

Calvary Academics

1 *Starter Pack*

Application

Contained in this pdf document:

- 1. A New Tuition Centre (cover letter)**
- 2. Centre Quick Guide (an overview)**
- 3. Overview of Products (The programmes we offer)**
- 4. Starting a Tuition Centre (7 step flowchart)**
- 5. Applicant Data (initial database requirements)**

Separate pdf document to study:

- 6. Concise Prospectus (for promotional purposes)**
- 7. Example Lecture Material (lecture 1 & 2, A4 format)**

A New Tuition Centre

Dear Pastor

Thank you for enquiring about running a Calvary Tuition Centre. We have a lot to share and have tried to inform you through these initial pages in a simple way, yet saying enough to understand the Calvary way. The following few pages of introduction and diagrams are especially written for you to make a decision. We hope that it will be of real help as you join us.

Applicant Data (p 8, second last page in this document)

Your first step is to fill in this form. By the time you have read these pages you can make a decision. If you have indicated to us that you have appointed the main two officials, we will then issue your **Tuition Centre** number.

Registration Costs

As soon as you fax the **Applicant Data** to us we will send you a package covering TC accreditation matters. This includes printed books which are your reference documents listed in the next flowchart. This will cost you R185 (postage inclusive). The cost to register a Tuition Centre is R200 (for CQA paper evaluation) and R150 each year thereafter.

Immediate Benefits

The benefits are evident. If a Calvary student moves to your town you will be considered as mentors since your TC is on a list (if the TC is active). You may also receive our CD-ROM onto which we have copied free resources such as software, e-books, pdf's and down-loaded websites.

Foundation and Recognition

We have implemented a **Charter** that is signed by two hundred Tuition Centres (TC's) to give your students security. It ensures students that what they do is meaningful and accepted, e.g. your students could present our recognised credits through RPL, continue their studies elsewhere where prior studies of Calvary are recognised and where they can often find work because of our certificate. Students can also register for an e-learning degree and mentored locally to complete such qualification.

Please pray this opportunity into reality as the Lord leads.

Centre Quick Guide

An overview of what a Bible School using Calvary material is all about.

What or who we are ...

Calvary Academics employ a framework, material and a method to offer Biblical and practical training in a contact-mentor setting. This imparts life skills suitable for ministry as a **worker**, **leader** or even **pastor**. Our training is for local congregations and is not meant to replace a seminary. Informal training in a wide **church recognition** context has proven to be more cost-effective than official accreditation. All the same **outcomes** are still reached in an environment using accreditation standards. The short courses include **life skills experience** suitable for Recognition for Prior Learning [RPL].

Some students, contemplating the training as equipping themselves for local church leadership, later develop a call on their life for deeper involvement in ministry training. For these students at least one e-learning university recognizes our first three short courses of 240 credits **as a Diploma basis** for a **Bachelor** qualification. A further 150 credits with a University is recommended should they also focus on **ministry training**. Students themselves have to register with such an e-learning University (e.g. **Calvary**) for a B.Min should they want to receive an (internationally) accredited **qualification**.

The Courses Offered

Three "**Church Life**" courses are offered in sequence and each of them carries 80 credits. Students are mentored in a contact situation in order to be suitable for **service** or **leadership** in their church. The practical aspects are therefore very important and practical tasks are required for each module in order to receive the credits. Tests and assignments are required on an on-going basis as well as **formative** evaluation (in-training tests) to assure quality learning throughout the year.

Your Directions and Support

Through the **Student Prospectus** and **Centre Guide** we will provide extensive written explanations of the many aspects of running a Tuition Centre. A Dean of a Tuition Centre is usually not trained in education but, will gradually understand what is required. What may seem overwhelming will become clear as you study the various documents carefully. This Guide

contains all the pages aimed at the Dean or CEO with regard to doing the **administration** and to place the textbook **orders** from Calvary Academics.

Methodology

The method followed for part time students is one night per week with three lectures on that night during normal school terms (100 lectures, 42 weeks). The lecturer explains the material, which the students should pre-read before the session starts, and group discussion is encouraged. The various assignments, practicals and tests provide a modern and effective e-learning environment, especially if modern computer technology is used where possible. A library of suitable books should also be built up over the years.

Should the curriculum be offered on a full time basis, three courses may be completed in two years, attending 100 lectures and a lot of **extra reading**. Various e-learning activities replace some of the classes. Distance students may prefer the extra activities. Doing their studies part-time over three years will provide more time for **spiritual growth** and **character building**.

Administration and Requirements

An administration system should be in place which can store the data of the student's achievements electronically and on paper. A simple Excel data sheet may not be enough for your administration, but it is the required minimum in order to convey to us which course attendance certificate the student should receive at the end of the year. A hand written form of the **Class Results Record** is available in PDF format on our web site.

The forms needed for registering students on the different levels of training, as well as for the Tutors and Distance Mentors, are all in the **Admin Pack** and are available as PDF documents on our Website.

Ordering of Materials

Materials Supply will explain how we will serve you by providing the text books and tests. We do not stock books that are recommended for B.Min studies, but these may be found in any Christian bookshop. B.Min students will benefit from the CD-ROM we have compiled with suitable web-articles, christian books in pdf format and the e-sword software.

Please read all the provided documents and then contact us for further explanation if some aspect is still not clear. We will be happy to serve you.



Overview of Programmes

Standard: Cert or Dip. As before: A5 format, published in Eng & Afr, **R24** (in 2011)

New Format Text Books Advanced: A4 format, published in Eng/Afr, **2009**

A major upgrade in our Ministry materials was done for the new Church Life Programme. Students starting in 2011 make use of the new format at a better readability. It combines with the **Life Skills** and the **MBC** reading modules.

Life Skills

A range of life skills (study, personal and communication) have been prepared and will now be implemented in every level of learning. It also includes IT skills.

Reading Material Course design: Self reading as well as recapping in class

The Mini Bible College text books are of excellent quality and are published to add lectures that contain the full text. They deal with Bible books, prescriptions of Christ and Christian values. It also deals with Marriage and Family.

e-Learning CD Resources CD ROM: R16 cost to the TC, R29 to the student

We are providing Cd's to go with individual modules. They provide pdf's in colour for the lectures as well as web pages on the same topic as the lectures.

Internet Access Access: R120 per student per qualification. First 80 credits free.

From 2011 we will be running a site under the name Calvary Academics to provide resources to all our students. It will contain e-learning content and tests.

Christian Life Certificate Church Life: In English & Afr – ready for: **2010**

This is the new material which can truly be called e-learning. The five above items are combined in this course labelled as "Church Life". It is for the serious student who want to live a full meaningful Christian life and be usefull in the general body ministry of the church. This active and involved life will cause them being used as a worker and leader. Further courses allow such students to continue to the Christian Life Diploma, through Bachelor up to a Doctorate.

Calvary University See Web Sites: www.calvaryu.com and: www.clt.org.za

All our students who continue to a degree, Honours, Masters, Doctorate and PhD. register with this e-learning university. We then mentor such students. The Department of Education have privately commended us for being on the forefront of mentoring in South Africa.

Contact us by e-mail: The Registrar mail@clt.org.za and orders@clt.org.za

Starting a Tuition Centre

The first action steps to take when you start a Tuition Centre

1

Read:
Quick Guide

Read the first document to help you make a decision. Two more pages spell out all the minimum requirements. You will see how easy it is to train your members.



2

Examine:
Example Lecture

This is a typical lecture from the first semester which gives you an idea of the style, content and method used for training your workers and leaders.



3

Make a 5 minute
Phone Call

If you still have a few puzzling questions, do feel free to phone us during office hours: (012) 567 7583 or +27 12 567 6083 or fax 012 567 5550



4

Complete:
Applicant Data

This is the data we need for you to register as Tuition Centre on the computer - indicating qualified officers.



5

Know more, get:
Information Pack

A comprehensive pack providing **information** to help you to make an informed decision to start a TC



6

Evaluate, get:
Accreditation Pack

All the documents needed to do the required **self-evaluation** and to be listed as a CQA Accredited **Tuition Centre**. We will help you to get listed by CQA.



7

Start: **Decide,**
Enrol and **Order**

Get every decision maker on board when you make the final decision. Then order the first books by phone and find out how easy it is to get your material.

Example

Applicant Data

To apply for information to become a Calvary Tuition Centre

To the **Calvary/CQA** Application Board: Allocated Centre No:

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Tuition Centre Account No.

Please submit **information** for TC registration and CQA accreditation.

Documents at: <http://www.clt.org.za/starting.html>

Please complete: (and fax back to **012 567 5550** to receive Tuition Centre information)

Name of Institution: *River Valley Bible School*
Intended name of Tuition Centre

Church group affiliation: *Assemblies of God*
If any affiliation exists

Contact Person: *Pastor John Smith*
Person initiating the Tuition Centre

Address - Postal: *P.O. Box 12345*

Town (post office): *River Town* Code: *5678*

Street address: *River Street 123*

Town/Suburb: *Riviera* Code: *5677*

State/Province: *Kalahari* Country: *South Africa*

Telephone: Office *012-345 6789* Cell: *075 456 7890*

e-mail: *mailstream@telkomsa.net* Fax: *012-345 6788*
Since we communicate by e-mail it is required

Web-site address: <http://www.assembly.river.org.za>
Website is not required

Highest level to be mentored: Certificate Diploma Degree
Dean must have degree to offer Diploma

Operating since: *January 1996* (year) or Now starting
Till now used own curriculum

Type of offering: Contact Dist.Mentored International
Required as basis Only for graduate levels

Credit system used: Semester Hours Notional Hours
As used in the USA As used in the rest of the world

Academic Field: Management Sociology Communication
Education Counselling Skills Matric Ministry

Number of Lecturers: (Full time) *2* (Part-time) *3*

Number of Students: *33* (currently) or envisaged: *44*

Quality Officer (Having HDE or B.Ed): *Ms. Phillippa Smith - B.Ed.*
Required to appoint, not spouse Person co-signing to verify marks

Signature: I declare this data to be true and correct. We are able to connect to the Internet.

Name: *Pastor James Peterson* Signed: *S.I. Gnature*
Someone having DipTh/DipMin Usually the intended Dean

Qualification: *Dip. Ministry A.O.G.* Date: *15-09-2009*

Applicant Data

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To the **Calvary/CQA** Application Board:

Allocated Centre No:

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Tuition Centre Account No.

Please submit **information** for Calvary registration and CQA accreditation.

Documents at: <http://www.clt.org.za/starting.html>

Please complete: (and fax back to 012 567 5550 to receive Tuition Centre information)

Name of Institution:
Intended name of Tuition Centre

Church group affiliation:
If any affiliation exists - optional

Contact Person:
CEO/Dean of the Tuition Centre

Address - Postal:

Town (post office): Code:

As well as:

Street address:

Town/Suburb: Code:

State/Province: Country:

Telephone: Office Cell:

e-mail: Fax:
Since we communicate by e-mail it is required Website is not required

Web-site address: <http://www>.

Highest level to be mentored: Certificate Diploma Degree
Dean must have degree to offer Diploma

Operating since: (year) or Now starting
Till now used own curriculum

Type of offering: Contact Dist.Mentored International
Required as basis Only for graduate levels

Credit system used: Semester Hours Notional Hours
As used in the USA As used in the rest of the world

Academic Field: Management Sosciology Communication
Education Counselling Skills Matric Ministry

Number of Lecturers: (Full time) (Part-time)

Number of Students: (currently) or envisaged:

Quality Officer (Having HDE or B.Ed):
Required to appoint, not spouse Person co-signing to verify marks

Signature: I declare this data to be true and correct. We are able to connect to the Internet.

Name: Signed:
CEO/Dean having DipTh/DipMin Usually the intended CEO/Dean

Qualification: Date:

Your Response:

Confirm your decision!

Please send us an e-mail asking for the **Info Pack.**

If you would like to inform your staff concerning the requirements of Higher Education, then also ask for the **Accreditation Pack to register with CQA.**

Copyright © Calvary Academics, 2011. A mentor centre specializing in advanced e-learning technology.

Note: We do not offer any qualifications but help Tuition Centres to Mentor students who are registered at a place of Higher Education. We do not issue qualifications, merely gives advice regarding planning for life-long learning.