



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

Off Campus Group Information



Assembly of God Paradise Inc
T/as Paradise College of Ministries
57 Darley Rd
Paradise SA 5075
Ph: (08) 8336 0033
Fax: (08) 83360005
Email: study@pcom.com.au
Web: www.pcom.com.au

Contents

Contents.....	3
Welcome to Paradise College of Ministries	5
Proven Ministry Training.....	5
Flexible	5
Convenient.....	5
Personalised.....	5
Financial Benefits	5
Course Outlines	6
Certificate IV in Christian Ministry.....	6
Diploma of Christian Ministry.....	6
Commencing an Off Campus Group	8
A. Promoting an Off Campus Group.....	8
B. Enrolling Students	8
C. Setting up a Timetable	9
D. Unit Selection	9
E. Ordering Units	10
F. Lecture Delivery and Assessment.....	10
G. Group Interaction.....	10
H. Textbooks & Additional Study Resources	10
I. Student Assessments & Academic Results	11
Fees and Discounts.....	12
A. Course Fees	12
B. Off Campus Group Rebate	12
C. Application Fee.....	12
D. Postage and Handling	12
E. Discounts.....	12
F. Payment Procedure.....	13
Additional Information.....	14
A. Youth Allowance/Austudy/Abstudy.....	14
B. Student Support.....	14
C. Confidentiality of Student Records	14

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 units 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 unit 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*.

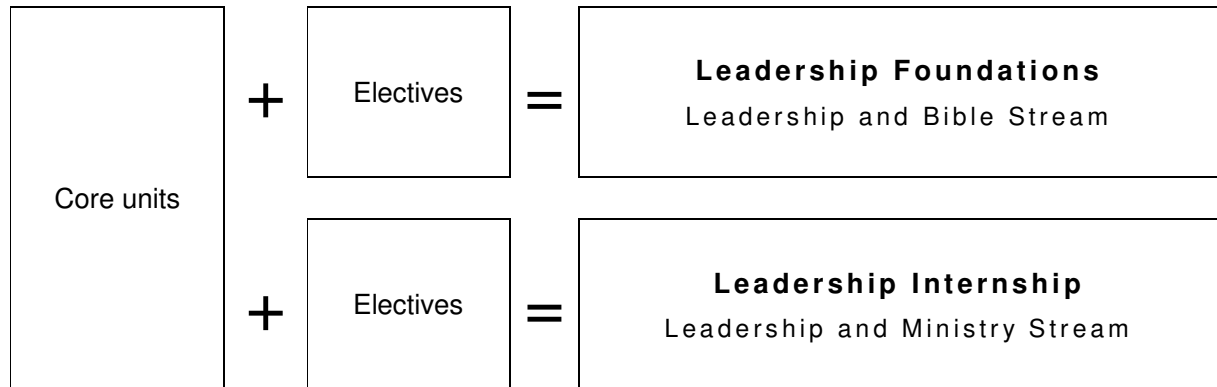
If you have any questions after reading this information booklet, please contact us so we can assist you in your choice of study options.

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.

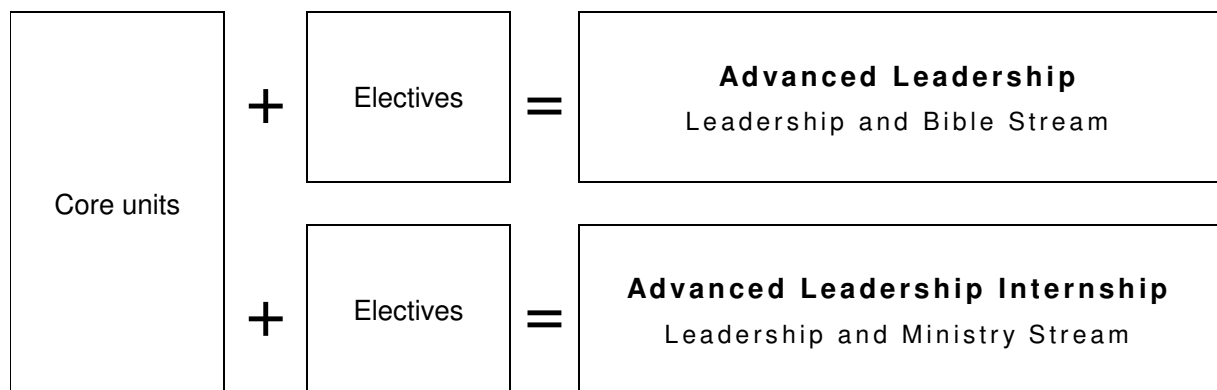
Certificate IV in Christian Ministry

The Certificate IV in Christian Ministry includes core units 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.



The full list of units and nominal hours for each of our courses is available on our website at 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.

Commencing an Off Campus Group

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

Upon ordering units, 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 unit, assessment requirements and student notes.

Where the assessment of a unit 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 units 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 units 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 unit 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 unit.

C. Setting up a Timetable

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

Each unit varies in size. Units 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 unit is up to you. A common approach is to offer a 10 nominal hour unit as a 1 lecture session per week for 9 weeks. The 20 nominal hour units 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.

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. Unit Selection

Although the units from our courses can be studied in any order it is recommended that you select the shorter and more devotional units 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 Prepare to Study in your first selection of units as this unit will help students with their study skills for all future units. 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 unit also sets out the College's requirements for completing and presenting assessments. These units can be included as part of a weekly timetable while studying other units or can be done as an intensive before commencing other units (approximately 9 x 50 minutes sessions).

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

E. Ordering Units

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

Units 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 units, please submit the completed *Off Campus Group Module Order Form* no later than two weeks upon commencing the units along with the appropriate fee payments. Also at this time please return any unused course material packs.

Upon completion of a unit 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 unit.

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

The students can also view a report of their results at any time on our Student Noticeboard at www.pcom.com.au.

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

Fees and Discounts

A. Course Fees

Individual unit 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 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 unit 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 units 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 unit.

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 units.

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 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 unit 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.

