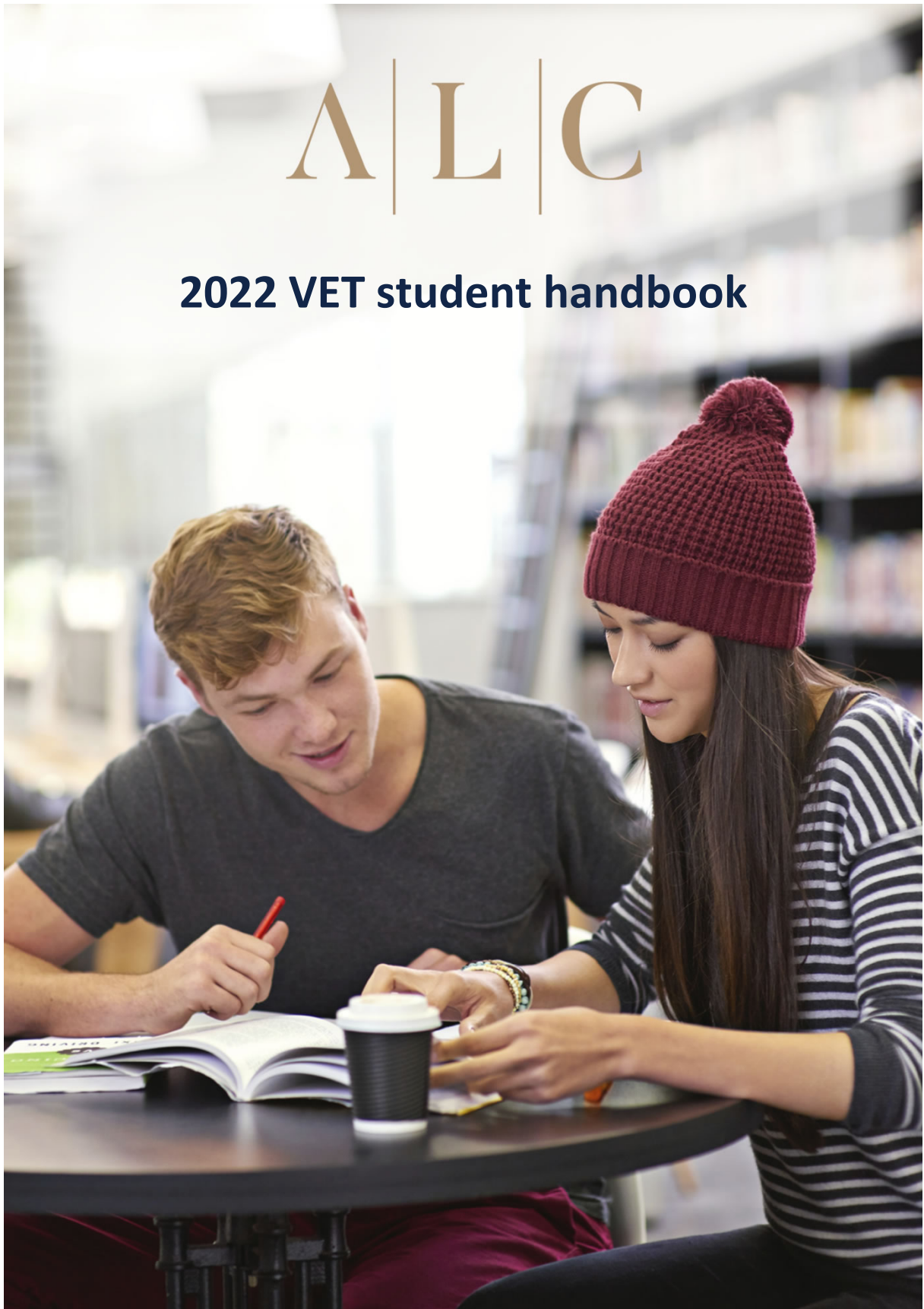


Λ | L | C

2022 VET student handbook



Australian Lutheran College

VET Student Handbook

2022

Developed and produced by
Australian Lutheran College, 104 Jeffcott St, North Adelaide SA 5006
Ph: + 61 8 7120 8200
Email: vet@alc.edu.au
<https://alc.edu.au/>

Copyright © 2021 Australian Lutheran College
Information in this publication was correct at time of printing
Version 2.00

While every effort has been made to ensure content of this handbook is as accurate as possible at the time of publication, ALC reserves the right to update and amend as necessary.

Contents

Section: 1	An Introduction to Vocational Education	4
1.1	Welcome to Australian Lutheran College	4
1.2	Pathways	4
Section: 2	Student Information	5
2.1	Student handbook overview	5
2.2	Study overview	5
2.3	Study requirements	5
2.4	Online learning access—iLearn	5
2.5	Student communication	6
2.6	Student feedback	6
2.7	Government financial assistance	6
2.8	VET Student ID card	6
2.9	ALC Library	6
2.10	Student support services	7
2.11	Who to contact	7
Section: 3	Course Information	8
3.1	Term dates	8
3.2	ALC fees policy	8
3.3	ALC VET fees 2022	9
3.4	Subject delivery	9
3.5	Study modes	9
3.6	Credit transfer	10
3.7	Recognition of Prior Learning	10
Section: 4	Enrolment Procedure	11
4.1	Initial contact	11
4.2	Application for admission process	11
4.3	Language, literacy and numeracy	11
4.4	Study plan	11
4.5	Subject enrolment process	11
Section: 5	Assessment Information	12
5.1	Assessment information	12
5.2	Assessment submission	12
5.3	Assessment results	12
5.4	Assessment extension	13
5.5	Certification	13
Section: 6	Policies	14
6.1	Access and equality	14
6.2	Discrimination, harassment and bullying	14
6.3	Grievance	14
6.4	Health and safety	15
6.5	Language, literacy and numeracy	15
6.6	Plagiarism policy	16
6.7	Referencing guidelines	16
6.8	Privacy policy	16
6.9	Student records	16
6.10	Study guarantee	17
Section: 7	ALC VET Course Summary 2022	18
7.1	Certificate IV in Christian Ministry and Theology (10742NAT) outline	18
7.2	Subjects on offer	18
7.3	Subject descriptors for the Certificate IV in Christian Ministry in Theology	19
Appendix A:	Study Plan	22

Section: 1 An Introduction to Vocational Education

1.1 Welcome to Australian Lutheran College

Australian Lutheran College (ALC) delivers both higher education and Vocational Education and Training (VET) courses to students all around Australia and overseas.

ALC is an associated college of the Adelaide College of Divinity (ACD), RTO# 4863. ACD is the Registered Training Organisation that enables ALC to deliver a nationally accredited vocational education and training certificate to our students throughout Australia. ACD is registered to deliver training in all states and territories.

Refer to <https://www.acd.edu.au/> for further information about this organisation.



Through ACD, the following VET course is available in 2022:

- **10742NAT - Certificate IV in Christian Ministry and Theology**

Designed as a foundational qualification for church and ministry workers in a range of fields, this course provides students with opportunities to gain both essential theological knowledge and a broad range of practical and personal ministry skills.



This handbook provides information about the 10742NAT - Certificate IV in Christian Ministry and Theology (Cert IV CMT). The course subjects are relevant to the ongoing challenges faced by people of the church today. There is an emphasis on practical ministry skills which is demonstrated through our commitment to flexible delivery, ecumenical interaction, and learning through experience and the joy of discovery. ALC VET is an ideal way to deepen your faith and learn practical skills for ministry.

This VET course contains nationally endorsed competencies, and meets the requirements for national recognition. We are able to formally recognise life experiences and previous study, and affirm competencies already achieved.

Students will apply for admission with ACD. During the application, ALC can be selected as your study institution. As the accredited RTO, ACD is the issuing body for all Cert IV CMT certificates of completion (for successful completion of course requirements) and statements of attainment (for partial completion of the course). ALC does not issue such certificates or statements.

1.2 Pathways

Graduates with the Cert IV CMT qualification may gain employment as lay workers, youth workers, chaplains or mission support personnel. Lay workers achieving the Cert IV CMT are eligible for accreditation as a lay worker within the Lutheran Church of Australia and New Zealand.

Students are able to further their study through ALC's undergraduate and postgraduate courses offered through the University of Divinity, which is fully accredited through the Tertiary Education Quality and Standards Authority (TEQSA).

ALC provides the following courses in the higher education sector:

- Diploma in Theology
- Advanced Diploma in Theology and Ministry
- Bachelor of Theology
- Bachelor of Ministry
- Postgraduate awards

Section: 2 Student Information

2.1 Student handbook overview

ALC is committed to ensuring that all students have access to essential information to assist them with their study. This handbook is designed to orientate students with ALC's VET study program, policies and procedures, expectations and responsibilities.

This student handbook includes:

- information about ALC's online learning environment, available resources and course requirements
- information about key dates
- information about student services, learning support and who to contact
- an outline of ALC's policies and procedures related to access and equity, complaints and appeals, discrimination, harassment and bullying, language, literacy and numeracy, privacy, fees and refunds
- information about recognition of prior learning and credit transfer
- assessment procedures and guidelines.

ALC will periodically review and update this handbook. When an update occurs ALC will provide an updated copy of the handbook on the ALC website and notify all students of important changes via email.

2.2 Study overview

ALC currently offers a Cert IV CMT that can be completed full-time in 1 year or part-time over 2 years. The Cert IV CMT requires the satisfactory completion of nine VET units of competency (6 core units and 3 elective units). More information about units of competency and available subjects can be found in section 7.

For students who successfully complete the Cert IV CMT, a certificate of completion will be issued by ACD. For those who complete part of the Cert IV CMT, a statement of attainment will be issued listing all completed subjects.

2.3 Study requirements

To ensure that students can successfully complete their study, the following requirements are needed:

- A computer that has software applications such as Microsoft Word, Microsoft PowerPoint and PDF reader
- Reliable access to the internet
- A personal email address
- A Bible
- A mentor who can offer support

2.4 Online learning access—iLearn

Each subject undertaken requires students to access iLearn, ALC's online learning environment. iLearn is where students are able to:

- View subject outlines
- Access subject content
- Submit assessments
- Give subject feedback

Students will be provided with a username and password to log into iLearn upon first enrolling in the Cert IV CMT, and then access to subjects will be made available upon individual subject enrolments.

For additional information about how to use iLearn, please refer to our [iLearn help information document](#).

2.5 Student communication

ALC will communicate to students using a variety of methods during their study with us. It is the responsibility of the student to advise ALC if their contact details change at any time during their course of study.

One of the primary methods of communication to students will be via the ALC student email address issued to new students upon enrolment. The password issued for iLearn access is the same to access ALC emails. Students are expected to check their ALC email correspondence regularly. [Student email](#) provides more information. Assessors will use the ALC student email address to communicate to students upon successful completion of an assessment, or if a resubmission is required.

2.6 Student feedback

ALC is committed to continuous improvement. Students will be asked to give feedback to ALC at the completion of each subject via the *Subject feedback form* on iLearn. From time to time, ACD may contact a student to obtain feedback. All feedback that the student provides to ALC and ACD is confidential and will assist in improving the delivery of training to all students.

2.7 Government financial assistance

Students who receive Centrelink-administered payments (Austudy, Abstudy, Youth Allowance, Pensioner Education Supplement) may be required to study as full-time students.

To be classified as a full-time student, students will need to complete the course in one year and will need to enrol in and complete 2 to 3 subjects each term. Average study hours will be approximately 10 hours per subject per week during the term period, which includes additional personal study and application of content and assessment completion.

As a certificate level course, the Cert IV CMT is not approved for VET Student Loans, which are only available for approved courses at the diploma level and above (See <https://www.studyassist.gov.au/vet-students/vet-student-loans>). Other government or financial support arrangements may not be available for this course.

Students requiring a letter to confirm their enrolment status for Centrelink purposes are to contact vet@alc.edu.au.

2.8 VET Student ID card

Full-time students are eligible to apply for a VET Student ID card through ACD. At the time of application approval, ACD will provide students with details about applying for a student card. Note: there is no guarantee that a VET student ID card provided by ACD will allow a student any concession options (e.g. public transport; discounted entertainment tickets).

2.9 ALC Library

VET students are entitled to access the [ALC Library](#) while studying with ALC. Information on borrowing books, reciprocal libraries and opening times is available via the library's [off-campus student](#) page.

Please note: students who are on site use the same email and iLearn password to use the library photocopier.

2.9.1 Reciprocal rights

As a student of the Adelaide College of Divinity, you also have reciprocal rights to their library, the [Adelaide Theological Library](#).

2.10 Student support services

ALC VET recognises that students may require a variety of support measures during their study and provides support services which include:

- Responses to enquiries about the course and proposed study plans
- Information regarding enrolments, extensions, submission and withdrawals
- Online support, including iLearn and emails
- Language, literacy and numeracy assistance
- ALC policies and procedures (refer to *Section 6: Policies* for more details).

Adelaide College of Divinity also provides additional student support services, especially for those from non-English speaking backgrounds.

2.11 Who to contact

Any questions about studying Vocational Education and Training with ALC should be directed to vet@alc.edu.au or phone (08) 7120 8200.

Section: 3 Course Information

3.1 Term dates

Each term consists of nine weeks, with a final assessment date at the end of this period. Any student wishing to enrol in online subjects outside of the term time periods should contact the Director of VET to discuss.

2022 term dates

Term 1	
Term 1 commences	24 January 2022
Deadline for subject withdrawal without incurring a cost*	18 February 2022
Term 1 concludes and assessments due	25 March 2022
Term 2	
Term 2 commences	11 April 2022
Deadline for subject withdrawal without incurring a cost*	6 May 2022
Term 2 concludes and assessments due	10 June 2022
Term 3	
Term 3 commences	4 July 2022
Deadline for subject withdrawal without incurring a cost*	29 July 2022
Term 3 concludes and assessments due	2 September 2022
Term 4	
Term 4 commences	26 September 2022
Deadline for subject withdrawal without incurring a cost*	21 October 2022
Term 4 concludes and assessments due	25 November 2022

*Audit fee is charged if workshop is attended.

3.2 ALC fees policy

Prior to enrolment ALC will provide students, through this handbook, with full fee information including course fees, additional fees and charges, refund policy and payment options. These fees are subject to change and reviewed annually. Students will be notified of changes prior to the commencement of a new year. Students are advised to check the online version of the VET student handbook to ensure they are working from the latest fee information.

3.2.1 Subject fees

- Subject fees include all online access and/or relevant subject materials. Some subjects may have specific resource requirements. Details can be found in the individual student subject outlines within iLearn.
- Fees do not include textbooks or additional resources that students may decide to purchase as a part of their studies.

3.2.2 Payment

- ALC students are required to pay their subject fees upfront. This is to occur at the time of enrolling in an individual subject.
- Students who have enrolled in a subject and then wish to withdraw must do so by the published withdrawal date. If materials have been accessed, an administration fee of \$50 will be retained and all other paid monies refunded. If a workshop has been attended, the audit fee for the workshop will be retained and all other paid monies refunded. After the published withdrawal date full subject fees will apply.
- The deadlines for subject withdrawal are published in this handbook.
- Please contact ALC if you require a payment plan to be established.

3.3 ALC VET fees 2022

Application fee	\$100 (non-refundable)
Certificate IV	
Per Unit of Competency	\$430
RPL per Unit of Competency	\$430
Total cost to complete course (at 2022 rates)	\$3,970
Please note: Payment must be received before students are able to access materials for that subject. Students will need to discuss any other payment options with the ALC business office on 08 7120 8200.	

3.4 Subject delivery

ALC VET staff are located at 104 Jeffcott St, North Adelaide. Due to the study modes available, there is no requirement for students to be physically located at our campus to complete this course.

3.5 Study modes

ALC currently offers VET subjects by three delivery modes.

3.5.1 Intensive

During intensives, the content of the subject is delivered over a number of days in conjunction with higher education units. Intensives may be face-to-face or via online webinars. Students complete the subject by engaging in self-paced learning via iLearn, as described under online study mode below.

3.5.2 Online

Online study allows the student to study from within their local context. Through iLearn students can access their study content, readings, quizzes, discussion forums

and other learning resources. All the Cert IV CMT subjects are available to study online through [iLearn](#).

3.5.3 Workshop

Workshops provide a mix of structured group experiences, practical demonstrations, role plays and simulated activities, practical skills exercises, group discussions and peer learning. Students will also engage in self-paced learning via iLearn.

ALC VET can deliver a number of subjects as workshops throughout Australia. Some attendees at these workshops are attending out of personal interest or professional development (audit participants) and are not enrolled as VET students. Each workshop will therefore typically have a mix of participants and students which encourages the presence of diverse views and creates a rich learning environment.

For more information about subjects and delivery modes, see *Section 7: ALC VET Course Summary 2022*.

3.6 Credit transfer

Credit transfer is a process of recognition for students who have completed vocational education and training through another nationally accredited Registered Training Organisation. ALC recognises such training. Students can apply for credit for a unit of competency in the Certificate IV in Christian Ministry and Theology course if they have proof through a statement of attainment. For further information or to apply for credit transfer, please contact vet@alc.edu.au.

3.7 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process for giving students credit for skills, knowledge and experience gained prior to enrolling in the course. These skills can be gained through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering, and at any age. RPL is available for a number of units of competency within the Cert IV CMT and should be requested during the application process or before enrolling in any subjects. The process will require the student to provide documented evidence against the units of competency for which they are requesting RPL. Each requested RPL unit of competency will still occur an enrolment fee (See 3.3 ALC VET fees 2022.)

Please contact the Director of VET to discuss your options with regard to applying for RPL.

Section: 4 Enrolment Procedure

4.1 Initial contact

People considering VET study through ALC may send an email enquiry to enquiries@alc.edu.au or phone ALC on 08 7120 8200.

4.2 Application for admission process

In order to enrol in the Cert IV CMT, applicants apply to study through the Adelaide College of Divinity's [VET Application](#) process and complete the [VET Admission Form](#). The once-off application fee of \$100 (non-refundable) must be paid at the time of applying.

Once an application for admission has been accepted, students will receive an application acceptance letter from ACD, and a welcome email with their ALC student email and iLearn login details.

4.3 Language, literacy and numeracy

During the application for admission process, ACD will advise the student if an online 'Pre-entry Admission Test' is required. If there are any concerns about the results from this test, the Director of VET will speak with the student to discuss study options. Read more about our LLN commitment at *Section 6.5 Language, literacy and numeracy*.

4.4 Study plan

Once admission into the Cert IV CMT is complete, a study plan will be developed with the student in conjunction with an ALC VET staff member. This may be conducted by phone, email or an online video conferencing product (e.g. Zoom or Teams). The purpose of this communication is to recommend a study plan that is appropriate to the student's needs. Some key questions could include:

- What learning outcomes is the student seeking?
- Is the student currently serving in a paid or volunteer ministry role?
- What is the student's current ministry context?
- Is the student already a lay worker or are they seeking lay worker accreditation?
- Is the student seeking to further their professional development?
- What prior qualifications does the student have?
- Over what period of time is the student able to complete their qualification?
- What is the capacity of the student to attend workshops that are not local?
- Will the student be seeking RPL or credit for any units?

At the conclusion of the communication, a proposed study plan will be drafted and made available to the student for consideration. Students will be advised of credit or RPL requirements and procedures at this time. Students can then enrol in subjects (process outlined in section 4.5).

A blank copy of the learning and training plan can be seen in *Appendix A: Study Plan*.

4.5 Subject enrolment process

Once students have received their confirmation of enrolment and an ALC email address, they will be directed to the ACD subject enrolment form. Students will select and pay for their subjects through this form. If a third-party is to pay the subject fee, this can be requested on this form. If a student wishes to have a payment plan, they are to contact the ALC Director of VET to discuss options.

Section: 5 Assessment Information

Assessment in VET is designed to ensure that students have every opportunity to demonstrate competency in all the stated elements, performance criteria, performance evidence and knowledge evidence.

5.1 Assessment information

- Assessment is designed in accordance with the national standards of being valid, reliable, flexible, and fair.
- Assessment tasks are designed to enable the student to apply their learning to their ministry context and reflect on this process. This assessment work is practical in nature, seeking to demonstrate the application of skills and knowledge to the standard appropriate to the qualification level.
- A range of assessment strategies is used in order to enable students to demonstrate that they have acquired a level of skill and underlying knowledge to perform that skill at a competent level. Assessment strategies may include practical and written tasks, oral and small group presentations, observation and third party reports, digital tasks and presentations, projects, and case studies.
- The student will be provided with information to ensure that they clearly understand the requirements and conditions of each assessment task.
- Students enrol in a subject on the understanding that they are able to meet their assessment deadlines.
- The due date for each assessment task can be found in the related subject outline available in iLearn and also in section 3.1 of this handbook. See 'Assessment Extension' below for guidelines for extension requests.
- Failure to submit any assessments without prior approval will usually mean that a student will need to re-enrol in that subject if they still wish to achieve competency.
- For further assessment support, contact the VET staff team via:
vetassessment@alc.edu.au.

5.2 Assessment submission

- Assessment tasks can be accessed via the subject outline in the related iLearn subject.
- Assessment tasks are to be submitted via iLearn.
- Assessment task submissions are not complete until students have ticked the VET student declaration box.
- For further help on accessing iLearn or submitting assessments, contact
ilearnsupport@alc.edu.au.

5.3 Assessment results

- All graded assessments will be returned to students via iLearn. Students will receive a notification email via their ALC student email address.
- In VET, students are deemed to be either 'competent' or 'not yet competent' upon completion of all assessment tasks in the subject.
- Each assessment task is deemed 'satisfactory' or 'not yet satisfactory'. Where a student is assessed as not yet satisfactory, the assessor will identify the performance criteria not yet achieved and provide appropriate help to the student to assist in achieving a satisfactory result for each assessment task. The student will be permitted two attempts to achieve a satisfactory result for each assessment task. If after that time the student is still deemed 'not yet satisfactory' then ALC VET will contact the student and advise them of their options. Once all assessment task for a subject are deemed satisfactory, the overall subject will then be marked as competent.

- Any resubmissions must be submitted within one week of receiving assessor feedback, unless an extension has been requested. (See Section 5.4)
- Any student who is assessed as not yet competent and wishes to dispute their assessment may do so through the process explained in section 6.3 **Grievance**.

5.4 Assessment extension

- It is a requirement that all assessments be completed by the due dates set for each assessment task in iLearn.
- Due to unforeseen circumstances, students may find themselves unable to submit assessments or resubmissions by the due date. Unforeseen circumstances are defined as those that:
 - are beyond the student's control; and
 - make it impracticable for the student to complete the assessment requirements by the due date.
- If an extension is required, students need to complete a [VET Extension Request Form](#). All extension applications must be made at least 3 days before the due date.
- The maximum extension time granted is four weeks after the scheduled due date.
- Students who have not started any assessment and who have paid their term subject fees may negotiate to complete their subject in the following term.
- Assessments cannot be carried over into the following calendar year without approval from the Director of VET.
- Any new due dates negotiated through the extension process or as a result of resubmission of assessment need to be adhered to.

PLEASE NOTE:

If a student has not submitted an assessment task by the extension due date, the student will be deemed not yet competent for the whole subject. Students will then need to re-enrol in the subject at the published subject cost and complete ALL assessment requirements.

5.5 Certification

Upon successful completion of the course requirements, students will receive from ACD a nationally recognised certificate and official transcript of competencies achieved. Students who withdraw before they complete the course are entitled to a statement of attainment from ACD.

ALC also abides by ACD's [VET Assessment Policy](#).

Section: 6 Policies

6.1 Access and equality

ALC strives to ensure its programs and services are relevant, accessible, fair and inclusive for all by:

- promoting qualifications to the Christian and wider community in a manner that includes and reflects the diverse nature of Christian groups, and by ensuring all prospective participants are well informed on the options available to meet their individual study needs
- ensuring both men and women, people with disabilities, those from differing age groups, from culturally and linguistically diverse backgrounds including Aboriginal and Torres Strait Islander people and people with differing language and literacy skills, are able to gain access to the study
- creating a learning environment which promotes dignity, acknowledges the right to privacy and confidentiality, and promotes an awareness of the needs and rights of all students
- making reasonable adjustments to ensure that the participant is not presented with artificial barriers to demonstrating competency in the subject. The Director of VET is responsible for making decisions on reasonable adjustments to the assessment of individual subjects to cater appropriately for access and equity issues that may arise with individual students. Reasonable adjustments may include the use of adaptive technology, alternative methods of assessment such as oral instead of written assessment, and individual assessment support such as enlarged print materials.

ALC also abides by the ACD [Equal Opportunity Policy](#).

Supporting documentation: ALC [Disability policy & procedure](#) and [Equal opportunity policy and procedures](#).

6.2 Discrimination, harassment and bullying

ALC is committed to ensuring a safe and healthy learning environment free from harassment, discrimination or bullying, including cyber bullying, for all staff and students. In the event of harassment, discrimination or bullying occurring, ALC will take appropriate action quickly. Students and/or staff should contact the Director of VET via vet@alc.edu.au who can offer further information, guidance and support. Refer to ALC's complaints procedure in section 6.3.

6.3 Grievance

ALC is committed to resolving any difficulties students may have with ALC procedures, decisions and staff. All parties involved in a complaint or appeal will be expected to maintain confidentiality and respect for all individuals who may be involved in the process in any way. Students and staff should make every effort to initially resolve any dispute at the level at which the incident occurs. Below is a summary of the process. Costs will only be incurred by the student should they request the services of an external organisation outside of the formal process.

6.3.1 Complaints

- If a complaint matter is not satisfactorily resolved, the student may consult the Director of VET, who shall refer the matter to the Dean if necessary.
- If an agreement is not reached between the student and ALC, the matter will be reviewed by an independent mediator. This person will be from outside ALC and independent of ALC staff and training bodies. The mediator will have significant

experience in mediating disputes within the education and training industry and must be acceptable to both parties.

- The decision of the independent mediator will be communicated to both parties in writing and is final.

6.3.2 Appeals

- Any student who wishes to appeal against a decision relating to his/her studies shall consult, in the first instance, with the assessor concerned.
- If the matter is not satisfactorily resolved, the student should follow the formal appeals procedure by writing to the Director of VET.
- The Director of VET will manage the appeals process and make arrangements for two assessors to reassess the work or the RPL package documentation provided.
- If the student does not accept the reassessment decision, then the student can submit a formal complaint as per the process outlined in the complaints policy.

Students can also refer to the [ACD Grievance Procedures](#).

6.4 Health and safety

ALC will ensure the health and safety of students in accordance with workplace health and safety legislation appropriate to the learning environment. ALC staff who have contact with students under 18 will meet the child protection requirements appropriate for the state from which they work.

6.5 Language, literacy and numeracy

ALC is committed to the encouragement and support of training staff that will develop, access and maintain a range of quality English language, literacy and numeracy skills that will assist the student with their study.

ALC will assist students whose 'whole access' to training is limited by language, literacy and numeracy skills and adopt a range of approaches and employ processes to treat each student as an individual e.g. the student who cannot comprehend written questions and would be unable to write an answer may need to be assessed orally.

ALC is aware that language, literacy and numeracy skills are part of specific training requirements and are necessary to perform certain workplace tasks. They are therefore needed during training and assessment. However, the language, literacy and numeracy demands of the course should not be greater than those required in the workplace.

There are a number of ways ALC identifies language, literacy and numeracy needs of the individual student. These include evaluation during the application process (i.e. LLN test) and identification by the trainer/assessor. ALC staff will refer to the Australian Core Skills Framework to identify learning, reading, writing, communication and numeracy abilities and needs of each student.

ALC VET trainers will utilise the following strategies when/if necessary:

- clearly explaining information presented
- discussing any information/reading with all students and encouraging student interaction and communication, and allowing question and answer times to discuss main points
- breaking any information/reading into small sections e.g. present/read and discuss one section, then present/read and discuss the next section
- drawing attention to key words
- using appropriate visual, audio and digital media tools for subject content
- using PowerPoint slides with the main points, including use of a pointer, animation tools and similar
- using visual as well as oral media for follow up explanation

- making time for group work with peer support
- tutoring
- using case studies and scenarios to illustrate information
- making notes available electronically
- providing feedback on assessment tasks
- ACD CALD Support Worker (for those from non-English speaking backgrounds)

6.6 Plagiarism policy

Plagiarism (from *plagiarius*, Latin for ‘kidnapper’) is the unacknowledged use of material written by other people or an unacknowledged reworking of previous writing of your own. Students will often read passages from authors they enjoy and appreciate, and may wonder how they could possibly say anything as well as the author. Nevertheless the student is required to write as much as possible in their own words, no matter how inadequate they may seem. And wherever students use the words of other writers, or their own words from a previous essay, they need to make sure credit is given. Accordingly, all sources of information and ideas used in assessments must be referenced. This applies whether the information is from a book, journal article, the internet, or from a previous essay.

In submitting assessment the student is declaring that the work is original work.

If the assessor finds plagiarism in an assessment, they will document the plagiarism and return the assessment for reworking and resubmission.

The ACD [Academic Integrity Policy](#) also applies to ALC staff and students.

6.7 Referencing guidelines

ALC asks that students use the Turabian referencing format when acknowledging sources of information and ideas used in assessments. Refer to ALC’s style guide [Write on! style guide](#) for further help with referencing.

6.8 Privacy policy

ALC acknowledges and respects the privacy of individuals. We require the information requested during the application process in order to provide students with appropriate training services and to cater for any special needs. Collection and use of an individual’s private information shall be subject to the following guidelines:

- the individual knows of and consents to the collection through signing a declaration on the application for admission
- the information shall be used for the purposes for which it was collected e.g. training methodology, mailing of information relevant to the person
- no disclosure to a third-party without the individual’s consent
- no disclosure to other institutions and authorities unless required by law
- access by the individual to their recorded information within 14 days of receiving a written request (an administration fee may apply)
- information usage is restricted to those persons responsible for its maintenance and usage and such information will have a security level appropriate to the type of storage.

Students can also refer to the [ACD Privacy Information Guidelines](#).

6.9 Student records

Records of your competency are kept for a minimum of 30 years as per regulatory requirements. Students may have access to their personal records including a written record of studies completed to date and the re-issue of a certificate by submitting a request in writing to vet@alc.edu.au.

6.10 **Study guarantee**

In the unlikely event of a business interruption, the student's study is guaranteed until the completion of the current delivery period. After that time any unused monies will be refunded. Students will be issued with a statement of attainment from ACD and advised of other providers through which they can complete the course.

Section: 7 ALC VET Course Summary 2022

7.1 Certificate IV in Christian Ministry and Theology (10742NAT) outline

To achieve the Certificate IV in Christian Ministry and Theology (10742NAT) students need to complete nine units of competency.



A unit of competency is the VET code for the ALC subject that a student will study (e.g. CMTMIN401 = Living Ethically)

Core

There are six core units of competency:

1. CMTTHE401—Interpret and discuss Christian Scripture and Theology
2. CMTTHE402—Interpret theological data
3. CMTTHE403—Compare and present information on a theological theme or issue[^]
4. CMTTHE404—Compare and apply new theological insights
5. CMTMIN401—Explain the application of Christian ethics to contemporary life issues
6. CMTMIN402—Communicate theological information

Electives

There are three additional units of competency which need to be completed:

1. BSBLDR414 –Lead team effectiveness
2. BSBPEF402 – Develop personal work priorities
3. CHCCOM002 – Use communication to build relationships

ALC offers three elective subjects. Adelaide College of Divinity offers other units of competency that can replace any of ALC's elective options. The list of elective options can be viewed on the [ACD VET Units](#) page.

Study modes

There are three modes of study associated with ALC's Cert IV CMT:

Intensive—Join the Higher Education intensive workshop for the subject content, then complete the Cert IV CMT assessments.

Online—Engage with subject content in an online environment.

Workshop—Attend a workshop for subject content. Refer to the [ALC key dates](#) for the workshop dates.

7.2 Subjects on offer

VET unit of competency	Competency description	ALC subject title	Mode of delivery	Term offered
Core competencies (select ONE ALC subject per competency unit)				
CMTTHE401	Interpret and discuss Christian Scripture and Theology	Beliefs	Intensive	TBA
			Online	Terms 1, 2, 3 & 4
CMTTHE402		Bible	Intensive	TBA

VET unit of competency	Competency description	ALC subject title	Mode of delivery	Term offered
	Interpret theological data		Online	Terms 1, 2, 3 & 4
CMTTHE403	Compare and present information on a theological theme or issue	Gracious^	Online	Terms 1, 2, 3 & 4
		Worship^	Online	Terms 2, 3 & 4 only
CMTTHE404	Compare and apply new theological insights	Spiritual Resilience	Online	Terms 1, 2, 3 & 4
			Workshop	TBA
CMTMIN401	Explain the application of Christian ethics to contemporary life issues	Living ethically	Online	Terms 3 & 4 only
CMTMIN402	Communicate theological information	Connection	Online	Terms 1, 2, 3 & 4
Additional units of competency				
BSBLDR414	Lead team effectiveness	Team Leadership	Online	Terms 1, 2, 3 & 4
			Workshop	TBA
BSBPEF402	Develop personal work priorities	Toolkit for Ministry	Online	Terms 1, 2, 3 & 4
			Workshop	TBA
CHCCOM002	Use communication to build relationships	Communication in Ministry	Online	Terms 1, 2, 3 & 4
			Workshop	TBA

^ **Note:** Students can select either *Gracious* or *Worship* to complete CMTTHE403.

7.3 Subject descriptors for the Certificate IV in Christian Ministry in Theology

7.3.1 Subjects available to meet the course core competencies

7.3.1.1 CMTTHE401 Beliefs

Study mode: Intensive or Online

Reflect on your personal faith journey as you encounter the key themes and basic teachings of the Christian faith through unpacking the Apostles'

Creed. Explore diverse theological perspectives and compare this with your own beliefs and understandings. You will have the opportunity to explore and demonstrate the evangelical and pastoral applications of biblical teachings in relation to the Christian faith.

(NB: The intensive study mode for *Beliefs* is offered through the ALC higher education unit *The Christian Faith*. Refer to the current [Higher Education Workshop Calendar](#) for the dates of the *Beliefs* intensives.)

7.3.1.2 CMTTHE402 Bible

Study mode: Intensive or Online

In *Bible* you will explore God's word through an overview of the books of the Old and New Testaments, be given the opportunity to ask the tough questions, and share your thoughts and discoveries with others. Your journey will enable you to detect connections between the different books of the Bible, between the Old and New Testament and the implications this has for us today. Discover the amazing story of the Bible and the roles we continue to play in that story, the story of God.

(NB: The intensive study mode for *Bible* is offered through the ALC higher education unit *Exploring the Bible*. Refer to the current [Higher Education Workshop Calendar](#) for the dates of the *Bible* intensives.)

7.3.1.3 CMTTHE403 Gracious

Study mode: Online

Embrace the challenge of Christian character and discipline. *Gracious* is a subject about discovering your character, with a difference. Jesus, the only person to ever have a perfect character, earnestly wants to live out that character in the lives of his followers. Are things such as meditation and fasting still useful in today's society? In *Gracious* you will explore what your Christian character looks like and how that can be nurtured through different Christian disciplines.

7.3.1.4 CMTTHE403 Worship

Study mode: Online

In *Worship*, you will embark on a journey to understand the origins of Lutheran worship, and how the different elements are symbolic to the divine service as we know it today. You will discover the ebbs and flows of worship, and what is essential for worship in a modern context.

7.3.1.5 CMTTHE404 Spiritual Resilience

Study mode: Online or Workshop

Understand how to build spiritual resilience and practise discernment in our lives. How do we deal with the 'big 3': the world, the flesh, and the devil? Learn how God equips and protects us. Discover the gift of spiritual resilience and hear how God speaks into our lives.

7.3.1.6 CMTMIN401 Living Ethically

Study mode: Online

In this practical subject you will unpack what ethics is, what the Bible teaches us about ethics and how we make ethical decisions. Students will have the opportunity to consider how they treat other people in an ethical manner. Students will explore a number of contemporary ethical issues and how they relate to living ethically.

7.3.1.7 CMTMIN402 Connection

Study mode: or Online

Discover effective and biblical ways to share the gospel in today's culture. *Connection* looks at evangelism in a modern day context. In *Connection* you will explore God's mission to see all creation reconciled back to him, and how Jesus embodied this and gives us the example for mission to others. Learn where you fit into God's mission for the world through understanding the culture we live in, identifying where God is already at work, what part your story and the stories of others have to play, and how you are salt and light to the world.

7.3.2 Electives

7.3.2.1 BSBLDR414 Team Leadership

Study mode: Online or Workshop

Using Jesus as the perfect example of humanity, this subject examines the techniques, understandings and principles that Jesus employed when engaging with people and leading them towards God. Taking this understanding, we will connect the dots through exploring your leadership style, mentoring, equipping others for leadership, and the challenges in leadership and people management. Leading people to connect more fully with Jesus to fulfil the Great Commission is the focus woven throughout the subject.

7.3.2.2 BSBPEF402 Toolkit for Ministry

Study mode: Online or workshop

We all face continual interruptions and unforeseen events in our daily life. This subject is designed to assist you in understanding and applying different models for managing your time and your priorities in a ministry context. We will explore effective time management and discover personalised ways of incorporating 'God time' into your schedule. In gathering hints and tips on organisational skills, we will also learn from the wisdom of others who have struggled to achieve a healthy work and life balance.

7.3.2.3 CHCCOM002 Communication in Ministry

Study mode: Online or Workshop

This subject will provide the opportunity for students to develop communication techniques from a Christian perspective, especially when interacting and forming relationships with others in their ministry context. This subject will explore in greater depth the needs and barriers that can effect healthy communication and how it relates to your organisations policies and protocols. This subject especially addresses the skills and knowledge required to facilitate and record meetings, and respond effectively to feedback.

Appendix A: Study Plan

Student name: _____

Date: _____

VET unit of competency	Competency description	ALC subject title	Mode of delivery	Proposed term of study
Core competencies (select ONE ALC subject per competency unit)				
CMTTHE401	Interpret and discuss Christian Scripture and Theology	Beliefs		
CMTTHE402	Interpret theological data	Bible		
CMTTHE403	Compare and present information on a theological theme or issue	Gracious		
		Worship		
CMTTHE404	Compare and apply new theological insights	Spiritual Resilience		
CMTMIN401	Explain the application of Christian ethics to contemporary life issues	Living Ethically		
CMTMIN402	Communicate theological information	Connection		
Additional subjects				
BSBLDR414	Lead team effectiveness	Team Leadership		
BSBPEF402	Develop personal work priorities	Toolkit for Ministry		
CHCCOM002	Use communication to build relationships	Communication in Ministry		

Notes:
