



VOCATIONAL BIBLE COLLEGE

Certificate IV in Christian Ministry & Theology (11237NAT)

Diploma of Christian Ministry & Theology (11238NAT)

Advanced Diploma of Christian Ministry & Theology (11239NAT)



NATIONALLY RECOGNISED
TRAINING

Prospectus 2024



**EQUIPPING EVERYDAY
DISCIPLE-MAKERS AND LEADERS**

www.vbc.edu.au

Table of Contents

1. Who is Vocational Bible College?.....	3
2. Program Options and Entry Requirements.....	4
3. What does training look like?.....	5
4. Training Centres.....	6
5. Course Information.....	6
6. VBC Policies.....	10
7. Fee Schedule.....	12
8. Application Form.....	14

VBC Head Office
Level 7
37 York Street
SYDNEY NSW 2000

VBC Postal Address
GPO BOX 1927
SYDNEY NSW 2001

Ph. 0490 087 590
email: admin@vbc.edu.au
web: www.vbc.edu.au

ABN: 95 609 027 410

2024 Prospectus, Ver 1, 1.12.2024

Who is Vocational Bible College?

In 2015, Vocational Bible College (RTO # 41496) was established to provide practical, hands-on training in the Bible and Ministry for Everyday Christians. By “Everyday Christians” we mean those who typically go straight into the workforce from school with or without formal training in a vocational training college e.g. TAFE.

We deliver Vocational qualifications that include classroom based learning as well as a Ministry Placement. This placement gives learners the opportunity to learn from leaders and others in a real church setting and apply the knowledge and skills they are learning in the classroom in a real workplace i.e. church. Our aim is to equip Everyday Christians to better serve God in their workplace, homes, local Church and community and for some of our graduates to become Pastors of churches.

VBC was established by a group of Protestant Bible believing Christians from a variety of denominations. Our beliefs are best summarised by the International Fellowship of Evangelical Students (IFES) doctrinal statement (see below).

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 & guilt of all men since the fall, rendering them subject to God's wrath & 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 & 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.

Our Vision

Thriving churches of everyday Christians who make disciples and lead disciple-making ministries.

Our Mission

VBC partners with churches to multiply and grow disciples through mentoring, Bible teaching, and modelling Christian character and ministry in the local church.

Core beliefs

1. All people need to know Jesus and be saved through faith in him. (John 3:16)
2. Every disciple of Jesus is commanded and able to make more disciples. (Matt 28: 18-20, 1 Peter 2:9)
3. Leaders from the local context are best able to help disciples reach and disciple their peers.
4. The local church is the best context for training disciples and leaders for church ministry.
5. Accredited vocational training integrates the discipline of study with the practicalities of Christian ministry training in an excellent way.

Program Options

VBC offers three accredited courses in accordance with our RTO's Scope of Registration. Each qualification takes 12 months to complete when enrolled as a full-time Learner.

- **The Certificate IV in Christian Ministry and Theology (11237NAT)** is stage 1 of VBC training and will equip a person with the knowledge and skills to be a key member of their local church and a light for Christ in their workplace.
- **The Diploma of Christian Ministry & Theology (11238NAT)** is stage 2 of VBC training and is designed to equip ministry coordinators (Kids Church, Youth Group, Men's or Women's Ministry etc) within a local church community. We will dig deeper into God's word and develop ministry skills to lead others.
- **The Advanced Diploma of Christian Ministry and Theology (11239NAT)** is stage 3 of VBC training and is designed to be the final stage of training for someone seeking employment in a local Church as an Assistant Minister or parachurch organisation as a chaplain.

Course Entry Requirements

11237NAT Cert IV in Christian Ministry and Theology

Whilst there are no formal entry requirements specified in the Course document for this qualification, as part of our industry consultation we have established a preferred entry pathway that will assist the learner to complete the Certificate IV qualification.

We prefer our learners to have the following experience/education prior to enrolling in this qualification:

- Committed member in their local church,
- Work experience where they can demonstrate their ability to achieve work goals, work effectively with others and lead work teams, and
- A vocational qualification at AQF 2 or 3, a Year 12 or Year 10 Certificate or equivalent.

11238NAT Diploma of Christian Ministry and Theology

Whilst there are no formal entry requirements specified in the Course document for this qualification, as part of our industry consultation we have established a preferred entry pathway that will assist the learner to complete the Diploma qualification.

We require our learners to have the following experience/education prior to enrolling in this qualification:

- Committed member in their local church,
- Completed Certificate IV in Christian Ministry and Theology or equivalent.

11239NAT Advanced Diploma of Christian Ministry and Theology

Whilst there are no formal entry requirements specified in the Course document for this qualification, as part of our industry consultation we have established a preferred entry pathway that will assist the learner to complete the Advanced Diploma qualification.

We require our learners to have the following experience/education prior to enrolling in this qualification:

- Committed member in their local church,
- Completed Diploma of Christian Ministry and Theology or equivalent.

Ministry Placement

To successfully undertake 11237NAT, 11238NAT or 11239NAT, clients/learners should have current access to a workplace where they can perform roles such as:

- Leaders and lay assistants in parishes in the areas of ministry and pastoral care
- Volunteer or paid pastoral positions
- Youth and Sunday school leaders
- Women's and men's ministry leaders

This work requirement is necessary so that the client/learner can fulfil the Ministry Placement requirements of this qualification.

VBC will assist clients/learner to find a ministry placement if they do not have one at the time of enrolment.

What does training look like?

Duration of Training

Each qualification is completed over a period of 12 months (38 weeks + 8 weeks holiday) when enrolled as a full-time learner (Up to 18 months is allowed). Each subject runs for 19 weeks and is completed over 2 school terms.

Part time study is allowed with clients/ learners completing the course over a period of up to 30 months.

2024 Timetable

Term 1

Monday, 5 February to Friday, 12 April 2024

Term 2

Monday, 29 April to Friday, 5 July 2024

Term 3

Monday, 22 July to Friday, 27 September 2024

Term 4

Monday, 14 October to Friday, 20 December 2023

What learners will do each week

11237NAT Certificate IV in Christian Ministry and Theology

The study load each week is approximately 25 hours. During this time learners will spend approximately:

- 2 days per week in Ministry Placement
 - the Learner will work in their chosen ministry area (Church, TAFE, Prison etc.) under a mentor.
- 1 day per week in the classroom
 - the Learner will complete bible and ministry training, in a small class environment, at an approved VBC campus/training centre or online.

During this time (i.e. during classroom sessions and Ministry Placement) learners will complete a range of supervised and unsupervised learning and assessment activities.

The Learner will also be expected to complete some homework tasks each week.

11238NAT Diploma of Christian Ministry and Theology

The study load each week is approximately 33 hours. During this time learners will spend approximately:

- 2.5 days per week in Ministry Placement
 - the Learner will work in their chosen ministry area (Church, TAFE, Prison etc.) under a mentor.
- 1 day per week in the classroom
 - the Learner will complete bible and ministry training, in a small class environment, at an approved VBC campus/training centre or online.

During this time (i.e. during classroom sessions and Ministry Placement) learners will complete a range of supervised and unsupervised learning and assessment activities.

The Learner will also be expected to complete some homework tasks each week.

11239NAT Advanced Diploma of Christian Ministry and Theology

The study load each week is approximately 35 hours. During this time learners will spend approximately:

- 2.5 days per week in Ministry Placement
 - the Learner will work in their chosen ministry area (Church, TAFE, Prison etc.) under a mentor.
- 1 day per week in the classroom
 - the Learner will complete bible and ministry training, in a small class environment, at an approved VBC campus/training centre or online.

During this time (i.e. during classroom sessions and Ministry Placement) learners will complete a range of supervised and unsupervised learning and assessment activities.

The Learner will also be expected to complete some homework tasks each week.

Training Centres/Campuses

Our courses are currently offered at the below campuses as follows:

Training Centre Location	Cert IV 11237NAT		Diploma 11238NAT		Adv Diploma 11239NAT	
	F/Time	P/Time	F/Time	P/Time	F/Time	P/Time
Fairfield	☐	☐	☐	☐	☐	☐
Online	☐	☐	☐	☐	☐	☐

Please contact VET administrative staff at admin@vbc.edu.au or phone 0490 087 590 for more information on times and subjects being offered at each Training Centre.

Course Information

Course Outlines

11237NAT Certificate IV in Christian Ministry and Theology

Learners undertaking the Certificate IV program will study the following 9 subjects (6 core and 3 electives):

1. NAT11237001 Apply knowledge of the Bible (Introduction to the Bible)

At times 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

2. NAT11237006 Explain Christian beliefs to a non-Christian audience (ELECTIVE) (Evangelism)

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.

3. NAT11237002 Interpret biblical texts (New Testament 1)

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 Learners will develop the skills needed to read, understand and apply the Bible.

4. NAT11238014 Lead a process of Christian discipleship (ELECTIVE) (Discipleship)

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.

5. NAT11237004 Discuss a topic from a Christian perspective (ELECTIVE) (Ethics of Family)

This unit is designed to help participants live in a way that honours Jesus in their families whether they are married, divorced, single, parents etc. 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.

6. NAT11237010 Plan and lead ministry activities (ELECTIVE) (Lead Ministry in Small Groups)

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.

7. NAT11237003 Develop and apply knowledge of key Christian beliefs (Old Testament 1)

Old Testament 1 is a study of the first five books of the Bible (Genesis to Deuteronomy). These books teach important truths about God, sin, redemption, sanctification that are critical for understanding the rest of the Bible. They also give a deeper appreciation of Jesus, his ministry and the life he calls us to live.

**8. BSBPEF402 Develop personal work priorities (ELECTIVE)
(Ministry and Life)**

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 so that we live faithful, God-honouring 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 in an ongoing and sustainable way.

**9. NAT11237007 Apply knowledge of Christian history and historical theology (ELECTIVE)
(Early Church History)**

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. "Early Church History" covers the period of Church history from 33AD to 500AD. It will stretch our understanding of God, challenge our ideas of how we should live and encourage us as we see God's sovereign rule in the messiness of this world.

11238NAT Diploma of Christian Ministry and Theology

Learners undertaking the Diploma program will complete the following 10 units (2 core and 8 electives):

**1. NAT11237011 Prepare and preach a sermon (ELECTIVE)
(Preaching)**

This practical unit is designed to provide you with an understanding of why we preach and how to preach. You will be trained to prepare talks from the Bible for kids and adults explaining what the text says and how it applies to the life of your listeners.

**2. NAT11237002 Interpret biblical texts (ELECTIVE)
(Old Testament 2)**

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.

**3. NAT11238006 Analyse and compare worldviews and world religions (ELECTIVE)
(World Religions and Worldviews)**

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 too. 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 witness in the world.

**4. NAT11238004 Develop and apply knowledge of church history (ELECTIVE)
(Reformation Church History)**

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.

**5. CHCCDE009 Develop and support Community Leadership (ELECTIVE)
(Christian Leadership) Completed in conjunction with Co-ordinating a Ministry Team over 12 months**

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.

6. CHCVOL003 Recruit, induct and support volunteers (ELECTIVE)**(Co-ordinating a Ministry Team)** *Completed in conjunction Christian Leadership over 12 months*

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 recruit a team, 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. NAT11238001 Apply advanced knowledge of the Bible (Doctrine 1)

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.

8. CHCPAS003 Plan for the provision of pastoral and spiritual care (ELECTIVE)
(Pastoral Ministry)

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.

9. NAT11238002 Compare and explain Christian beliefs and practices (New Testament 2)

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.

10. NAT11237005 Apply Christian ethics to contemporary issues (ELECTIVE)
(Christian Ethics)

Christian 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? Christian 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.

11239NAT Advanced Diploma of Christian Ministry and Theology

Learners undertaking the Advanced Diploma program will complete the following 12 units (3 core and 7 electives, and 2 units from the 11238NAT Diploma of Christian Ministry and Theology).

1. NAT11239005 Analyse translations of the Bible to assist in exegesis (ELECTIVE)
(Introduction to Biblical Languages)

Introduction to Biblical Languages will equip you with skills to use Hebrew, Greek and Aramaic resources in e-sword and TheWord. These skills will enable you to engage with the Biblical texts in their original languages and be another tool in your toolbox to exegete and teach God's word clearly and faithfully to others.

2. NAT11239004 Analyse the theology of a biblical author (ELECTIVE)
(New Testament 3)

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.

**3. NAT11237009 Develop and implement self-care strategies in ministry (ELECTIVE)
(Sustaining Christian Leaders)**

Sustaining Christian Leadership will help you understand the dangers and challenges of full time Christian ministry. The aim is to prepare you to develop healthy habits to continue growing your relationship with God and service of others and so stay physically, spiritually and emotionally healthy for a lifetime of ministry.

**4. NAT11239007 Provide guidance on ethical issues in a Christian ministry context (ELECTIVE)
(Christian Ethics 2)**

Christian Ethics 2 will help us apply the word of God deeply to the lives of those we teach and lead.

**5. NAT11238005 Develop and apply knowledge of church, liturgy and sacraments (ELECTIVE)
(Denominational Studies)**

This course will help you understand the history, practices and theology of the denomination you plan to work in after your training so that you might be adequately prepared you to work within that institution.

**6. NAT11239001 Apply advanced knowledge of the Bible in Christian ministry
(Old Testament 3)**

Old Testament 3 studies 'the writings' of the Old Testament. In this course we will be focusing particularly on Job, Psalms, Proverbs and Ecclesiastes. We will wrestle with how to understand and apply the wisdom and poetry of these books. 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.

**7. NAT11239003 Communicate complex theological ideas to diverse audiences
(Preaching 2)**

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. NAT11239002 Analyse a theological topic and apply it to a contemporary context
(Doctrine 2)**

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, justice and sovereignty we will 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, reverence and praise.

**9. BSBLDR602 Provide leadership across the organisation (ELECTIVE)
(Christian Leadership 2)**

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 to love people well, lead by example and grow in your leadership as you follow the example of Jesus.

**10. CHCCDE018 Develop and implement community programs (ELECTIVE)
(Develop Church in Hard Places)**

Leading Churches amongst the poor and disadvantaged will be different to many of the models of ministry common in evangelical churches that are working amongst university educated professionals. Mez McConnell and Mike McKinley's book *Church in Hard Places* will help us consider biblical guidelines and practical strategies for planting, revitalising, and growing faithful churches amongst the poor and disadvantaged.

Course Currency

Accredited Courses 11237NAT, 11238NAT, 11239NAT are current from 1 January 2024 – 31 December 2028.

Learner Life

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 such as at the beginning of a new semester, or a new year.

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 Compliance Officer.

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 still does not satisfy the required achievement level/s then the Assessor shall:

- Immediately lodge the assessment tools with the VBC 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.

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, as per the VBC Student Services Policy.

Complaints & Grievances

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 Compliance Officer 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 prior 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 VBC Principal on 0425 284 849 or email andrewbeddoe@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 Campus Coordinator, in consultation with the VBC Principal, 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 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 (LLN) needs of the individual Learner. They include:

- a) During the application/pre-enrolment stage including
 - a. Having prospective learners complete an LLN self-assessment
 - b. Interviewing all prospective learners
 - c. Assessing information provided on the VBC application form
 - d. Confirming prior education

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 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. Full Privacy and Policy Statement available upon request.

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

Application Fee

A non-refundable application fee of **\$125.00** is payable at time of application (prior to enrolment)
The application fee can be paid by Direct Deposit (preferred) or cheque.

Direct Deposit:

Account Name: Vocational Bible College Ltd
BSB: 032-278
Account Number: 694170
Reference: Full Name

Cheque:

Made payable to Vocational Bible College Ltd
Post to: GPO Box 1927, Sydney NSW 2001

Course Fees

The course fee for full time Learners for the

- Certificate IV in Christian Ministry and Theology (11237NAT) is \$4005 (\$445 per unit), and
- Diploma of Christian Ministry and Theology (11238NAT) is \$5,200 (\$520 per unit) and
- Advanced Diploma of Christian Ministry and Theology (11239NAT) is \$5,200 (\$520 per unit).

These fees include all set texts, learning and assessment guides, and supplementary handouts provided in

class. They do not include any extra text books Learners may decide to purchase as part of their studies.

Learners are invoiced around Week 4 of each Semester, for the units they are enrolled in, with full payment due around Week 6 of the Semester.

Re-enrolment Course Fee

Learners re-enrolling in a subject will be charged the full subject fee with full payment due week 6.

Refund Policy

Learners will be refunded course fees paid, for each unit, if they withdraw before week 6 of the Semester, upon submission of a signed **Student Withdrawal Form**. If a student withdraws after week 6 of the Semester, there is no refund.

Recognised Prior Learning (RPL)

Learners applying for RPL will be charged a fee of \$250 per unit of competency for the Certificate IV and \$320 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: andrewbeddoe@vbc.edu.au or Mobile: 0425 284 849
Nora Sadler	- Compliance Officer Email: admin@vbc.edu.au



Vocational Bible College

Application Form

RTO provider Id: 41496

This form is to be completed by applicants seeking to formally enrol in a Course (i.e. those who, upon successful completion of all course requirements (and payment of tuition fees), will receive a nationally accredited qualification). If you only wish to audit a course/subject please complete the Audit Application Form. All sections of this form are to be completed. Incomplete forms will be returned. The completed application form and associated documents are to be submitted to the Campus Coordinator prior to your Pre-Enrolment Interview.

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 Compliance Officer.

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 10 or equivalent <input type="checkbox"/> Never attended school	<input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or below
Year completed school education		

Prior Post-Secondary 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	

☐ Please attach evidence of education level attained (certified copy)

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"/>

Language, Literacy and Numeracy Self-Assessment

This self-assessment is used to gather information about how you view your LLN skills				
I can....	Yes (3)	Sometimes (2)	Only with assistance (1)	No (0)
Identify theological views and views of other groups (e.g. different views among Christians/Different denominations etc.)				
Communicate in a non-judgemental manner.				
Collect and prepare information for use in a given ministry setting (e.g. leading a bible talk with children, youth and/or adults).				
Use resources for theological research (e.g. Old and New Testaments, Bible commentaries, Bible dictionary, Bible concordance)				
Read books and articles (e.g. The Bible, Devotional books, Simple theological texts, Blogs/online articles)				
Identify disagreement or agreement of ideas within theological materials/texts				
Use the internet to get information like contact details for a local church or parachurch organisation				
Write a report				
Understand and use theological terms (e.g. Atonement, Incarnation, Trinity, Eschatology)				
Communicate clearly to others about my faith and describe how it impacts the way I live				
Prepare a simple budget to support a church ministry program or activity				
Read and follow relevant church policies and procedures e.g. Working with children				

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"/> Disability not specified <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	

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

Which ONE statement best describes your reasons for study:

<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):

Please tick the qualification you are applying for:	
<input type="checkbox"/> Certificate IV in Christian Ministry and Theology (11237NAT)	
<input type="checkbox"/> Diploma of Christian Ministry and Theology (11238NAT)	
<input type="checkbox"/> Advanced Diploma of Christian Ministry and Theology (11239NAT)	

Campus:

☐ Fairfield ☐ Online

Enrolment Details

Proposed commencement date (circle one): Jan/Feb Intake or June/July Intake

Proposed Study Load:

- ☐ Full Time (1 year – approx. 5 subjects/semester)
☐ Part Time (2 years - approx. 2 subjects/semester)
☐ Part Time (4 years - approx. 1 subjects/semester)

Credit Transfer or Recognition of Prior Learning (RPL)

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?

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Vocational Bible College Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Educational Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Vocational Bible College Ltd for statistical, regulatory and research purposes. Vocational Bible College Ltd may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

DECLARATION

For your application to be valid you must complete this section by ticking the boxes and signing.

- ☐ I certify that the information on this form and the supporting documentation, to the best of my knowledge, is true, correct and complete.
- ☐ I have paid by Direct Deposit(date) or by cheque(Cheque no.) the \$125.00 application fee.
- ☐ 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 read and understood the VBC Prospectus
- ☐ I agree to abide by the policy and procedure as per the VBC Prospectus which constitutes my agreement with VBC
- ☐ I have read and understood the VBC Fees Policy as stated in the VBC Prospectus
- ☐ I understand that VBC requires me to pay my unit/subject tuition fees as and when they fall due.
- ☐ If I withdraw I will do this in writing, by emailing a completed **Student Withdrawal Form** to the Compliance Officer. I understand that if I withdraw prior to week 6 of the Semester a refund for any tuition fees paid will be provided. I further understand that if I withdraw after week 6 of the Semester, there is no refund and I am liable to pay fees for units/subjects commenced.
- ☐ I understand that in the unfortunate instance, VBC is no longer able to assist me to complete my 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 units successfully completed with VBC, as per the VBC Student services policy.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice on previous page and agree to the VBC privacy policy. I consent to my personal information being stored securely in the "cloud".
- ☐ **I DO consent** to the inclusion of photos of myself in publications including promotional material.
- ☐ 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**.....

Please return completed application form to your nearest Campus Coordinator/Trainer:

(Please contact admin@vbc.edu.au if you need further details)





Vocational Bible College

Application – ‘Audit Only Student’

Please complete this form if you wish to audit a course/or individual subjects within a course. Audit students participate in classes, and may choose to complete assessments, however **are not formally enrolled** and therefore will not receive an official award/qualification (e.g. testamur or statement of attainment) for subjects successfully completed. Audit fees are \$200/subject, there is no application fee for Audit Only Students

Completed forms should be emailed to: admin@vbc.edu.au

Course of Study (specify ONE only):

Please tick the course you would like to audit.

- ☐ Certificate IV in Christian Ministry and Theology (11237NAT)
- ☐ Diploma of Christian Ministry and Theology (11238NAT)
- ☐ Advanced Diploma of Christian Ministry and Theology (11239NAT)

Campus:

- ☐ Fairfield ☐ Online

Program Details

Proposed commencement date (circle one): Jan/Feb Intake or June/July Intake

Proposed Study Load (you can alter this at any stage by emailing admin@vbc.edu.au)

- ☐ Full Time (1 year – approx. 4 subjects/semester)
- ☐ Part Time (2 years - approx. 2 subjects/semester)
- ☐ Part Time (4 years - approx. 1 subjects/semester)
- ☐ Single Subject

Personal Details

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

DECLARATION (Please tick boxes and sign)

- ☐ I certify that the information on this form is correct and complete.
- ☐ I have read and understood the VBC Prospectus
- ☐ I agree to abide by the policy and procedures as per the VBC Prospectus which constitutes my agreement with VBC
- ☐ I have read and understood the VBC Fees Policy as stated in the VBC Prospectus
- ☐ I understand that VBC requires me to pay my unit/subject tuition fees as and when they fall due
- ☐ If I withdraw I will do this in writing, by emailing a completed **Student Withdrawal Form** to the Compliance Officer. I understand that if I withdraw prior to week 6 of the Semester, a refund will be provided, less \$50 administration fee. I further understand that if I withdraw after week 6 of the Semester, there is no refund and I am liable to pay fees for units/subjects commenced.
- ☐ I understand that in the unfortunate instance, VBC is no longer able to assist me to complete my 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, as per the VBC Student services policy.
- ☐ I agree to the VBC privacy policy. I consent to my personal information being stored securely in the "cloud".
- ☐ **I DO consent** to the inclusion of photos of myself in publications including promotional material.

Signature..... Date.....

Please email completed form to: admin@vbc.edu.au