

Blue Collar Ministry Apprenticeship

Certificate IV in Christian Ministry & Theology (10433NAT)

Diploma of Christian Ministry & Theology (10434NAT)

Advanced Diploma of Christian Ministry & Theology (10435NAT)



Prospectus 2016



VOCATIONAL
BIBLE COLLEGE

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Welcome

Over the last six years Andrew Beddoe has been developing Christian ministry training for the everyday person who learns best on the job. This training was delivered through VBC in the Ministry Apprenticeship. In 2015 the Vocational Bible College (VBC) was established to provide VET qualifications for those who want to better equip themselves to make disciples of Jesus Christ.

Ministry Training Strategy (MTS) partners with the Vocational Bible College RTO prov Id: 41496 for Training Delivery of these courses in Certificate IV, Diploma and Advanced Diploma of Christian Ministry and Theology.

Vision

VBC has developed this training because it believes we need a new generation of everyday Christian leaders in Australia who are theologically sharp and equipped to lead God's church in growing to Christian maturity and reaching the world.

Why do we have this vision?

- We long to see many more people with everyday background in our churches.
- We believe an important step to enabling this to happen is to raise up a new generation of everyday Christian leaders who can effectively minister to everyday people.
- **The Certificate IV in Christian Ministry and Theology (10433NAT)*** will equip a person with the knowledge and skills to be a key member of their local church and a "well-armed soldier for Christ" in their workplace.
- **The Diploma of Christian Ministry & Theology (10434NAT)*** will equip the person with a wider range of skills, the application of theological knowledge in a variety of contexts and the ability to problem solve in complex situations. This is a pre-requisite for those wishing to complete the next level.
- **The Advanced Diploma of Christian Ministry and Theology (10435NAT)** is designed to be the final stage of training for someone seeking employment in a local Church as an Assistant Minister. The Sydney Anglican Church will ordain as deacons those who complete this qualification in their training institute.

What will the training look like?

Full Time Option

You'll be trained for ministry like a building apprentice trains to be a builder. As such, the training will occur within a ministry apprenticeship. This would typically include:

- Four days a week on the job – the apprentice will work in their chosen ministry area (church, TAFE, prison etc) under a VBC approved gospel worker.
- One day a week face-to-face style education – providing ministry training through the VBC College in small groups with other everyday ministry apprentices from all over Sydney.

Part-time Option

Day and Evening courses offered. Three courses are offered at this time. Learners may choose to study one or both of these courses. Please contact VET administrative staff at info@vbc.edu.au or (02) 9570 5193 for more information on times and subjects being offered.

What will be included in the formal training?

The formal training will be provided by Vocational Bible College and will include training in:

- Convictions:** that is Biblical knowledge and understanding.
- Character:** under God see apprentices transformed more into the likeness of Jesus Christ to live loving, sacrificial lives that serve the spiritual, physical and emotional needs of those around them.
- Competencies:** skills to communicate Biblical truth to others and lead God's people in being God's ambassadors in the world.

Who is Vocational Bible College?

VBC was established by a group of Protestant Bible believing Christians across a variety of denominations who believe training for ministry should be accessible to those who are practical and love to learn on the job. The VET sector is designed specifically for this type of learner and suits the learning preferences of many people in our society.

Beliefs

VBC believes theological truth *cannot be changed at will*. Teaching and training others in the God-given task of Gospel ministry presupposes certain basic truths and commitments.

Our doctrinal basis appears below, but first it is important to note:

- We are passionate about the Lord Jesus Christ and seek to love him with all our heart, soul and strength. We are passionate about spreading his gospel throughout the world. We are passionate about seeing more workers trained for God's harvest field.
- We *do not* propose VBC as an intellectual strategy for maximizing gospel ministry 'outcomes', nor as a prescriptive strategy that automatically results in good gospel ministers. Whilst VBC is a defined training methodology, grounded on biblical principles of ministry – *everything* we do comes with the overriding qualification that God *chooses to work in whichever way He pleases*.
- The VBC idea grew from *Reformed, Protestant, Evangelical* theological foundations, from which it gains much of its character. We have no formal connection to any particular Christian denomination, but those involved with VBC are aligned with mainstream Protestant denominations, independent evangelical churches, or other evangelical ministries in universities and elsewhere.

*The doctrinal basis of our belief is best summarized as follows**

We believe in:

1. The unity of the Father, Son and Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration and entire trustworthiness of Holy Scripture, as originally given, and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.
5. Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead and his ascension to the right hand of God the Father.
7. The presence and power of the Holy Spirit in the work of regeneration.
8. The justification of the sinner by the grace of God through faith alone.
9. The indwelling and work of the Holy Spirit in the believer.
10. The one holy universal Church which is the body of Christ and to which all true believers belong.
11. The expectation of the personal return of the Lord Jesus Christ.

**The doctrinal statement above is that subscribed to by the International Fellowship of Evangelical Learners (IFES), which we believe best captures the theological commitments of the Vocational Bible College.*

Course Information

Learner Life

Learning Environment

Each subject will be delivered primarily in the classroom. Each Learner also undertakes an industry placement, with a qualified industry practitioner, as a training strategy to support the training occurring in the classroom.

The Learners classroom trainer will guide them through their learning experience and assist them with both their subjects and their own personal growth. Classroom training normally occurs one day a week during term time.

Learner Orientation

VBC is committed to ensuring that all new Learners attend an orientation program, enabling the Learner to familiarise themselves with VBC's training program, policies and procedures. An orientation day must be held at the beginning of any intake of new Learners. For example the beginning of a new term, or a new year as appropriate.

Your Learner orientation program will include:

- Information about the operation of VBC, Learner services, courses and any local training institute information
- Information about VBC's Core Values
- An outline of VBC's Access and Equity Policy, Bullying and Sexual Harassment Policy, Occupational Health and Safety Procedures, Fees and Refunds.
- An introduction to important staff and how to contact them
- Information about training and assessment procedures including Recognised Prior Learning and Mutual Recognition

Learner Records

Learners can get access to their personal records through the VBC office on request to the VET manager.

Assessment

All Learner assessments will be marked as Competent or Not Yet Competent. If a Learner is assessed as Not Yet Competent, the Assessor/s shall determine what has not been achieved and provide appropriate help towards competency. If after reassessment, by the Assessor, the participant does not satisfy the required achievement level/s, then the Assessor shall:

- Immediately lodge the assessment tools with the vocational education staff and,
- Provide a written report to the Course Trainer / Coordinator within two working days of the re-assessment.

Any Learner who is assessed as Not Yet Competent and wishes to dispute their assessment can do so through a written application to the Principal of the Vocational Bible College, according to VBC's grievance procedure.

Certificate IV in Christian Ministry & Theology (10433NAT) Course Outline

Entry Requirements: In order to be enrolled in this qualification, learners must have:

1. Completed year 10 (minimum)/ Higher School Certificate or AQF level 3 qualification (preferred). If an applicant has not completed the minimum entry requirement of completing year 10 they must be able to complete an LLN AQF level 3 activity.
2. Access to a workplace or a good simulation thereof e.g. working as an assistant in ministry or as a volunteer in a community organisation where the practical skills can be demonstrated.

Learners will study the following 9 subjects:

- 1. Introduction to the Bible (CMTTHE402A Interpret theological data)**
Sometimes it can be quite difficult to understand how the Bible is relevant to us today particularly when reading the Old Testament. This unit explores how the Bible fits together not just as a collection of stories but as one big story that reveals God's plan to save people through Jesus. As we come to understand how the Bible reveals God's plan to save people through Jesus we will better understand how each part of the Bible is relevant to us today.
- 2. New Testament 1 (CMTTHE404A Gain new personal revelation)**
New Testament 1 is a study of the Gospel of Mark. This unit investigates the story at the heart of Christianity; the life, death and resurrection of Jesus Christ. As well as gaining an understanding of the contents, meaning and significance of Mark's Gospel participants will learn skills to read understand and apply the Bible.
- 3. Old Testament 1 (CMTTHE403A Investigate information within a theological theme or issue)**
Old Testament 1 is a study of the first five books of the Bible (Genesis to Deuteronomy). These books teach important truths that are critical for understanding the rest of the Bible. Understanding these books also gives a deeper appreciation of Jesus, his ministry and the life he calls us to live.
- 4. Evangelism (CMTMIN402A Communicate theological information)**
Talking to a non-Christian friend about your belief in Jesus can be challenging. What do you include? What can you leave out? This unit explores the central truths of the Christian message and various ways of explaining these truths simply to others.
- 5. Early Church History (CMTTHE401A Discuss the nature of the Bible & present day Christian life & practice)**
We might be tempted to think that Church history is all about names, places and dates and hence is boring and irrelevant. But Church History is so much more than this! It's about learning from the successes and failures of those who have gone before us: how Christians have understood their faith, how Christians have lived their faith. Studying Church History will stretch our understanding of God, challenge our ideas of how we should live and encourage us as we see God's sovereignty and His work in preparing Christians for the New Creation.
- 6. Ministry and Life (BSBWOR404 Develop work priorities)**
We live in a fast paced, product driven society where success is always measured by efficiency and productivity. Are these the values Christians should adopt in prioritising their ministry and life? How do we prioritise the many opportunities presented to us and the demands people place on us with the many responsibilities we have so that we live faithful, godly Christian lives? This unit helps us think through how to manage opportunities, demands and responsibilities at home, at church, in our community; to family & friends so that we might be wise & godly stewards of the time and resources God has given us.
- 7. Discipleship B (CHCORG529B Provide coaching and encouragement)**
Jesus was a disciple maker and he calls his followers to be disciple makers too (Matthew 28). This unit explores what the Bible says about making disciples and the implications for our lives as we encourage, comfort and urge others to live lives worthy of God who calls us into his kingdom and glory.
- 8. Ministry in Small Groups (CHCGRP002 Plan and conduct group activities)**
Bible Study groups are very important in growing a healthy church. This unit provides training in the skills necessary for writing Bible studies and leading small groups. The goal of learning these skills is to equip leaders in developing Christians and extending the gospel of Christ.
- 9. Ethics of Family (CMTMIN401A Explore ideas about God in relation to the way we live as Christians)**
This unit is designed to help participants live in a way that honours Jesus in their families whether they are married, divorced, single, parents or not. It gives a Biblical overview of the nature and purposes of marriage and parenting. This provides the grounding for practical instruction on conflict, raising children, living as a single person, courting and homosexuality. It has a special emphasis on how local churches can support couples, parents, and singles. It explores how in each life situation we can follow Jesus and to reach out to others with his love.

Diploma of Christian Ministry and Theology (10434NAT) Course Outline

Entry requirements: In order to be enrolled in this qualification, learners have:

1. Completed a Certificate IV in Christian Ministry and Theology or equivalent,
2. Access to a workplace or a good simulation thereof e.g. working as an assistant in ministry or as a volunteer in a community organisation where the practical skills can be demonstrated.

This course covers the following 10 units:

- 1. Christian Leadership (CHCCDE009 Develop and support community leadership)**
It is one thing to be a youth group leader. It is another to become the leader of the youth group leaders. How do you lead leaders? How do you equip them to lead and serve more effectively? At the heart of Christian leadership is serving people and encouraging others to do so, too. Yet sometimes in leadership we find ourselves serving structures rather than people. This subject will help you think Biblically about leadership and give you practical tools to help you lead and equip Christian leaders.
- 2. Doctrine 1 (CMTTHE503A Research and analyse information within a theological theme or issue)**
Christian doctrine is the explanation of the truth about God as He has revealed it to us. The aim of this subject is to help Learners develop a better knowledge of God and God's revelations to the world. It will enable us to not only increase our knowledge of God but serve Him better. The topics covered will include themes such as creation, God, mankind, Jesus, the Holy Spirit, faith, salvation and the resurrection of life.
- 3. New Testament 2 (CMTTHE504A Identify new theological information)**
The book of Romans provides an introduction to the teaching of the Apostle Paul. In particular, it presents a comprehensive and systematic exposition of the gospel and its practical implications. It covers the dominant themes within the Bible - concepts such as sin, judgement, salvation, faith, sanctification, election and reconciliation.
- 4. Pastoral Ministry (CHCPAS001 Plan for the provision of pastoral and spiritual care)**
All Christians are called to care for one another and for others. This unit will provide you with skills essential for a caring ministry. You will develop an understanding of the basic principles of pastoral care, which will help you love people facing a variety of life's challenges such as illness, grief, pain, depression, abuse, assault, marital breakdowns etc.
- 5. Reformation Church History (CMTTHE501A Analyse and interpret theological beliefs in the light of current thinking)**
Reformation Church History investigates the events surrounding the greatest split that has ever occurred in the history of the Western Church. A split between the Roman Catholic Church and what has become known as the Protestant Church. Studying the events surrounding the Reformation will not only strengthen our understanding of the gospel but will teach us wisdom to fight heresy outside the church, within the church and even the heresy within our own hearts.
- 6. Co-ordinating a Ministry Team (CHCVOL003 Recruit, induct and support volunteers)**
Serving in a church will inevitably require you to work alongside volunteers. If you're given the responsibility to look after a ministry area it will require you to co-ordinate a team of volunteers who will work with you. How do you co-ordinate a team of volunteers so that they work well together with enthusiasm and commitment? This subject will equip you with the skills to not only recruit a team, but to set direction and provide support so that your team will not only enjoy serving with you but will look forward to it, even when the work is challenging and hard.
- 7. Ethics (CMTMIN501A Relate theological ideas to the Christian way of life)**
Ethics is the study of right and wrong. In a broken and fallen world it is not always easy to see what is right and wrong. Is abortion always wrong or are there situations where it is the lesser of two evils? Ethics is a subject that requires us to think deeply through the circumstances in which we find ourselves in a fallen world and how God's word applies. In this subject we will discover there are times in our lives where there are no simple answers about how to apply God's word.

8. Old Testament 2 (CMTTHE502A Analyse and interpret theological data)

The Old Testament study of the former and latter prophets covers a period of almost 1,000 years of Israel's history. It begins with Israel entering the Promised Land under Joshua. Throughout the ups & downs of this period of Israel's history, God reveals many truths that will ultimately lead us to Jesus.

9. Preaching (CMTMIN502A Communicate theology in a clear form)

This practical unit is designed to provide you with an understanding of why we preach and preaching techniques. You will be required to prepare talks from the Bible and explain what the text says and how it applies to the life of your listeners.

10. World Religions and Worldviews (CHCPOL403C Undertake research activities)

Sharing the good news of Jesus with someone, not only requires a good understanding of the Christian gospel but a good understanding of the religious views and worldview of the person we speak to. Without understanding the beliefs and values of others our sharing of the gospel may make as much sense to them as if we were speaking in another language. World Religions and Worldviews will give you an introduction to understanding the way different people in our world think so that we are better able to share the good news of Jesus with them. It will also equip you with the skills to do your own research into the beliefs and values held by people in our world so you can more effectively be God's witnesses in the world.

Advanced Diploma of Christian Ministry and Theology (10435NAT) Course Outline

Entry requirements:

In order to be enrolled in this qualification, learners must have:

1. Completed a Diploma of Christian Ministry and Theology or equivalent,
2. Access to a workplace or a good simulation thereof e.g. working as an assistant in ministry or as a volunteer in a community organisation where the practical skills can be demonstrated.

This course covers the following 10 units:

- 1. Denominational Studies (CMTTHE601A Analyse and critique religious traditions in the light of current thinking)**
 The tutorial Prayer book / the faith we confess.
 In Australian Church History we study the history of the Church within Australia. This will help us have a greater appreciation and understanding of the Church within Australia and the factors that have influenced the movement of denominational teaching and practice. This in turn will equip us to better engage with churches different from our own and respond appropriately to the various cultural and social pressures being exerted on the church today.
- 2. Old Testament 3 (CMTTHE602A Analyse and critique theological data)**
 Old Testament 3 studies the 'wisdom' books of the Old Testament. This includes Job, Psalms, Proverbs, Ecclesiastes and Song of Songs. Like in the rest of the Old Testament we will learn more about God, his purposes for his people and ultimately why we need Jesus.
- 3. Staying Healthy in Ministry (CHCPRP003 reflect and improve own professional practice)**
 Christian Leadership 3 will help you think about how to train up the next generation of leaders. We'll be reflecting on the Biblical principles behind Paul's instruction to Timothy to pass on the baton.
- 4. Doctrine 2 (CMTTHE603A Analyse and critique data within a theological theme or issue)**
 In Doctrine 2 we will ponder deeply the Character of God as it is revealed in the Bible. As we see more clearly the depth of God's love and justice and sovereignty we will be grow in our love for God and our trust in him. At the same time we will become more aware of our own sin and weakness and so worship God with fear and reverence and praise."God is Love"
- 5. New Testament 3 (CMTTHE604A Critique new insights on theological information)**
 The Book of Revelation describes the last days including God's ultimate plans for our world. Satan is making war against God's people and the temptation for God's people is to give up. Studying Revelation will help us to stand firm amidst the trials and temptations of this life. Pondering again the hope we have as Christians of the new heaven and earth will strengthen us and help us to not give up.
- 6. Ethics 2 (CMTMIN601A Synthesise theological ideas and the Christian way of life)**
 Ethics 2 will help us apply the word of God deeply to the lives of those we teach and lead.
- 7. Preaching 2 (CMTMIN602A Communicate theology in substantial depth)**
 Building on the foundations laid in Preaching 1 we will further develop and hone our skills as teachers and preachers of God's word.
- 8. Christian Leadership 2 (BSBMGT615 Provide leadership across the organisation)**
 Christian Leadership 2 will equip you with the skills to lead the ministries associated with a congregation in a church. The course will help you love people well, lead by example and grow in your leadership as you follow the example of Jesus.
- 9. Develop Christian Community (CHCCDE002 Develop and implement community programs)**
 Developing Christian Community will further assist you to oversee the various ministries of a congregation as it seeks to reach out to the local community with the good news of Jesus Christ. We will consider how to support individuals and families through baptisms, weddings, funerals, sickness, grief and loss.
- 10. Introduction to Biblical Languages**

VBC Policies

Learner Welfare and Guidance Services

VBC recognises that Learners will undergo all kinds of changes when they submit themselves to a training program. There are a number of services VBC provides which you can access directly. The Vocational Education administration staff is contactable for any enquiries about your course, questions about the processes of VBC, or for raising issues you may have of a welfare nature which requires assistance. The Vocational Education staff can also give you advice on the progress of your course and keep you informed about competencies you have completed and what areas of the course you still need to complete. The Course Coordinator is also available for you to contact, especially in dealing with any areas of the training process in which you believe you have been treated unfairly.

If in the unfortunate instance, VBC is no longer able to assist you to complete your formal training, Learners can if they wish, continue their study through any other Nationally Registered Training Provider who holds the equivalent qualification, receiving credit for all assessments already covered by the VBC. **Refer to Student services policy.

Grievances and Disputes

VBC is committed to resolving any difficulties Learners have with VBC procedures and staff. All parties involved in the grievance/dispute or complaint will be expected to maintain confidentiality with respect for all individuals who may be involved in the dispute in any way. Confrontation will be avoided and every effort will be made to reach a conciliatory and satisfactory agreement for all parties concerned. Learners and staff should make every effort to resolve any dispute initially at the level at which the incident occurs.

Any Learner who wishes to appeal against a decision relating to his/her studies shall consult, in the first instance, with the trainer/coordinator concerned. If the matter is not satisfactorily resolved, the Learner may consult the Principal of VBC, who shall refer the matter to the VBC Leadership Group. If an agreement is not reached between the Learner and VBC the matter will be reviewed by an "Independent Mediator". This person will be from outside VBC and independent of VBC staff and training institute. The mediator will have significant experience in mediating disputes within the education 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. The RTO will acknowledge your grievance and seek a resolution within 60 days from receipt of grievance and/or appeal. Your appeal must be lodged in written format to the VET Manager via email or mail.

Recognition of Qualifications Issued by other RTO's

Learners who have completed Certificate IV, Diploma or Advanced Diploma in Christian Ministry study at other training organisations can apply for recognition of their training as a part of their application.

RPL

Recognised Prior Learning (RPL) is available for all VBC Qualifications. RPL is a process through which Learners can apply to have recognised existing competency within a qualification.

To apply for RPL and to receive more information on procedures and cost please contact the VET Manager on (02) 9570 5193 or info@vbc.edu.au

Access & Equity

VBC will ensure programs and services are relevant, accessible, fair and inclusive for all who agree with the philosophy and training levels of VBC by:

- a) Promoting courses to the Christian and wider community in a manner that includes and reflects the diverse nature of Christian denominations by ensuring all prospective participants are well informed on the options available to meet their individual training needs.
- b) Ensuring women, people with disabilities, people from differing age groups, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples and people with differing language and literacy skills are able to gain access to the training.

The Course Coordinator 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 Learners.

Language, Literacy & Numeracy Policy

VBC is committed to the encouragement and support of training staff who will develop, access and maintain a range of quality English language, literacy and numeracy skills that will ensure appropriate learner pathways throughout the training course.

VBC will assist Learners 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 Learner as an individual. Eg the Learner who cannot comprehend written questions or to write an answer, she/he may have to be assessed orally.

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

There are a number of ways VBC identifies language, literacy and numeracy needs of the individual Learner.

They include:

- a) During the initial interview following the Learner's pre-enrollment
- b) Checking the educational background of the Learner
- c) Conducting an aptitude test if specific needs are identified

Training will accommodate these needs through the following procedures.

Procedure for accommodating language, literacy or numeracy needs:

VBC will use any of the following specific procedures when/if necessary;

- after the trainer has read the information, s/he will explain what the reading is about
- discuss any reading orally with all Learners and encourage Learner interaction and communication – explaining specific areas in depth orally
- break readings into small sections – read and discuss,
- draw attention to key words
- include OHT's/powerpoint with the main points – use a pointer
- tutoring
- DVD's and CD's and for training
- whiteboard documentation for explanation
- workshops with hands on activities
- group work with peer support
- handouts with diagrams
- oral case studies and scenarios
- question and answer times to discuss main points
- feedback to the special needs Learner
- pictures /posters

Privacy Policy

VBC acknowledges and respects the privacy of individuals.

Collection and Use of Information

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.
- The information shall be used for the purposes for which it was collected, e.g:
 - Training methodology.
 - Mailing of information relevant to the person, etc.
- 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 protection and usage restricted to those persons responsible for its maintenance and usage, e.g.,
 - Computer password protection.
 - Hard copies in lockable filing cabinets.
 - Access limited to authorised personnel.
- All transfers and collection of electronic data that is not for general display will be via a minimum 64-bit encryption algorithm

Fee Schedule

Full Time Course Fee

The course fee for full time Learners for the

- Certificate IV in Christian Ministry and Theology (10433NAT) is \$4000 (\$445 per unit), and
- Diploma of Christian Ministry and Theology (10434NAT) is \$5,200 (\$520 per unit) for a full one year program.
- Advanced Diploma of Christian Ministry and Theology (10435NAT) is \$5,200 (\$520 per unit) for a full one year program.

These fees include all course handbooks, notes and materials. They do not include any extra text books Learners may decide to purchase as part of their studies.

Course fees are charged per unit with the first payment due week one of the course and the second payment due week 6.

Certificate IV Course only

Learners will attend 2 weekends away for the 'Ethics of Family' unit. The cost of the two weekends will be \$150 approx. for single Learners and \$250 approx. for families. 50% of this payment will be collected at the beginning of each weekend away and covers accommodation and food costs. This cost is in addition to the course fee.

Part Time Course Fee

Part time Learners will be charged an individual fee for each subject they enrol in according to the following:

- Certificate IV in Christian Ministry and Theology (10433NAT) - \$445 per subject due between the course start date and week 6 of each semester
- Diploma of Christian Ministry and Theology (10434NAT) - \$520 per subject due between the course start date and week 6 of each semester

Re-enrolment Course Fee

Learners re-enrolling in a subject will be charged the full subject fee with the first payment due week one of the course and the second payment due week 6.

Refund Policy

Certificate IV and fee paying Diploma Learners will be refunded 75% of the course fee for each unit if they withdraw before week 6. After this time no refund will be available.

Recognised Prior Learning (RPL)

Learners applying for RPL will be charged a fee of \$200 per unit of competency for the Certificate IV and \$350 per unit of competency for the Diploma and Advanced Diploma.

Application for Credit

An application for credit from other accredited study does not attract any fees.

Important Contact Details

Andrew Beddoe - Principal of Vocational Bible College
Email: info@vbc.edu.au or Mobile: 0425 284 849

Jan Wunderlich - VET Manager
Email: info@vbc.edu.au or Wk Ph: (02) 9570 5193

Vocational Bible College

Ministry Apprenticeship

Application Form

All sections are to be completed. Incomplete forms will be returned. The completed application form and associated documents are to be submitted to VBC preferably by email.

Email: info@vbc.edu.au

Post: VBC Office, PO BOX 978, Hurstville, BC NSW 1481

Website:

Personal Details (Must be official legal name as found on identity documents)

Mr/Mrs/Miss/Ms	
Family Name	
First Name (legal name)	
Second Name	
Preferred Name	

Personal Information

Date of Birth	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

Contact Information

Residential Address	Street Number:	
	Street Name:	
	Suburb/Town/City:	
	State:	Postcode:
Postal Address (if different from above)	Suburb/Town/City:	
	State:	Postcode:
Country of Birth		
City of Birth		
If not born in Australia, which year did you arrive in Australia		

Contact Details

Phone	hm:	wk:
	mob:	
Email (print clearly)		

Unique Learner Identifier (USI)

Unique Learner Identifier (USI) From 1/1/2015 you must have a USI before you can be issued with a qualification. To obtain a USI go to http://www.usi.gov.au . Go to create a USI and follow instructions, completing by having your USI emailed through to you. Then forward this USI onto the VET Manager.	
USI Code (please place here)	

Employment History

Current Employment *Select which ONE best describes your current status*

<input type="checkbox"/> Full time employee	<input type="checkbox"/> Employed unpaid worker in family business
<input type="checkbox"/> Part time employee	<input type="checkbox"/> Unemployed – seeking full time employment
<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – seeking part time work
<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Not employed – not seeking employment

Employment Overview

Please show details of the last five years. Use extra pages if needed.		
Dates (year)	Position Title	Brief description of role and responsibilities

Educational Details

School Details

Are you currently at high school? Yes No

If **YES**, what is your current VET School Number (VSN) or Learner Identifier (LUI)?

_____ NOTE: This refers to a VET Student Number or Learner Identifier applicable to that state education authority requirements for senior certification credit

If **NO**, what is your highest COMPLETED school education level?

Highest Secondary School Level Completed and Year	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or below
	<input type="checkbox"/> Never attended school	
Year completed school education		

Prior Education *Indicate if you have COMPLETED any of the following?*

<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Advanced Diploma (or Associated Diploma)	<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Bachelor Degree (or Higher Degree level)	<input type="checkbox"/> Certificate IV (or Advanced Certificate)
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Diploma
<input type="checkbox"/> Miscellaneous education	

Disability

Do you consider yourself to have a disability, impairment or long-term condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other <input type="checkbox"/> Disability not specified	

Language and Ethnic Group Details

Select which ONE best describes your citizenship status

<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Temporary Visa Holder <input type="checkbox"/> New Zealand citizen	<input type="checkbox"/> Permanent humanitarian visa holder <input type="checkbox"/> Permanent resident		
If none of the above, please describe your citizen status			
Do you identify as any of the following? <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both <input type="checkbox"/> Neither			
Do you speak a language at home apart from English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If YES, which language?			
How well do you speak English	Very Well <input type="checkbox"/>	Well <input type="checkbox"/>	Not Well <input type="checkbox"/>
	Not at All <input type="checkbox"/>		

Emergency Contact Details

Emergency Contact	Name:	
	Phone:	Mobile:
Relationship		
Email		

Medical Information (Optional)

Doctors Name and Contact	Name:	
	ph:	mob:
Medicare Number		
Health Insurer and number		
Allergies and Medication		

Reasons for Study

reasons for study:

Which ONE statement best describes your

<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To start my business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reason (specify):

Course of Study

I am applying for enrolment in (specify ONE only):

<p>Please tick the qualification you are applying for:</p> <p><input type="checkbox"/> Certificate IV in Christian Ministry and Theology (10433NAT)</p> <p><input type="checkbox"/> Diploma of Christian Ministry and Theology (10434NAT)</p> <p><input type="checkbox"/> Advanced Diploma of Christian Ministry and Theology (10435NAT)</p>
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Enrolment Details

Proposed commencement date: ____/____/____

Enrolment Status: Part Time Full Time

Would you like to apply for Credit Transfer or Recognition for Prior Learning?

Yes No

Please attached relevant documentation for RPL to this application.

Learners will be contacted by VBC to discuss their Credit Transfer or Recognition for Prior Learning.

Instructions for providing a Certified Copy of Identification

For your application to be valid, you must submit a certified copy of your identification.

First, make a photocopy of your identification (Drivers Licence, Passport, Birth Certificate)

Take both the original document and photocopy of the original to be certified by a Justice of the Peace, Police Officer, Notary Public, Lawyer, Accountant, Bank Manager, Minister of Religion or Pharmacist. NB: The original document must be signed by the person authorised to certify documents. Note that qualifications will only be issued in official names.

I have ATTACHED a Certified Copy of ID that confirms my legal name and date of birth

Yes No

Please specify type of documentation _____

Referees

Referee 1 (Minister of Religion)	Name:	
	Ph:	Mob:
	Email:	
Referee 2	Name:	
	Ph:	Mob:
	Email:	

Background Information

Please complete the following with information of your experiences.

In a few words please describe your reasons for applying for this course?

Christian Faith

Please attach a short statement outlining how and when you became a Christian
(Please attach another page if required)

Ministry background

What training for ministry have you completed (e.g. courses, workshops, conferences, seminars, led preaching/bible study groups)?

Please list any leadership experience you have had in the local church, roles or Christian Service activities undertaken

Position/Role	Activities Involved	Duration

What do you think are your personal strengths and weaknesses in ministry?

Strengths:

Weaknesses:

What are your long-term hopes/aspirations/interests/dreams?

DECLARATION

For your application to be valid you must complete this section by ticking the boxes and signing. If you are under 18 years old your parent or guardian MUST co-sign the application.

- I certify that the information on this form and the supporting documentation is correct and complete.
- I authorise the VBC to obtain other details relating to my application and to use personal information to process and effect my application.
- I acknowledge the provision of incorrect information and documentation relating to my application may result in cancelation of my enrolment.
- I have obtained a copy or downloaded, read and understood the VBC Student Handbook
- I agree to abide by the policy and procedure as per the VBC Student Handbook which constitutes my agreement with VBC
- I understand that VBC Training Institute requires me to pay my unit fees - 1 unit paid upon enrolment and remainder between week 1 and week 4 of the unit. I also understand that if I withdraw from a unit after week 21 days there is no refund. I also understand that I can forfeit \$150 per unit for withdrawal for administration costs. If I withdraw I will do this in writing to the VET Manager.
- I understand that in the unfortunate instance, VBC is no longer able to assist you to complete your formal training 'Learners' can if they wish continue their study through any other Nationally Registered Training Provider who holds the equivalent qualification, receiving credit for all assessments already covered by the VBC. **Refer to Student services policy
- I have read and understood the VBC Fees Policy as stated in the VBC Prospectus.
- I have read and understood the VBC Prospectus.
- I hereby authorise VBC staff to use personal information to process and effect my application.
- I **DO** consent to the inclusion of photos of myself in publications including promotional material.
- I **DO NOT** consent to the inclusion of photos of myself in publications including promotional material.
- I **do consent** to receiving SMS marketing or promotion communication on my mobile.
- I have **ATTACHED** a **certified** copy of ID that confirms my legal name and date of birth (e.g. Drivers licence, passport, photo id card).

Please specify type of documentation attached.....

Signature..... **Date**.....

Vocational Bible College Application Form

PRIVACY

Vocational Bible College requires the information requested of you in this form in order to provide you with education services and to cater for particular Learners' needs. If you do not provide all the relevant information, then we may not be able to provide such services or assess your academic progress.

Please also note that VBC may provide the personal information given on this application form to third parties (such as universities, colleges, accreditation bodies and Australian government bodies e.g. Centrelink) in order to provide you with education services and to assess your academic progress or suitability.

Please indicate, by signing your name, whether you understand and accept this privacy legislation.

Signature.....

Date.....

Signature of Parent/Guardian in under 18 Years

Signature.....

Date.....

Please return completed application form to:

Post to: VET Manager
PO Box 978, Hurstville BC NSW 1481

Email to: info@vbc.edu.au



VOCATIONAL
BIBLE COLLEGE