



VOCATIONAL BIBLE COLLEGE

Introduction to Biblical Studies and Ministry Certificate
(Non-Accredited)

Course Information Booklet 2019



TRAINING ORDINARY PEOPLE TO DO
EXTRAORDINARY THINGS

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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 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.

Training Length and Outcomes

The **Introduction to Biblical Studies and Ministry Certificate (Non-Accredited)** program takes approximately 12 months to complete when enrolled as a full-time learner. Students studying part-time will take 2 years to 4.5 years to complete the course (depending on the number of subjects completed each Teaching Period/Semester)

- **Introduction to Biblical Studies and Ministry** will equip a person with the knowledge and skills to read the Bible for themselves and help others follow Jesus.

Attaining the Introduction to Biblical Studies and Ministry Certificate is one pre requisite to entering our Diploma in Christian Ministry and Theology (10743NAT) program.

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.

What does the training look like at VBC?

VBC Training Centres currently only offer the Introduction to Biblical Studies and Ministry Certificate program part-time.

There are 9 subjects in the course and each subject is delivered through a blend of classroom training and activities in your local ministry setting. Typically, **each subject** consists of:

- 19 x 1.5 hour face to face/classroom training sessions
- A minimum of 28.5 hours (e.g. 1.5hrs x 19 weeks) completing set activities within your local ministry setting

Please contact VBC administrative staff at enquiries@vbc.edu.au or phone 0490 087 590 for more information on subjects, days/times being offered.

Training Centers

Training Centers are currently located in Sydney, NSW regional areas and beyond. Please contact the VBC Administration Assistant for your nearest locations via email to enquiries@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 all 9 subjects, students will be awarded an **Introduction to 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

Entry Requirements: In order to enroll in this course, it is recommended that persons:

1. Have completed Year 10 (or can demonstrate equivalent language, literacy and numeracy skills through successful completion of an LLN assessment activity)
2. Be part of a local church where they can put their learning into practice.

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. Reading the Law (Genesis – Deuteronomy)**
 Reading the Law (Genesis – Deuteronomy) 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. They also give a deeper appreciation of Jesus, his ministry and the life he calls us to live.
- 6. 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 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. 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, parentsetc. 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.
- 8. 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.
- 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. 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.

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-\$200.00** (i.e. **\$900-\$1800/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: enquiries@vbc.edu.au or Mobile: 0490 087 590

APPLICATION FORM

Introduction to Biblical Studies and Ministry Certificate (Non-Accredited)



Training Centre Location:

Program Details:

Proposed commencement date:

Preferred Study Load:

- Part Time (2 years - approx. 2 subjects/semester)
 Part Time (4.5 years - approx. 1 subject/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"/>
Residential Address	Street Number:	
	Street Name:	
	Suburb/Town/City:	
	State:	Postcode:
Postal Address (if different from above)	Suburb/Town/City:	
	State:	Postcode:
	hm:	wk:
Phone	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 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.