



**Cert IV in Christian Ministry & Theology**  
**30772QLD**  
**Youth & Children's Ministry**  
**Prospectus 2010**



 *youth vision wa*

**ACTIVATE**



# Contents

1. Welcome
2. Student Life
3. Certificate IV Outline
4. Policies
5. Fee Schedule
6. Enrolment Form

## Contact Details

Youth Vision WA Office

South Perth Church of Christ

Po Box 1075, Bentley DC WA 6983

(08) 9313 1600

[sue@spcc.org.au](mailto:sue@spcc.org.au) or [rodthom@spcc.org.au](mailto:rodthom@spcc.org.au)

ACTIVATE is part of the Australian College of Ministries (ACOM) training network  
RTO # 90965



# Welcome

Hi, and thank you for your interest in Youth Vision WA's (YVWA) Certificate IV training program, **ACTIVATE**.



The Australian church in the 21st century desperately needs quality disciples of Jesus who are growing as leaders and willing to embark upon a great faith adventure.

**ACTIVATE** has been designed with this in mind - a learning adventure that will transform your life, challenge your ideas, develop your skills and help you to influence the lives of the people God brings into your life and ministry.

We need people of all ages who are able to challenge the status quo, lead and manage change, engage our community through mission and love people with compassion. Leaders who are devoted to seeing God transform the lives of others and are able to coach and mentor them along the way as fellow travelers with Jesus.

We also need leaders who have a biblical foundation for their leadership, leaders with spiritual depth and a commitment to a life long journey of growth and maturity in their Christian faith.

The Cert IV in Christian Ministry and Theology is a great way of moving forward in your development as a disciple and leader. Our program is biblically based and is designed to help you integrate your learning in genuine practical situations.

Our training program is also designed to prepare you for working with both young people and children where you are. **ACTIVATE** utilises key elements of distance and digital learning to provide you with training in your current location and in your current church.

May God bless you in all you do for Him.

**Rod Thom**

**Youth Vision Director WA**



# Student Life

## Learning Environment

Subjects will be delivered via ACOM's e-learning site "janison" as well as electronic distance format, with students able to access course materials from their own computer. Students will also have a ministry supervisor in their location who will oversee their practical work which is a required part of every subject.

Students will have access to a course supervisor who will be available to them by email and on the phone to answer any questions they have about their studies or about individual subjects.

## Student Orientation

YVWA is committed to ensuring that all new students attend an orientation program, or receive this information via a handbook or other means, enabling the student to familiarise themselves with ACTIVATE's training program, policies and procedures. An orientation day sometimes held at the beginning of any intake of new students. For example the beginning of a new term, or a new year as appropriate.

Your student orientation program will include:

- Information about the operation of ACTIVATE, student services, courses and any local training institute
- Information about ACTIVATE's Core Values
- An outline of ACOM'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 Recognised Prior Learning and Mutual Recognition



## Student Records

Students can get access to their personal records through the Vocational Education Administration Office on request.

## Assessment

If a student is assessed as “Not Yet Competent,” the Assessor/s shall determine what has not been achieved and provide appropriate help towards competency. If after re-assessment, by the Assessor, the participant does not satisfy the required achievement level/s, then the Assessor shall:

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

Any student who is assessed as “Not Yet Competent” and wishes to dispute their assessment can do so through a written application to the Director of Vocational Education, according to ACOM’s grievance procedure.

## Australian College of Ministries

ACOM is the Churches of Christ National Ministry Training College. YVWA and ACOM have partnered together to offer the Certificate IV.

ACOM offers various areas of study. Such as -

### Vocational Education

ACOM offers the following Vocational Education programs:

- Certificate III in Christian Ministry and Theology
- Certificate IV in Christian Ministry and Theology
- Diploma in Christian Ministry and Theology
- Certificate IV in Training and Assessment

The Certificate IV in Training and Assessment is taught in partnership with the Australian Centre for Advanced Studies.



### Undergraduate Study

ACOM's undergraduate courses are offered through the Sydney College of Divinity which is fully accredited by the NSW Department of Education and Training.

ACOM offers a number of undergraduate awards in a range of study areas. You can find more information on our website [www.acom.edu.au](http://www.acom.edu.au)

### Post Graduate Study

ACOM's postgraduate courses are offered through the Sydney College of Divinity which is fully accredited by the NSW Department of Education and Training.

ACOM offers a number of post graduate awards in a range of study areas. You can find more information on our website [www.acom.edu.au](http://www.acom.edu.au)



# Certificate IV Outline

## Semester One Core Subjects

- Early Church (1/2 Competency)
- The Biblical Story
- Hearing the Voice of Culture
- Intro to Personal Formation (1/2 Competency)

## Semester One Elective Subjects

- Identifying and Developing Leaders
- Practical Mission (with Practical Missional Experience)
- Building Quality Teams

## Semester Two Core Subjects

- Life of Christ
- Movers and Shakers (1/2 Competency)
- Profile (Discover your Spiritual Gifts) (1/2 Competency as a Retreat)
- Transformational Leadership – A study of Ephesians

## Semester Two Elective Subjects

- Youth Ministry (Wavemakers with Youth Ministries Australia)
- Children's' Ministry
- Contemporary Issues
- Becoming a Leader of Influence



## Semester One Core Subjects

### Early Church (1/2 Competency)

The early church as described in ACTS was a potent organisation that laid the foundation for the growth and development of the church over two millennia. However the early church is also the best model we have for making today's church the effective missional organisation it should be. The early church had plenty of conflict and struggles just like the church of today but despite all the differences about the way things were done and what the rules were, they managed to transform an entire society and reshape the course of human history.

- Competency- CMT007 Weighting: 50% This Unit covers the understanding of our history as Christians

### The Biblical Story

The Biblical Story seeks to introduce the student to the contexts of both the revelation and the record of God's mission, so that the student is able to read scripture within its context. It will also help the student to gain an overview of God's working with people and, in particular, God's use of leaders to accomplish His mission.

- Entire Competency- CMT008 This Unit covers how information from a range of sources is understood and explained

### Hearing the Voice of Culture

Hearing the Voice of Culture offers students an opportunity to identify and explore some major themes that confront us today through the influence of movies, music, sport and media. This will involve engaging with the challenge of using appropriate ways and language for influencing and expressing faith in current culture.

- Competency -CMT012 Communicates theological information in a clear, easy to understand form

### Introduction to Personal Formation (1/2 Competency)

This subject examines ways of growing our intimacy with God, including prayer beyond the beginnings, meditation, contemplation, spiritual disciplines, spiritual friendship, spiritual direction, Sabbath, retreats and spiritual journaling.

- Competency - CMT011 Weighting: 50% Explores ideas about God in relation to the way we live as Christians



## Semester One Elective Subjects

### Identifying and Developing Leaders

Developing leaders is one of the crucial tasks of any church or organisation if it is to enjoy long term effectiveness.

Identifying and Developing Leaders is designed to help enable students to develop a leadership development plan for a particular community or organisation, and then identify the resources required for implementing it.

This course is a prerequisite for Building a Quality Team.

The Identifying and Developing Leaders course helps to create the foundation for a strong and functioning leadership base that empowers churches and organisations. To complete this course students must be involved in leadership of some kind as they will be required to complete a practical ministry placement involving the development of leadership in the ministry or organisation they are a part of.

- Competency - CHCCD9B Support community leadership

### Practical Mission (with Practical Missional Experience)

Australian Churches need people who are committed to and skilled for mission. The Australian community is one of the largest mission fields in the world. We live in a culture where less than 10 percent of Aussies attend a church on a regular basis. We need all kinds of people committed to and involved in practical everyday mission. This subject is designed to give students the opportunity to do mission as part of their everyday, waking and sleeping life.

This subject unpacks the basics of mission through a workbook which students are given to read and work through to give them a mission shaped worldview. It then focuses on the practical, asking students to develop a mission shaped lifestyle looking for opportunities from God to share their faith with others and bring people one step closer to the Kingdom of God. The assessment for this subject is primarily practical. The expectation is that students engage in mission as part of completing this unit.

- Competency- CHCCD1B Support community participation

### Building Quality Teams

Team building is essential to any ministry endeavour. A leader is great because of his/her team and can accomplish great things because they are prepared to invest in their team. Team building is not an exact science. Building teams requires a capacity to work with and develop people. It requires flexibility and an ability to inspire and encourage others, to cast vision and develop plans. Without quality teams even the greatest leaders cannot fulfil the plans God has for them. This subject is focussed around the completion of a team project. It covers the development of a team, team dynamics, keys to leadership, and the opportunity to lead a team of people through the completion of a ministry project.

- Competency - CHCCD9B Support community leadership



## Semester Two Core Subjects

### Life of Christ

As the pre-eminent leader, Jesus trains leaders who will ensure that the mission of God is extended beyond the regional boundaries of His ministry and ultimately to the entire world. This course explores who Jesus is and how he impacts the world. The mission of God reaches its climax in the life of Jesus Christ. The Old Testament finds its fulfilment in this event and the New Testament reflects the foundational nature of this event in history. Within this relatively brief period of history, God not only enacts the most significant event of all history, but through Jesus Christ, He models what, how and to whom the mission is directed.

- Competency -CMT009 Investigates information within a theological theme or issue

### Movers and Shakers (1/2 Competency)

This unit sketches and contextualises the lives and contributions of a sample of significant missional leaders in western Christianity against the backdrop of critical times in Christian history, so that the student will gain an informed context in which to engage in missional leadership today and be equipped to undertake further study in Christian history in the future.

- Competency - CMT007 Discusses the nature of the Bible and present day Christian Life and Practice

### Profile (Discover your Spiritual Gifts) (1/2 Competency as a Retreat)

Profile helps participants identify their Spiritual Gifts using a survey developed in Australia. It is a very comprehensive survey covering all the spiritual gifts described in scripture, as well as giving a picture of the potential leadership capacity of the student. It is designed to help students find their distinctive place in the body of Christ.

- Competency - CMT011 Explores ideas about God in relation to the way we live as Christians

### Transformational Leadership – A study of Ephesians

Transformational Leadership is demonstrated by a number of key Biblical Leaders. The Apostle Paul was the most significant transformational leader in the early church. Paul's ministry in Ephesus, as well as his ongoing support and mentoring/coaching of the church, is an incredible example of how a leader can impact not just individuals or a group of people but an entire city and region.

Transformational leadership looks in detail at the leadership by Paul of the church in Ephesus and the impact that church had on the city and the surrounding region for a long time to come.

- Competency - CMT010 Gains new personal revelation



## Semester Two Elective Subjects

### Youth Ministry (Wavemakers with Youth Ministries Australia)

This subject is designed to provide a foundational basis for principle centred youth ministry. It is designed for youth leaders and potential ministers who are keen to be a part of and potentially lead a growing and well functioning youth ministry.

The foundation of any well developed youth leader is a passion for Jesus, a passion for evangelism, a passion for young people, and the leadership development and spiritual growth to handle anything that is thrown at you.

This course is designed to help you on the journey to becoming an influential and quality youth leader who is able to significantly contribute to changing the lives of young Australians.

- Competency - CHCCD1B Support community participation

### Childrens' Ministry

This program is developed to enable anyone interested in childrens' ministry to minister to the spiritual needs of children. The rationale for the development of this program is that many young people reach adulthood without Christ. One way to address this issue is to enable churches to develop an effective childrens' ministry so that the spiritual needs of children are met at an early age.

This unit provides students with an understanding of the importance of reaching out and ministering to children. An important aspect of this unit is the practical application of sound education principles in childrens' ministry with the learning diversity of children in view.

- Competency: CHCGROUP3C Plan and conduct group activities

### Contemporary Issues

The world in which we live is complex in every way. We are confronted daily by issues that demand our attention, Australian involvement in international politics, the pervasive influence of consumerism and scientific discoveries.

We also live in a society that has rejected the values of the Christian community. We need to engage with contemporary issues in a way that honours our faith and our commitment to God's Word, yet seeks to respect those with whom we disagree. This course gives students the foundations they need to begin to engage in this important task. The course provides students with both a framework for thinking through contemporary issues from a biblical perspective, as well as engaging with a number of specific issues currently under debate within Australian society and examines what response our Christian worldview might require to those issues.

- Competency – CMT010 Gains new personal revelation



## Becoming a Leader of Influence

Becoming a leader of influence is designed to be a practical tool for people who want to be more effective in their everyday lives. It outlines the keys to being an effective leader and enables the student to put into place a practical plan for the completion of their life and ministry goals.

This subject covers, connecting with people, empowering people, having faith in others, building trust in relationships, leaning the foundations of leadership skills, developing a personal life plan, working towards personal goals, dreams and visions.

- Competency - BSBWOR404A Develop Work Priorities



# Policies

## Student Welfare and Guidance Services

ACOM recognises that students will undergo all kinds of changes when they submit themselves to a training program. There are a number of services ACOM provides which you can access directly. The Vocational Education Administration Staff are available to contact for any inquiries about your course, questions about the processes of ACOM, or for raising issues you may have of a welfare nature which require assistance. The Vocational Education Staff can also give you advice on the shape of your course and keep you informed about competencies you have completed and what areas of the course you still need to complete. The Diploma 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.

## Grievances and Disputes

ACOM is committed to resolving any difficulties students may have with ACTIVATE procedures and staff. All parties involved in the grievance/dispute or complaint will be expected to maintain confidentiality with respect to 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.

Students and staff should make every effort to resolve any dispute initially at the level at which the incident occurs.

Any student who wishes to appeal against a decision relating to his/her studies shall consult, in the first instance, with the lecturer/facilitator concerned.

If the matter is not satisfactorily resolved, the student may consult the Director of Vocational Education, who shall refer the matter to the YVWA Leadership Group.

If an agreement is not reached between the student and YVWA, the matter will be reviewed by an "Independent Mediator". This person will be from outside YVWA and independent of YVWA staff and training institutes. 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.



## Recognition of Qualifications Issued by other RTO's

Students who have completed Certificate IV level study at other training organisations can apply for recognition of their training as a part of their Diploma application. Diploma level courses will also be considered for credit. Some undergraduate training can also count towards YVWA's vocational training.

## Access & Equity

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

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.

Ensuring women, people with disabilities, those from differing age groups or from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people with differing language and literacy skills are able to gain access to the training.

The Diploma Course Coordinator is responsible for making decisions on reasonable adjustments to the assessment of individual subjects to cater appropriately for access and equity issues that may arise with individual students.

## Recognised Prior Learning

Recognised Prior Learning (RPL) is available for all ACOM Qualifications. RPL is a process through which students 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 ACOM LocalNet Administration Staff



## Voc Ed Language, Literacy & Numeracy Policy

ACOM 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 learner pathways, which will be ongoing throughout the training course.

ACOM will assist students whose 'whole access' to training is limited by language, literacy and numeracy skills and adopt a range of approaches and employ processes to treat each student as an individual eg the student who cannot comprehend written questions to write an answer she/he may have to be assessed orally

ACOM 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 ACOM identifies language, literacy and numeracy needs of the individual student. When conducting the initial interview with the student pre-enrolling in the training and if finding the educational background and the information received at the initial interview dictates specific needs are required the student is asked to complete an aptitude test. If the student requires specific needs, training will accommodate these needs through the following procedures.

### Procedure for accommodating language, literacy or numeracy needs:

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

- after the trainer has read the information explain what the reading is about
- discussing any reading orally with all students and encourage student interaction and communication – explaining specific areas in depth orally
- breaking the reading into small sections – read and discuss, read and discuss
- draw attention to key words
- include Overhead Transparencies with the main points – use a pointer
- tutoring
- use videos, CD's and audio tapes 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 student
- use pictures /posters



## Privacy Policy

ACOM & YVWA acknowledges and respects the privacy of individuals.

### Collection and Use of Information

Collection and use of an individual's private information shall be subject to the following guidelines:

- The individual knows of and consents to the collection.
- The information shall be used for the purposes for which it was collected, e.g;
  - Training methodology.
  - Mailing of information relevant to the person, etc.
- No disclosure to a third-party without the individual's consent.
- No disclosure to other institutions and authorities unless required by law.
- Access by the individual to their recorded information within 14 days of receiving a written request, (an administration fee may apply).
- Information protection and usage restricted to those persons responsible for it's 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

2010

## Full Time

The course fee for full time students for the Cert IV in Christian Ministry and Theology is \$2250 for a full program. (Or \$250 per Unit of Competency studied.) This includes all course handbooks, notes and materials as well as the two intensives at the beginning of each semester. It does not include any extra text books which students may decide to purchase as a part of their studies.

## Part Time

Part time students will be charged an individual fee for each subject they enrol in at a cost of \$250 per unit of competency.

## Audit

Audit students will be charged an individual fee for each subject they enrol in at a cost of **\$195 per unit of competency**.

## Recognised Prior Learning (RPL)

Students applying for RPL for subjects from the Cert IV in Christian Ministry or for the Diploma program will be charged a fee of \$200 per Unit of Competency.

## Application for Credit

Applications for credit from other accredited study do not attract any fees.

## Scholarship Information

Both Youth Vision WA and Kids Vision WA are offering scholarships in 2010. Please check out [www.yvwa.com.au](http://www.yvwa.com.au) or [www.kidsvisionwa.blogspot.com](http://www.kidsvisionwa.blogspot.com) for more information.



## Personal Details (PLEASE PRINT)

Mr/Mrs/Miss	
Surname	
First Names (all)	

## Contact Information

Postal Address		
	City:	
	State:	Postcode:
Phone	hm:	wk:
	mob:	
Email		
Emergency Contact	Name:	
	ph:	mob:

## Personal Information

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

Do you consider yourself to have a disability, impairment or long term condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so please indicate the area of disability, impairment or long term condition.		

## Which Qualification do you wish to apply for?

Certificate IV in Christian Ministry and Theology	
Recognised Prior Learning	
Credit Transfer for Previous Study	

## Semester and Year of Enrolment

<i>Eg. Semester One</i>	<i>2010</i>	<i>Semester One – 8<sup>th</sup> February – 25<sup>th</sup> June</i>
		<i>Semester Two – 19<sup>th</sup> July – 3<sup>rd</sup> December</i>

## Enrolment Status

Fulltime		Audit	
Part Time			

## Educational Details

Are you attending Secondary School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Highest Secondary School Level Completed and Year		
Tertiary Qualifications Completed	Bachelor Degree or Higher	
	Diploma	
	Certificate I, II, III, IV	
Any other Qualifications		

## ATTACHMENT (A)

Please attach certified copies of qualifications, awards and transcripts of results  
*(Only if you intend to apply for recognition of prior learning or credit for previous study)*

Materials Attached



## Employment History

Please show details of the last five years. Use extra pages if needed.		
Dates	Nature of Employment eg. Part-time, Fulltime, Self Employed	Position

## Reasons For Study

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

## Language and Ethnic Group Details

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"/>		
Do you speak a language at home apart from English?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
If so please specify the language			
Are you of Aboriginal or Torres Strait Islander Origin?	Yes <input type="checkbox"/>		No <input type="checkbox"/>



## Christian Faith

Please attach a short statement outlining how and when you became a Christian (Please attach another page if required)		<input type="checkbox"/>
Please list any leadership experience you have had in the local church, roles or Christian Service activities undertaken		
Position/Role	Activities Involved	Duration

## Your Vocational Ministry Goals

Please briefly describe your current ministry or leadership goals as they are currently formed.

## Other Information

Please indicate how you heard about ACTIVATE's Vocational Program



## Core Units of study in 2010

<b>6 Core Units</b>	<b>Sem 1</b>	<b>Sem 2</b>
CM7	EARLY CHURCH ½	MOVERS AND SHAKERS ½
CM8	THE BIBLICAL STORY	
CM9		LIFE OF CHRIST
CM10		TRANSFORMATIONAL LEADERSHIP - A STUDY OF EPHESIANS
CM11	INTRO TO PERSONAL FORMATION ½	PROFILE ½ (RETREAT)
CM12	HEARING THE VOICE OF CULTURE	

## Please choose your ministry stream

<i>Please tick 1 box</i>	<b>Sem 1</b>	<b>Sem 2</b>
<b>Youth</b> <input type="checkbox"/>		YOUTH MINISTRY TRAINING (WAVEMAKERS YMA) (WEEKEND)
<b>Childrens</b> <input type="checkbox"/>		CHILDRENS' MINISTRY
<b>Leadership</b> <input type="checkbox"/>		BECOMING A LEADER OF INFLUENCE

## Please choose 2 Electives below (1 in each semester).

	<b>Sem 1</b>		<b>Sem 2</b>
<b>Elective</b> <input type="checkbox"/>	IDENTIFYING AND DEVELOPING LEADERS		
		<b>Elective</b> <input type="checkbox"/>	BECOMING A LEADER OF INFLUENCE
<b>Elective</b> <input type="checkbox"/>	PRACTICAL MISSION (MISSIONAL EXPERIENCE inc)		
		<b>Elective</b> <input type="checkbox"/>	CONTEMPORARY ISSUES
<b>Elective</b> <input type="checkbox"/>	BUILDING QUALITY TEAMS		



**DECLARATION:**

I have read the ACTIVATE Prospectus and I declare that the information provided in the application is to the best of my knowledge accurate in all respect.

I hereby authorise YVWA staff to use personal information to process and effect my application.

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

**PRIVACY:**

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

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

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

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

