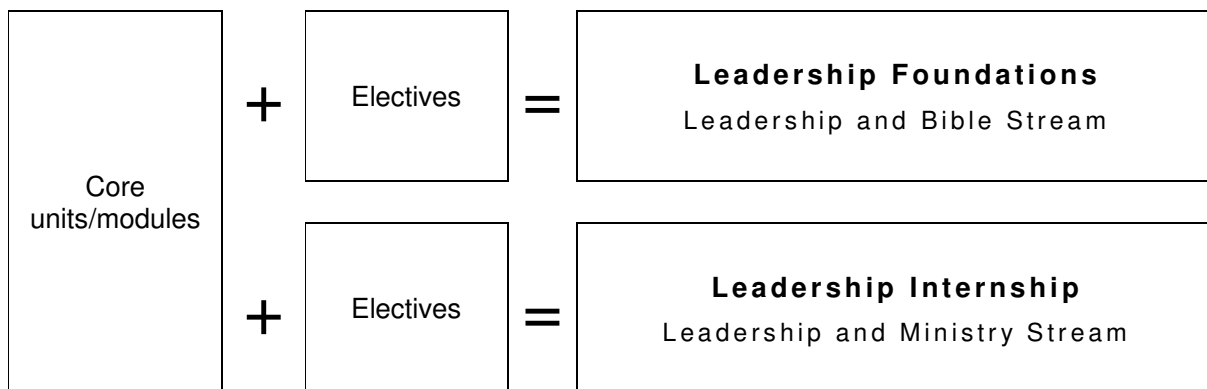
If you have any questions after reading this information booklet, please contact us so we can assist you in your choice of study options.

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.

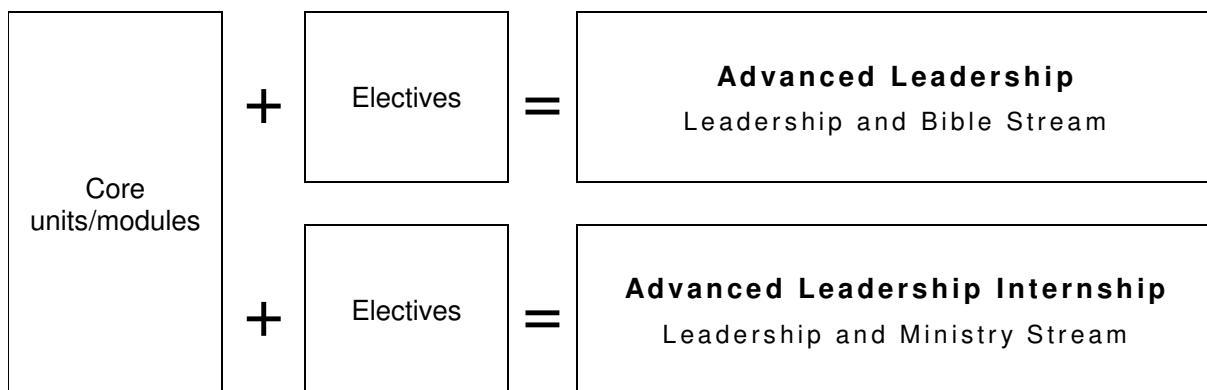
Certificate IV in Christian Ministry

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



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

Appendix A (p.15)

Certificate IV in Christian Ministry

Appendix B (p.**Error! Bookmark not defined.**)

Diploma of Christian Ministry

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/modules.	36 weeks
Diploma of Christian Ministry	40543SA	Approximately 1140 – 1460 hrs depending on the choice of elective units/modules. (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.

Commencing an Off Campus Group

Commencing an Off Campus group is as simple as selecting the modules you feel your group should study and arranging for a suitable time and location for the DVDs to be viewed.

Upon ordering modules, a set of DVDs will be sent on a loan basis to the hosting church while the course materials will be supplied for each enrolled student.

The course materials contain a cover letter outlining the details of the module, assessment requirements and student notes.

Where the assessment of a module includes an exam, copies of these will be sent directly to the group co-ordinator or an alternative Exam Supervisor if the group co-ordinator is an enrolled student.

A. Promoting an Off Campus Group

Once you have made the decision to host an Off Campus group please contact the College for multiple copies of our *Off Campus Information Pack*. These packs provide information about PCOM and the courses available through our Off Campus program and can be given to each prospective student.

You are welcome to produce additional promotional material to supplement this pack to outline the particular modules you will be offering with timetable details etc.

Note: in accordance with Government regulations please submit all additional promotional material to the college for approval prior to release.

B. Enrolling Students

Before enrolling it is important that students read the *Off Campus Student Handbook* contained in the *Off Campus Information Pack* as it outlines all the requirements of studying with PCOM.

Students who wish to enrol in the modules you are offering in your group need to complete the *Application Form* at the back of the *Prospectus* and include a \$25 application fee.

Enrolment forms may be forwarded to the College as a group but if students chose to send their application forms individually they must clearly indicate that they are part of your group.

It is helpful if these application forms are completed and returned to the College before commencing your group's first module however we understand the difficulty this may present in co-ordinating the start of a group and so we ask that they be submitted no later than two weeks after commencing their first module.

C. Setting up a Timetable

Modules may be studied one at a time or it is possible to offer a mixture of modules at any one time. Where more than one module is studied at a time it will require the setting up of a timetable.

Each unit/module varies in size. Units/modules of 10 nominal hours are equivalent to approximately 9 lecture sessions of 50 minutes duration (including exams where applicable). How quickly you move through each module is up to you. A common approach is to offer a 10 nominal hour unit/module as a 1 lecture session per week for 9 weeks. The 20 nominal hour unit/modules can be offered as 2 lecture sessions per week for 9 weeks or 1 lecture session per week over 18 weeks. Note: this is applicable only to classroom based units/modules.

Example: Timetable

Monday Evenings	Term 1 (9 weeks)	Term 2 (9 weeks)	Term 3 (9 weeks)	Term 4 (9 weeks)
6:30pm to 7:20pm	Bible Study Methods	Ephesians	Ephesians	Relationship & Family Issues
7:30pm to 8:20pm	Bible Study Methods	Personal Development 1	Personal Evangelism	Relationship & Family Issues
8:40pm to 9:30pm	Doctrine of the Bible	Doctrines of God & Man	Doctrine of Salvation	Doctrine of Last Things

A full-time study option for the Leadership and Bible Streams requires a timetable of 10 to 11 lecture sessions to be offered each week for 4 terms of 9 weeks. With the full-time study option the Certificate IV in Christian Ministry course can be completed in 1 year and the Diploma of Christian Ministry in 2 years. Please see the accompanying Sample Timetables if you wish to offer the full-time course.

D. Module Selection

Although the modules from our courses can be studied in any order it is recommended that you select the shorter and more devotional modules when first establishing a group.

If your group is planning to complete a full course with PCOM (or a substantial portion of it) it is recommended that you include SRSCOP014B Prepare to study in your first selection of modules as this module will help students with their study skills for all future modules. It is particularly valuable for students who feel apprehensive about undertaking studies in that it motivates and inspires them in their ability to study and gives practical principles to help them succeed in their studies. This module also sets out the College's requirements for completing and presenting assessments. These

modules can be included as part of a weekly timetable while studying other modules or can be done as an intensive before commencing other modules (approximately 9 x 50 minutes sessions).

Please feel free to contact our College staff at any time for advice or feedback on which modules to offer in your local church setting to suit the needs of your students.

E. Ordering Modules

Please use the enclosed *Off Campus Group Module Order Form* to notify us of your module selections and student enrolments.

Modules need to be ordered 2 to 3 weeks prior to the date you wish to commence. If exact numbers are not known an estimate is required. This timeframe allows for a week for postal delivery depending on your location. Express postage is not used unless requested and paid for by the hosting group.

If an estimate is given at the time of ordering modules, please submit the completed *Off Campus Group Module Order Form* no later than two weeks upon commencing the modules along with the appropriate fee payments. Also at this time please return any unused course material packs.

Upon completion of a module the DVDs must be returned to the College as they remain the property of PCOM. Course material packs are kept by the students.

F. Lecture Delivery and Assessment

As all PCOM courses are government accredited they cannot be delivered by non PCOM personnel. Therefore in hosting an Off Campus group all lecture sessions must be presented using the PCOM DVDs and all assessments need to be marked by the PCOM staff.

G. Group Interaction

Hosting an Off Campus group allows your students to receive accredited Christian Ministry training that can be applied to your own local church setting through group discussions and activities outside of the formal lecture sessions. You are welcome to run discussion groups to help students with the formal study.

H. Textbooks & Additional Study Resources

Most of the PCOM lecture notes are comprehensive enough so that students do not need to purchase textbooks. In general where additional reading is required for the completion of assessments PCOM will supply students with loan copies of books or photocopies of appropriate readings. Please contact us if at any time you feel the students require help with additional resources and we can make arrangements from our own library. However, if there is a suitable theological library in the area we recommend students utilize this resource.

I. Student Assessments & Academic Results

All assessments need to be completed and submitted to PCOM within 4 weeks of completing the lecture sessions of each module.

All assessments will be returned to the group via the group co-ordinator.

The students will also receive a report of their results upon completion of each module.

Please note that it is possible for students to enrol with the College as audit students in which case they choose to participate in modules without being assessed and receive no academic credit with the College.

Fees and Discounts

A. Course Fees

Individual unit/module fees 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/modules chosen.

B. Off Campus Group Rebate

If your church hosts a group of 4 or more students on a part-time or full-time basis your church will receive 15% of the student fees (i.e. 4 or more students undertaking the same module at the same time). Students are required to pay the standard course fee prices and PCOM will return the rebate to the host church on a quarterly basis.

This group rebate payment to the host church is subject to GST and therefore your church is required to remit the applicable GST to the ATO on this amount unless your organisation is not registered for GST or is part of the AOG religious group for taxation purposes. Please contact the Australian Tax Office for more details.

C. Application Fee

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

D. Postage and Handling

Standard postage and handling charges for materials sent to the group are covered by the College. The hosting group is responsible to cover the cost of returning the DVD resources and the student assessments to the College. You are welcome to recoup this cost from the students.

If Express post is required this will need to be covered by the hosting group.

E. Discounts

The following discounts are available as follows:

1. Spouse Discount

We encourage married couples to grow together in God and as such where two married people are studying together we extend a discount of 40% of course fees on the second person.

2. Ministerial Discount

Pastors/ministers who hold a credential with a recognised religious group and their spouse are entitled to a 40% discount of course fees. Please supply a copy of credential in order to receive this discount

3. Audit Discount

Students not wishing to complete assessments 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 assessments. Where a student is in receipt of the audit discount, the other discounts do not apply.

Note: Only one discount can apply per student.

Where any of these discounts apply, please indicate on the *Off Campus Group Module Order Form*.

F. Payment Procedure

Course Fees are invoiced to each individual student according to the modules they enrol in. Invoices are sent to the group co-coordinator to distribute to the students. Group coordinators are required to monitor student payments and it is the responsibility of the group coordinator to ensure that all students pay their invoices within 2 weeks of commencing each module.

Group coordinators need to collect monies from students on behalf of PCOM and send a group cheque to the College. It is essential that they clearly indicate the breakdown of the allocation of monies on an individual student basis.

Where student fees remained unpaid, they are not permitted to continue with any new modules.

Full-time students may chose to arrange a direct debit payment plan through the College. Please contact the College for more details.

Additional Information

A. Youth Allowance/Austudy/Abstudy

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

To apply for this assistance students will need a letter of acceptance from the College confirming that they are a full-time student with us. This will be sent to the student upon receipt of their application form and their acceptance into the College.

Where students are in receipt of Youth Allowance/Austudy/Abstudy they must maintain a full-time study load consistently through out their studies i.e. being enrolled in and maintaining course requirements of 6 units/modules per term to a minimum of 140 nominal hours.

B. Student Support

The College is committed to supporting students in their studies. Students are welcome to contact us directly if they require assistance or clarification with module requirements or you may wish to contact us on their behalf if there is a common concern amongst the group.

In addition to this, the College will make every effort to assist students with specific learning needs or difficulties. This may result in customising assessment processes or study programs to help them in their study. Please contact the College if any students in your group have any specific learning needs with which we can assist.

C. Confidentiality of Student Records

All student records, financial and academic are strictly confidential. As part of the enrolment process students are asked to sign a statement giving permission for PCOM to disclose their student records to the hosting church. This allows the group co-ordinator and PCOM to work together in managing the student finances and assessment results. We would ask that you respect the confidentiality of student records and as the group co-ordinator take appropriate measures to ensure that records are not discussed or disclosed to anyone other than yourself as the appointed group co-ordinator. All student records need to be kept in a secure and confidential place. If there are other church personnel carrying out duties on behalf of the group co-ordinator they must be indicated on the Off Campus Group Application Form and sign the confidentiality statements.

Appendix A - Certificate IV in Christian Ministry

Leadership Foundations – Leadership & 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 and a minimum of 6 elective units/modules listed below. 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
CHCCHILD401C	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
CMML403	Principles of Servant Leadership	10 hrs
CMML404	Biblical Leaders 1	10 hrs
CMML405	Discovering Your Ministry	10 hrs
CMML410	Children's Ministry in the Church	10 hrs
CMML411	Personal Evangelism	10 hrs
CMML413	Relationships and Family Issues	20 hrs

CMPD402	Personal Development 1	10 hrs
CMPD403	Life Principles 1	20 hrs

Leadership Internship – Leadership & 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.†

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
CHCCHILD401C	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

† Please note that optional elective units/modules may be chosen from the Certificate IV in Christian Ministry elective units/modules but these are recommended for this stream.

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
BSBWOR501B	Manage personal work priorities and professional development	60 hrs
BSBWOR502B	Ensure team effectiveness	60 hrs

Elective units/modules

CMBT501	Old Testament Essentials	10 hrs
CMBT502	The Psalms	10 hrs
CMBT504	The Synoptic Gospels	20 hrs
CMBT506	2 Corinthians	20 hrs
CMBT508	Hebrews	20 hrs
CMBT509	James	10 hrs
CMCS501	Apologetics	10 hrs
CMCS502	Contemporary Christian Issues	20 hrs
CMCS503	World Religions and the Cults	20 hrs
CMCS504	Introduction to Missions	20 hrs
CMHS501	Introduction to Church History	40 hrs
CMML402	Foundations of Christian Leadership	10 hrs
CMML504	Biblical Leaders 2	10 hrs
CMML509	Ministerial Ethics	10 hrs
BSBATSIL410B	Manage Stress [^]	30 hrs

[^] Students who completed the Cert IV Leadership Internship will need to select equivalent hours from the Cert IV Electives.

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. †

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
BSBWOR501B	Manage personal work priorities and professional development	60 hrs
BSBWOR502B	Ensure team effectiveness	60 hrs

Elective units/modules

CMCS501	Apologetics	10 hrs
CMML506	Communicate the Christian message in a range of settings within a church or Christian organisation	40 hrs
CMML507	Provide and manage pastoral care in a church or Christian organisation	80 hrs
CMML508	Participate in and manage evangelistic activities	60 hrs
CHCORG525C	Recruit and co-ordinate volunteers	70 hrs
CHCORG627B	Provide mentoring support to colleagues	60 hrs
CHCORG428A	Reflect on and improve own professional practice	120 hrs

† Please note that optional elective units/modules may be chosen from the Diploma of Christian Ministry elective units/modules but these are recommended for this stream.