



VOCATIONAL BIBLE COLLEGE

Introduction to Biblical Studies and Ministry Certificate

Intermediate Biblical Studies and Ministry Certificate

Advanced Biblical Studies and Ministry Certificate

Course Information Booklet 2023



PRACTICAL BIBLE TRAINING

www.vbc.edu.au

Table of Contents

1. Who is VBC.....	3
2. What does training look like?.....	4
3. Course Information.....	4-6
4. VBC Policies.....	7-8
5. Fee Schedule.....	9
6. Application and Enrolment Form.....	10-11

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Who is Vocational Bible College?

In 2015, Vocational Bible College 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 at TAFE (or other Vocational Education and Training Provider).

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

Our vision is to see everyday Christians leading God’s people in disciple-making ministry.

Why do we have this vision?

- We long to see **many more people with an 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 are uniquely gifted to lead and serve God’s people.**
- **We believe that practical, hands-on education and training options, where people can learn through ‘doing’, best equips everyday Christians for ministry.** Our programs are not academic (in the traditional sense); instead training occurs through modelling, discussion and debate and a ministry placement in your local church. Assessments mimic ministry activities, such as preparing Bible studies, giving presentations, and compiling portfolios of evidence of ministry activities.

Program Options

VBC offers three non-accredited courses. Each qualification takes 12 months to complete when enrolled as a full-time Learner.

- **The Introduction to Biblical Studies and Ministry Certificate** is stage 1 of VBC non-accredited 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 Intermediate Biblical Studies and Ministry Certificate** is stage 2 of VBC non-accredited 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 Biblical Studies and Ministry Certificate** is stage 3 of VBC non-accredited 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

The Introduction to Biblical Studies and Ministry Certificate

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

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.

The Intermediate Biblical Studies and Ministry Certificate

Whilst there are no formal entry requirements for this certificate, as part of our industry consultation we have established a preferred entry pathway that will assist the learner to complete the Intermediate Certificate.

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

- Committed member in their local church,
- Completed The Introduction to Biblical Studies and Ministry Certificate or equivalent.

The Advanced Biblical Studies and Ministry Certificate

Whilst there are no formal entry requirements for this certificate, as part of our industry consultation we have established a preferred entry pathway that will assist the learner to complete the Advanced Certificate.

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

- Committed member in their local church,
- Completed The Intermediate Biblical Studies and Ministry Certificate or equivalent.

Ministry Placement

To successfully undertake Introductory, Intermediate or Advanced Biblical Studies and Ministry Certificate, 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 Certificate.

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 Certificate is completed over a period of 12 months (38 weeks + 6 weeks holiday) when enrolled as a full-time learner.

Part time study is allowed with clients/ learners completing a Certificate over two-four years.

Full Time Option

VBC delivers each qualification over two 19 week semesters. There are mid semester and end of semester breaks.

What learners will do each week

The Introduction to Biblical Studies and Ministry Certificate

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.

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.

The Intermediate Biblical Studies and Ministry Certificate

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.

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.

The Advanced Biblical Studies and Ministry Certificate

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.

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.

What will I develop during training?

Learners will develop:

- Convictions:** biblical knowledge and understanding.
- Character:** under God, learners will be 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 making disciples.

Training Centres

Training Centres are currently located in Sydney, NSW regional areas and beyond. In 2023~~2~~ we are also offering Zoom classes to those who would like to do the training but do not have a local campus in their area. Please contact the VBC Administration Assistant for your nearest locations via email to admin@vbc.edu.au or phone 0490 087 590.

Course Information

Learner Life

Learning Environment

VBC Courses combine discussion-based learning in a classroom environment with placement in a church or other ministry setting under the supervision of a qualified practitioner. This provides practical opportunities to practice and develop the theology and skills gained from classroom learning. Teachers will guide Learners with both their subjects and their own personal growth.

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 session is held at the beginning of each Subject.

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

Learner Records

Learners can get access to their personal records by contacting their Campus Coordinator.

Assessment

All Learner assessments will be marked by their Teachers, against set criteria, as Complete (C) or Not Yet Complete (NYC). If a Learner is assessed as Not Yet Complete, the Teacher/s shall determine what has not been achieved and provide appropriate help towards successful completion. If after reassessment by the Teacher the participant still does not satisfy the required achievement level/s then the Teacher shall:

- Immediately lodge the assessment tools with the VBC Principal together with a brief written report

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

procedure.

Statements of Completion and Certificates

Upon successful completion of a single subject (i.e. all subject and assessment requirements have been successfully completed), students will be awarded a **Statement of Completion** for that subject.

Upon successful completion of each course, students will be awarded an:

- **Introduction to Biblical Studies and Ministry Certificate**
- **Intermediate Biblical Studies and Ministry Certificate**
- **Advanced Biblical Studies and Ministry Certificate**

Important Note: VBC reserves the right to withhold issuing an award if a student has outstanding tuition fees.

Introduction to Biblical Studies and Ministry Certificate Course Outline

Learners will study 9 subjects in the following recommended sequence:

1. Seeing Jesus in the Whole 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. Talking to others about Jesus

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. Reading Mark's Gospel

Reading Mark's Gospel 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. Growing new Christians

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. God's plans for 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. Leading a Growth Group

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. Reading the Law (Genesis – Deuteronomy)

Reading the Law 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. Goals, priorities and looking after yourself

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.

9. Learning from the Early Church

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. "Learning from the Early Church" 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.

Intermediate Biblical Studies and Ministry Certificate Course Outline

This course covers the following subjects:

1. Preaching God's Word

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. Reading the Prophets (Former and Latter Prophets)

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. Sharing Jesus with the People of the World

Sharing Jesus with the People of the World will equip you with the skills to do your own research into the beliefs and values held by people in our world so you can effectively be God's witness in the world. 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. World Religions and Worldviews will give you an introduction to understanding the way different people in our world think and the skills to further research and understand them so that you can better share the good news of Jesus with them.

4. Learning from the Reformation

Learning from the Reformation 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. Christian 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.

6. Co-ordinating a Ministry Team

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. Knowing God and His World

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. Learning the art of Caring

All Christians are called to care for one another and for others. This subject 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. Reading Romans

The book of Romans provides an introduction to the teaching of the Apostle Paul. In particular, it

presents an in-depth explanation 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. Applying God's Word to Everyday Life

Applying God's Word to Everyday Life 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.

Advanced Biblical Studies and Ministry Certificate Course Outline

This course covers the following 10 subjects:

1. 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. Reading Revelation

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. 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. Wisdom for Godly Living

Wisdom for Godly Living is our second ethics subject that will help us apply the word of God deeply to your own life and the lives of those we teach & lead.

5. Working in your Denomination

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. Reading 'the writing'

Reading 'the writings' 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. Preaching God's Word 2

Building on the foundations laid in Preaching 1 God's Word we will further develop and hone our skills as teachers and preachers of God's word.

8. Knowing God and His World 2

In *Knowing God and His World 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. 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. Doing 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.

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. Your Campus Coordinator/Subject Teacher 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. Your Campus Coordinator/Subject Teacher can also give you advice on the progress of your course and keep you informed about subjects you have completed and what areas of the course you still need to complete.

Contact your Campus Coordinator for support and/or more information.

The VBC Principal, can also be contacted if you have any concerns in relation to the training process or program.

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 teacher/campus 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.

VBC 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 VBC Principal via email or mail.

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 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 needs of the individual Learner.

They include:

- a) During the initial application 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. 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

Course Fees

The **minimum tuition fee per subject** is in the range of **\$100.00-\$250.00 (i.e. \$900-\$2500/course)**. However, subject/overall course costs vary depending on the resources available at each training centre. **Please contact your local training centre for current fee information.**

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. However, if your financial situation will be an impediment to enrolling in this certificate, paid scholarships may be available through your local church.

Course fees are charged per subject with full payment due prior to Week 6* of the teaching period/semester and as per instructions provided by your local Training Centre.

Re-enrolment Course Fee

Learners re-enrolling in a subject will be charged the full subject fee with full payment due prior to commencement.

Refund Policy

Learners will be refunded subject fees paid, upon submission of a signed **Student Withdrawal Form** (available from their Teacher/Campus Coordinator), if they withdraw before week 6* of the Teaching Period and return their textbook in 'as new' condition. A student will be refunded any subject fees paid less \$25.00/subject if they choose to keep their textbook. If a student withdraws after week 6* of the Teaching Period, **there is no refund** and students are liable to pay fees for any subjects commenced.

***The Week 6 rule applies to a 19 week teaching period (Semester). Where subjects are delivered more intensively, an equivalent time period will apply e.g. If a subject is delivered over 10 weeks, withdrawal must take place prior to Week 3 of the teaching period to be eligible for a refund.**

Important Contact Details

- | | |
|---------------|--|
| Andrew Beddoe | - Principal of Vocational Bible College
Email: andrewbeddoe@vbc.edu.au or Mobile: 0425 284 849 |
| Nora Sadler | - VBC Administration Assistant
Email: admin@vbc.edu.au or Mobile: 0490 087 590 |

APPLICATION FORM

Biblical Studies & Ministry Certificate



Training Centre Location: _____

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)		

Emergency Contact Details

Emergency Contact	Name:	
	Phone:	Mobile:
Relationship		

Educational Details

School Details

Are you currently at high school? Yes ☐ No ☐

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 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	

Course of Study

I am applying for enrolment in:

Please tick the qualification you are applying for:

- ☐ Introduction to Biblical Studies and Ministry Certificate
☐ Intermediate Biblical Studies and Ministry Certificate
☐ Advanced Biblical Studies and Ministry Certificate

Program Details:

Proposed commencement date:

Preferred Study Load:

- ☐ Full time (1 year – approx. 5 subjects/semester)
☐ Part Time (2 years - approx. 2 subjects/semester)
☐ Part Time (5 years - approx. 1 subject/semester)
☐ Single Subject

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 (Please tick boxes and sign)

- ☐ I certify that the information on this form is correct and complete.
- ☐ I have read and understood the policies and procedures outlined in the VBC Course Information Booklet
- ☐ I agree to abide by the policy and procedures as per the VBC Course Information Booklet which constitutes my agreement with VBC
- ☐ I understand that I am required to pay my subject tuition fees as and when they fall due
- ☐ If I withdraw, I will do so in writing, by emailing a completed **Student Withdrawal Form** to the Campus Coordinator or Subject Teacher. I understand that if I withdraw prior to week 6 of the 19 week Teaching Period (or equivalent), a refund will be provided, less a \$25.00 fee/subject should I choose to keep my textbook. I further understand that if I withdraw after week 6 of the 19 week Teaching Period (or equivalent), there is no refund and I am liable to pay fees for subjects commenced.
- ☐ 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 return completed forms to your Teacher/Campus Coordinator

Or

Nora Sadler at admin@vbc.edu.au