

Christian Life: Mentor Centre



***Ministry Training Programmes:
Certificate and Diploma Level***

Centre Guide

2011

CTG

Utilizing advanced e-learning technology

Centre Guide Index

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Centre Guide Intro

The Handbook of the Dean and Administrator

Welcome to the **Centre Guide**. If you are new to education in a broad sense, you will find much valuable information in this Guide. We also have Calvary-specific information that you need in order to run a Tuition Centre successfully.

Calvary Character

Who we are and whom you represent will become clear throughout the Guide. The **TC Agreement** as well as the **Statement of Faith** in the Student Prospectus should be consulted. It all comes down to living out the **Great Commission** responsibly within the **higher education** environment through the **Mentoring concept** whilst utilizing advanced **e-learning technology**.

Resources and Student Services

We first give guidelines to the Dean and Administrator what the local Tuition Centre offers. A **TC** may be a Church with a Bible School or a private school organisation mentoring learners through Matric. Certain **facilities** (library) or services (student counselling) are offered at the TC within its rooms. The staff each have their **functions** and are organised within an effective organisational structure.

Learning Methods

Calvary offers a **unique learning concept**. Its Programme Structure is accepted on international standards, it has a variety of **learning steps**, a range of **evaluation methods** and puts the right emphasis on **practical** learning components.

Programme Descriptions

There are several pages dedicated to describe the various **programmes** in terms of courses, modules and their credits and codes. The order and levels are clearly indicated. A list of **skills** and where these are applied is given.

Quality and Rules

Acceptance of the **qualifications** go hand in hand with **quality control**. To achieve this the rules for sound administration and student behaviour are to be adhered to. **Reports** are required and a **Quality Officer** plays a role.

Financial Information

Finally, a few pages are dedicated to the question of **Fees** for the programmes, the **arrangement** Mentors can make with individual students and the **accountability expected** of the Tuition Centre towards your account with us. We sincerely hope that the running of the TC will be made clear.

Tuition Centres

UNDERTAKING OF A TUITION CENTRE

The following is an extract from the agreement:

Tuition Centre Agreement

To offer tuition ...

- Upholding the objectives of **Christian Life Training**.
- Subscribing to the **student rules** and other **guidelines** of the **Centre Guide** as updated from time to time.
- Using the **Christian Life Training & Calvary Academics** lecture books (or approved alternatives) in order to **set a high standard**.
- Following the standard **Method of Tuition** ... (see page 10-12)
Provide **Lecture Books** and/or lectures for each student ...
Make provision for **discussion** of the course contents
- Have a long-term plan **to promote a learning ambience** typical of a higher educational environment, at the Tuition Centre.
- Encourage students to pursue **further studies**.
- Convey to lecturers the need for their furtherance of skills and qualifications, through **Calvary**, for the sake of the students' upliftment. To **encourage research** and to develop **writing skills**.
- Promote the **establishment of facilities** such as access to books, tapes, CD's, the Internet and the like; to research material with a ministry content which would be of benefit to the learners.
- Have a plan for **bursaries** or similar support for students who, at the discretion of the local Tuition Centre, would need this help in order to fulfil their **calling to the ministry**.
- Honour the Lord Jesus Christ in all they do, **obeying His command to teach** in order to make **disciples**, workers, leaders, evangelists, pastors, and teachers who will equip others also.

Staff Functions

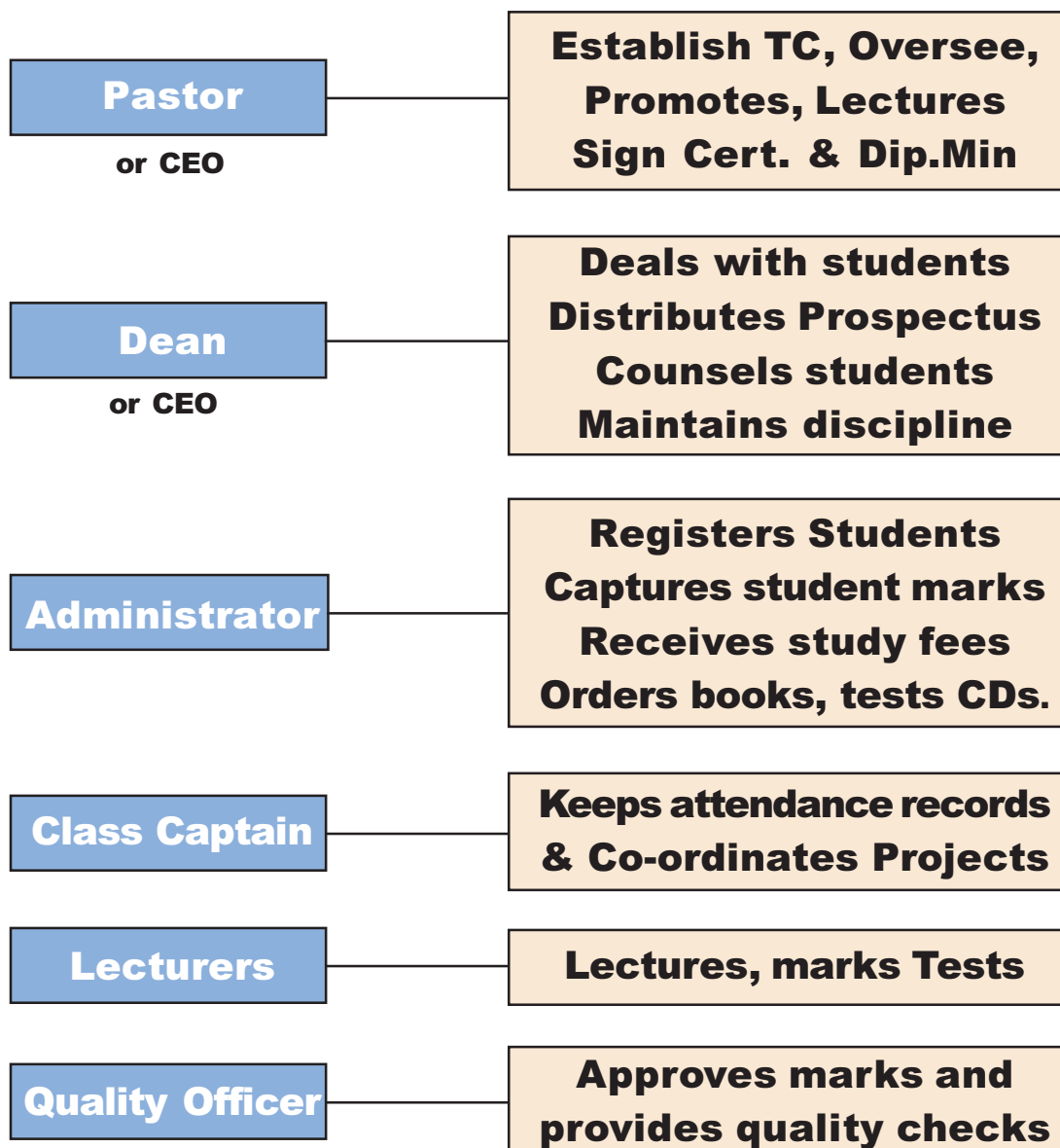
A diagrammatic illustration of the delegation of tasks in the Bible School

JOB DESCRIPTIONS FOR TUITION CENTRE STAFF

The **CEO** of the Tuition Centre (who could be the Dean) appoints a Dean (with academic qualification - Ministry or Theology), Quality Officer (Education), Lecturers (who can teach), an Administrator and a Class Captain. These officers each have a job description which can be outlined as follows:

OFFICERS

FUNCTIONS



Study Materials

All orders must make use of the correct codes to ensure accurate invoices

HOW STUDY MATERIALS ARE CODED

Study materials are ordered by the Tuition Centre where students are mentored. All the materials are coded. These codes generally appear on the back and the front of the A5 books and on the front page of the tests and A4 books. Every four or five topics form a **module** which is then bound together in one A4 book of about 160 to 200 pages. It has a code by which it is ordered. The code is derived from the title. The first English textbook **Christian Basics** (one of two volumes) and is coded **CHB1**. There is also a Workbook which has the code: **WCHB1**. Many smaller modules (having one of the MBC books) have a **life skill** incorporated one of which is an **IT** skill. A Resource CD is prepared for the MBC books: **GSA = RGSA**. The Afrikaans books have their own codes. The old A5 books may also be used.

TUITION CENTRES ORDER CERTIFICATES

When the Tutor has completed the assessments of all the modules of any student's programme, the Tuition Centre applies for the 80 credit **short course certificate**. The student's full name, initial and surname (as it should appear on the certificate) must be sent to us on the **Class Results Record**. The **CRR** also contains the **student number** and **module marks** (with the calculated average). This number must also appear on all the **tests**.

CENTRE No: 456 — EXAMPLE: 456,045 (Allocate 456,001 to Dean)

When the office of the registrar at the Tuition Centre receives new student applications, a student number is assigned using the Tuition Centre number, and a follow-up number between 001 and 999 as above.

Students' records are kept and maintained by the local administration under this number. Calvary Academics will also keep a data-base of qualifications and index these by using this number. Should any student enquire, years later, for a duplicate of the certificate or transcript of the qualification, this will be possible even if the Tuition Centre has closed.

Students who continue studies at another Tuition Centre, **keep their first student number** in order to link all the different earned course credits. A web-database will be established which will also store the students ID no.

New Format Books: A4

We will continue to print the A5 format booklets for a number of years as required.

New Improved e-learning Technology

The Calvary Academics curriculum has been improved according to the latest educational methods. This has been made possible largely due to advances in information technology. The advent of low-cost CD disks makes information available to the student in large chunks. Colourful pages can be stored in the form of pdf files. PowerPoint slide presentations are now possible in various degrees of sophistication. Audio and video files can be presented embedded in the extremely flexible html-type web pages. Never has so much improved technology become so rapidly available to learners than now.

Larger Format Books: A4

The Lecture Books we have been printing in A5 format will still be available for several years. A **new sequence** has been worked out for the books. **Topics that belong together** are grouped together in a more logical order. This is introduced with our glue-binding of A4 pages of 6,7 or 8 books in one bundle. Two of these books are meant to be ordered together, e.g. the book and its workbook or an **MBC** book (Bible reading presentation) with a skill. To understand the course, you have to know the content of these modules. See the next page for a module list, showing the old book numbers.

In industry this is sometimes known as perfect-bind. Our system is somewhat different and has a few advantages over the commercial method. The books can open **completely flat**. When they are stacked on top of one another they do not tilt to one side since they are the same thickness all round. Due to a cloth insertion at the two ends, books do not split.

Delivery of e-learning: CD ROM

Topical books may be provided with a **companion CD** which contain various resources. These are pdf, Word and html format, audio mp3 files which may eventually contain the lectures being read by a presenter, compact video files for short personal instruction or special features and PowerPoint files to illustrate the main points of a lecture.

We have spent a lot of effort in gathering **web pages** and whole books from the Internet as well as **free software** to make these available on CD.

A4 Book Codes

The new A4 curriculum combines the old A5 books in new logical combinations.

Old Certificate in Ministry books in 10 new books:

Each topic has two modules: **CHB1** and **CHB2**. To compare, the old book numbers follow.

Christian Basics	CHB1 01, 02, 03, 20, 21, 24, 25	CHB2 06, 37, 38, 39, 26, 27, 28
Discipleship Growth	DGR1 19, 30, 31, 04, 15, 22, 23	DGR2 07, 08, 40, 41, 42, 45
Equipping for Victory	QPV1 18, 09, 10, 05, 16, 17, 13, 64	QPV2 44, 47, 48, 49, 50, 46
Christian Maturity	CHM1 29, 33, 34, 56, 57, 32, 35, 36	CHM2 43, 118, 65, 51, 52
Ministry Princpls & Prxs	MPR1 53, 54, 61, 62, V1, V2, V3, V4	MPR2 11, 12, 14, 55, 58, 59, 60

Old Ministry Diploma books in 12 new books:

Most topics have two modules: e.g. **CHL1** and **CHL2**. The old book numbers follow.

Christian Leadership	CHL1 72, 73, 74, 66, 67, 68, 69	CHL2 75, 76, 79, 80, 81, 82, 77, 78
Pastoral Training	PTR1 83, 84, 85, 86, 87, 88, 89, 89B	PTR2 90, 91, 92, 93, 94, 63, 70, 71
Systematic Theology	STH1 95, 96, 97, 98, 99, 100	STH2 101, 102, 103, 104, 105, 106
Old Testament Books	OTB1 107, 108, 109, 110, 111, 112, 113	OTB2 114, 115, 116, 117, 119, 120, 121
Bible Introduction	BBI 122, 123, 124, 142, 143, 130	(course has one module)
New Testament Books	NTB1 125, 125B, 126, 127, 128, 129	NTB2 131, 132, 133, 134, 135, 136
	NTB3 137, 138, 139, 140, 141, 144	

The MBC (Bible reading presentation) book codes:

This Mini Bible College course consists of surveys, verse by verse studies and explaining Biblical principles and values. They have been grouped together in **A4 format** as follows:

Old Testament	OTS1 Gen-Josh	OTS2 Jud-SS	OTS3 Isa-Mal
Values of Christ	VCH	Various Biblical Principles	
The Gospels and Acts	GSA	Matt , Luke, John, Acts	
Survey of the Letters	SLT	Romans to Revelation (Survey)	
Marriage & Family	MRF	Biblical Marriage and Family Principles	
Study of Romans & Corinthians	SRM	verse by verse: Romans &	SCR Corinthians
Prescriptions of Christ	PCH	Various Biblical Principles	
The Gospel of John	GJH1	John 1-10	GJH2 John 11-21

Study Skills **9 skills** Interpersonal Communication **8 skills** (Order each separately)

10 IT Skills Personal Skills **6 skills** and Human Relations **8 skills**

Leadership Skills **6 skills** and Work Skills **7 skills** (See pages 8 to 10 for their codes & cost)

By combining all the above as indicated on pages 8-12 in the Prospectus students earn a **Certificate** or subsequently a **Diploma** over three years – on a part time basis at a Bible School.

Skills: Courses & Modules

Various modules that make up six Life Skill Courses offered as part of our programmes

Life Skills

*These are the prices a TC pays.
Student fees are in the Prospectus*

Skills training has lately received a new emphasis in modern education which it highly deserves. Skills help people to **do a job**. A skill is the ability or talent to perform a task **well** or **better than average** gained through **training** or **experience**. There are six groups:

Study Skills (STS 18 Credits)	Code	Credits	TC Cost
How to Learn	LRN	2	R 50
How to Read Faster	RDF	2	R 50
Organizing your Time	ORT	2	R 50
Working Under Pressure	WPR	2	R 50
Keeping Well Informed	KWI	2	R 50
Remember Facts and Figures	RFF	2	R 50
Sharpen your Thinking	STH	2	R 50
Strengthen your Will Power	SWP	2	R 50
How to Read a Book	RBK	2	R 50

Interpersonal Communication (IPC 16 Credits)

Say a Few Words Effectively	SWE	2	R 50
Handling an Audience	HDA	2	R 50
How to Listen	LSN	2	R 50
Improve your Conversation	ICV	2	R 50
Getting your Ideas Across	GYX	2	R 50
How to Teach Others	TCH	2	R 50
Create the Right Image for Yourself	CRI	2	R 50
Solving Problems	SPR	2	R 50

IT Skills – Information Technology (ITS Choose 3 or 4+ for 12 to 36 Credits)

Computer Basics	CMB	2	R 36
e-Mail Basics	EMB	2	R 42
Microsoft Word	MSW	4	R 85
Microsoft Excel	MSE	5	R 105
Microsoft PowerPoint	MPT	4	R 85
Microsoft Access	MSA	5	R 105
Microsoft Office	MSO	3	R 64
Windows XP	WXP	4	R 85
Internet Browsing	IBR	4	R 85
Internet Safety	INS	3	R 64

Skills: Courses & Modules

These are the prices a Tuitions Centre pays for the modules that make up six Life Skill courses.

Personal Skills (PSK 12 Credits)	Code	Credits	TC Cost
How to be a Self-starter	SST	2	R 50
Use Spare Time Effectively	UST	2	R 50
Increase your Self-confidence	ISC	2	R 55
Discover your Hidden Abilities	DHA	2	R 50
Mastering Figures	MFG	2	R 50
Maximizing Opportunities	MXP	2	R 50

Human Relations (HUR 18 Credits)

Motivating Others	MTV*	3	R 75
Improve Personal Relations	IPR	2	R 50
How to Size-up People	SPL	2	R 50
Get Ahead with your Boss	GBS	2	R 50
Remember Names & Faces	RNF	2	R 50
Coaching and Support	CGS*	3	R 75
Plan & Lead Meetings	PLM	2	R 50
Be Effective on the Phone	EPH	2	R 50

Basic Office Skills (BOS Choose 12+ Credits) **Leadership Seminars*

Business Office Skills	BFS	2	R 50
Financial Bookkeeping	FBK	1	R 42
Business Planning	BPL	4	R 100
Business Meetings	BMT	2	R 50
Negotiation Skills	NGS	4	R 100
Career Development	CDV	4	R 100
Workplace Ethics	WPE	5	R 125

The Practical Aspect of Calvary Programmes

Workers, Leaders and Pastors need these skills to function effectively. At first they need the **Learning Skills** for their training years. Life long learning is our future anyway. Ministry is that field that works and therefore communicates **with other people** – now also electronically. This calls for **Interpersonal Communication** and **IT Skills**. Dealing with people's problems will require a lot of strength in one's own person. As you also have to give advice to people with problems, both spiritual and otherwise, the above modules for **Personal Skills** and **Human Relations** will prove to be very necessary. **Basic Office Skills** are often very necessary.

Life Skills Development

Various modules that make up six Life Skill Courses offered as part of our programmes.

Leadership Skills (LSK 12 Crd)	Code	Credits	TC Cost
Making Decisions	MDS	2	R 50
Mastering Leadership	MLD	2	R 50
Managing People	MNP	2	R 50
Delegating Authority	DLA	2	R 50
Leading a Team	LTM	2	R 50
Positive Political Skills	PPL	2	R 50

Work Skills (WSK 14 Credits)

Improve your English	ENG	2	R 50
Increase your Word Power	IWP	2	R 50
Writing Business Letters	WBL	2	R 50
Creating Good Ideas	CGD	2	R 50
Handling Responsibility	HRP	2	R 50
Mastering Salesmanship	MSM	2	R 50
Getting Value for Money	VFM	2	R 50

Life Skills Utilised in other Programmes

These skills are deployed in various other courses of a variety of fields:

Life Skills credits are prescribed in the following courses (8 to 15 credits):

- **Ministry** — Higher Diploma, Bachelor, Honours
- **Divinity** — Higher Diploma, Bachelor, Honours
- **Counselling** — Higher Diploma, Bachelor, Honours
- **Leadership** — Higher Diploma, Bachelor, Honours
- **Education** — Higher Diploma, Bachelor, Honours
- **Bus Administration** — Higher Diploma, Bachelor, Honours
- **Arts** — Higher Diploma, Bachelor, Honours

Structure of Bachelor Courses

A Diploma or Advanced Diploma (240 credits total) is followed by a Higher Diploma of 80 credits. It is named appropriately for the field it is taken in and forms the first part of the Bachelor. The student need not register for the Bachelor at this stage yet. The second part of the Bachelor carries the name of Bachelor and has a workload of 70 credits. At completion the Bachelor is awarded by Calvary.

The next qualification is the Bachelor (Honours) in the same field and carries a workload of 120 credits, of which 72 credits are at level 7 of the NQF.

Programmes & Credits

A list of credits for each programme providing minimum entry values for the next level

Life-Long Learning

UNDERGRADUATE QUALIFICATIONS

Programme Name	Skills Modules + IT	Credits	Total Credits
Certificate in Chr Discipleship	4 Courses: 3 Skills 1 IT	80	80
Christian Life Certificate	4 Courses: 3 Skills 1 IT	80	160
Christian Life Diploma	4 Courses: 3 Skills 1 IT	80	240

GRADUATE QUALIFICATIONS (See p25 for skills specification)

Programme Name	Skills Modules + IT	Credits	Total Credits
Bachelor of Ministry:	A total of 70 credits in the same specialisation field can be earned at any time as an endorsement to the Bachelor qualification.		
Diploma in Shepherding	4 Courses 3 Skills 1 IT	80	320
Bachelor of Ministry	4 Courses 3 Skills 1 IT	70	390
Bachelor of Divinity:			
Diploma in Theology	4 Courses 3 Skills 1 IT	80	320
Bachelor of Divinity	4 Courses 3 Skills 1 IT	70	390
Bachelor of Ministry or Divinity	4 Courses 3 Skills 1 IT	120	510

POST-GRADUATE QUALIFICATIONS A specialisation field must be specified for M & D

Master of Ministry/Divinity With the first two items, take a shorter* Dissertation

Courses (as prescribed in interview)		40*	
Project/Practicum and/or	4 Skills	8	
Research Methodology		30	
Research Proposal		20	
Dissertation Defence		32	
Masters Dissertation	85-110* or (150-200) pages	50	(90)*
Total Programme Credits		180	690

Doctor of Ministry/Divinity

Similar to the above	4 Skills		
Doctoral Thesis	200-250 pages	150	840

Programmes & Skills

A list of Skills allocated to each of the Programme levels to be completed

PROGRAMMES: QUALIFICATIONS

Life Skills Development

Certificate Qualifications

	Code	Credits	Module Fee
How to Listen	LSN	2	50
How to Learn	LRN	2	50
Use Spare Time Effectively	UST	2	50
Computer Basics (IT Module)	CMB*	2	36

Improve your Conversation	ICV	2	50
Improve Personal Relations	IPR	2	50
Increase your Self-confidence	ISC	2	55
e-Mail Basics (IT Module)	EMB*	2	50

Diploma Qualifications

	Code	Credits	Module Fee
Say a Few Words Effectively	SWE	2	50
Managing People	MNP	2	50
Improve your English	ENG	2	50
Microsoft Word (IT Module)	MSW*	4	85

Bachelor Qualifications

	Code	Credits	Module Fee
How to be a Self-starter	SST	2	50
Solving Problems	SPR	2	50
Increase your Word Power	IWP	2	50
Microsoft Excel (IT Module)	MSE*	5	110

Handling Responsibility	HRP	2	50
Plan and Lead Meetings	PLM	2	50
How to Teach Others	TCH	2	50
Microsoft PowerPoint (IT Module)	MPT*	4	100

Honours Qualifications

	Code	Credits	Module Fee
Critical Reading	CRD	2	50
Creating Good Ideas	CGD	2	50
Project Management	PRM	2	50
Microsoft Office (IT Module)	MSO*	3	90

Masters Qualifications

	Code	Credits	Module Fee
Sharpen your Thinking	STH	2	50
Making Decisions	MDS	2	50
Handling an Audience	HDA	2	50
Leading a Team	LTM	2	50

Doctoral Qualifications

	Code	Credits	Module Fee
Working under Pressure	WPR	2	50
Mastering Leadership	MLD	2	50
Business Meetings	BMT	2	50
Delegating Authority	DLA	2	50

*Note: If the student or candidate has sufficiently mastered the suggested IT Skill, the module may be left out.

Materials Supply

HOW MATERIALS ARE ORDERED

Your main link to us is your regular **order** for material. Somebody who is well aware of the **ordering conventions** should be asked to phone us. By **phone** we are able to respond to your needs, and quickly correct misunderstandings to ensure that you order what you need. Please always give your **account Number!**

EXAMPLE: YOUR FIRST ORDER — ACC NO: 789

REG	x	1	To REG ister as a Tuition Centre you initially pay R200, and the following years you are charged R150 when you should hand in your yearly April report.
EA	x	20	All the material is divided into modules. The first A5 module in English is called EA (A means first). This is an order for 20 sets used by 22 students.
WEA	x	22	The A5 Workbook for EA is called WEA . This covers all six books in the lecture books of module EA. It also contains the student's model answers.
TEA	x	22	The Test for EA is TEA . You will notice that 22 students have enrolled but there are 2 couples, who share materials but not tests. (4 share 2 sets)
EB1	x	1	EB1 follows EA. B1 means second. Ordering a set of lecture books in advance means you can prepare for the lectures. AB1 is the Afrikaans version.
SEB1	x	18	SEB1 indicates a whole set including WorkBooks and Tests. The codes are really logical and easy to understand.
E12	x	1	Lost a single book e.g. book no 12 ? Order a single book by its number (do not quote the module it came from, or we may send the whole set by accident).
CHB1	x	10	Christian Basics <u>part one</u> printed in the A4 format. CHB indicates both parts 1 & 2. WCHB1 is the code for the Workbook and CHB1 CD for the CD.
CHB15	x	10	CHB1 ordered in the old A5 booklet format by selecting and bundeling A5 books in the new A4 combination . Do this if you want the course cheaper.

Do you have students interested in being tutored for a B.Min? Give us the name of a Tutor who has at least a Bachelor qualification to be registered as a Tutor. You can download the applicable registration forms. You should encourage your Tutors to study further ... yourself included.

MANAGING (PAYING) THE ACCOUNT

The TC will be allocated a credit limit and is contracted to pay us within 30 days (pay next month) for each purchase. By year end the account **must** be paid – or else no certificates to be issued.

TC Price List

The new Church Life curriculum consists of both Ministry and Skills printed in A4 format.

Certificate books in new format A4 books:

Each code (**CHB**) has two sections: **CHB1** and **CHB2**. Tuition Centre prices are indicated.

Christian Basics	CHB:	CHB1	R 192	CHB2	R 204	
Discipleship Growth	DGR:	DGR1	R 190	DGR2	R 176	
Equipping for Victory	QPV:	QPV1	R 176	QPV2	R 228	
Christian Maturity	CHM:	CHM1	R 176	CHM2	R 210	
Ministry Princpls & Prxs	MPR:	MPR1	R 221	MPR2	R 209	(R1,982)

Diploma books in new format A4 books:

Most codes (**CHL**) have two sections: **CHL1** and **CHL2**. Tuition Centre prices are indicated.

Christian Leadership	CHL:	CHL1	R 204	CHL2	R 187	
Pastoral Training	PTR:	PTR1	R 204	PTR2	R 210	
Systematic Theology	STH:	STH1	R 220	STH2	R 220	
Old Testament Books	OTB:	OTB1	R 155	OTB2	R 264	
Bible Introduction		BBI	R 264		(only one part)	
New Testament Books	NTB:	NTB1	R 207	NTB2	R 220	
		NTB3	R 205			(R2,560)

Pastoral Diploma and their Calvary Academics book codes:

This well known course also called Mini Bible College (**MBC**) consists of **12** A4 size books. They have been grouped together with the following **CA** codes and Tuition Centre prices.

Old Testament	OTS:	OTS1	R 85	OTS2	R 119	OTS3	R 105
Values of Christ		VCH	R 126				
The Gospels and Acts		GSA	R 136				
Survey of the Letters		SLT	R 162				
Marriage & Family		MRF	R 80				
Study of Romans		SRM	R 198				
Study of Corinthians		SCR	R 102				
Prescriptions of Christ		PCH	R 144				
The Gospel of John	GJH:	GJH1	R 102	GJH2	R 144		(R1,503)

Description of the programme in Prospectus

Some Text Books have a CD or a **Learning Guide**. Any additions will be made in these publications. They each cost **R16** for Centres (R29 for students) and can be added to each course.

By combining the above in a special way as indicated in the Prospectus you can offer a **Certificate** or subsequently a **Diploma** during one year each – on a part time basis.

Ministry Material – 2011 cost of Courses and Modules

The **Christian Life Certificate** and **Christian Life Diploma** is achieved over 3 phases:

Certificate in Christian Discipleship

Compared to 2010:

First Phase

Text Book	TC Cost	Extra Item	TC Cost	Credits
MSG	R24	CVD1	R30	-
MPX1	R35	P1Ra	R30	9
CHB1	R192	WCHB1	R40	12
OTS1	R85	ROTS1	R16	5
CMB	R36			2
VCH	R126	RVCH	R16	7
LRN	R50	P1Rb	R30	2
CHB2	R204	WCHB2	R40	12
GSA	R136	RGSA	R16	8
LSN	R50			2
DGR1	R190	WDGR1	R40	10
SLT	R162	RSLT	R16	9
UST	R50			2
	R 1,340		R 274	[80]

First Phase 2010

Text Book	TC Cost	Extra Item	TC Cost	Credits
MSG	R24	CVD1	R25	-
MPX1	R30	P1Ra	R25	9
CHB1	R192	WCHB1	R36	12
OTS1	R85	ROTS1	-	5
CMB	R36			2
VCH	R126	RVCH	-	7
LRN	R36	P1Rb	-	2
CHB2	R204	WCHB2	R36	12
GSA	R136	RGSA	-	8
LSN	R36			2
DGR1	R190	WDGR1	R36	10
SLT	R162	RSLT	-	9
UST	R36			2
	R 1,293		R 158	[80]

Christian Life Certificate

Second Phase

Text Book	TC Cost	Extra Item	TC Cost	Credits
CVD2	R30			-
MPX2	R35	P2Ra	R30	8
QPV1	R176	WQPV1	R45	11
OTS2	R119	ROTS2	R16	7
EMB	R36			2
MRF	R80	RMRF	R16	5
ICV	R50	P2Rb	R30	2
SRM	R198	RGSA	R16	11
IPR	R50			2
CHM1	R176	WCHM1	R50	11
GJH1	R102	RGJH1	R16	6
ISC	R55			2
MPR1	R221	WMPR1	R67	13
	R 1,328		R 286	[80]

Christian Life Diploma

Third Phase

Text Book	TC Cost	Extra Item	Centre Cost	Credits
CVD3	R30			-
MPX3	R35	P3Ra	R30	7
OTS3	R105	ROTS3	R16	6
SWE	R50			2
CHL1	R204	WCHL1	R40	12
PCH	R144	RPCH	R16	8
MSW	R85	P3Rb	R30	4
GJH2	R144	RGJH2	R16	8
MNP	R50			2
CHL2	R187	WCHL2	R40	11
PTR1	R204	WPTR1	R40	12
SCR	R102	RSCR	R16	6
ENG	R50			2
	R 1,390		R 244	[80]

All the above codes first indicate the **Text Book** and then the code for the CD. Courses are colour coded to indicate the course family: **Blue** for the **ministry topical courses** and **orange** for the **Mini Bible College**. Each **CD** when available sells for **R29** to the student.

Student Records

Administrative standards to manage basic student records for transcripts

INFORMATION MUST BE PERMANENT

A Tuition Centre staff should not rely on their personal knowledge of students. The TC will put all personal details and earned credits onto a permanent paper-based set of documents. This should be backed up by our **Calvary Academic Platform**. There are at least **two basic forms** for recording students' vital permanent information (registration details and course marks):

1. REGISTRATION: STUDENT DETAILS

All the basic personal information needed. Issue the Student number which depends on TC number, and the roll-on number with the range 001 to 999.

2. STUDENT AGREEMENT (On the bottom left of the above form)

Students must first read the prospectus, and the Student Agreement, before signing this binding statement. There cannot be any complaints later should the student want to withdraw, or claim to be ignorant of the rules.

3. STUDENT SOFTWARE PROGRAMME (Administration)

All the marks of the four semesters (completed over two or four years) are recorded. **Modules** are grouped into **courses**. Should any student wish to register for a B.Min course, a transcript, together with a copy of the issued Diploma, will provide the transfer credits.

BRIDGING COURSE REPORT (Green or Buff – towards a B.Min)

Transfer for students who hold a Diploma from another training organisation and need to complete a bridging course.

TUTOR PROGRESS REPORT: 8 Courses and RPL (Yellow)

Used for calculating RPL for a student who has done other courses and degrees, or has years of Ministry experience, to apply for B.Min credits. The Dean/Tutor will examine the B.Min student's claims to help with the application.

STUDENT PROFILE (Optional, Master available as a pdf, see website)

A self evaluation character profile form for third year students to assist the Tutor in counselling. The Calvary courses also deal with character development.

Registration: Student Details

Student Number:

TC enroll date:

Personal:

Are you a Mentor?

Title: _____ Yes

Initials: _____

Preferred Name: _____

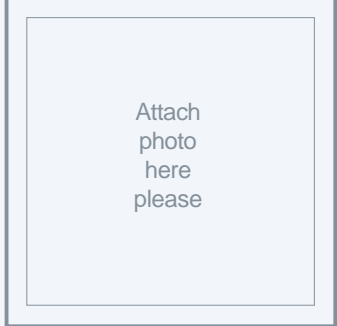
First Names: _____

Last Name: _____

ID No:
(Provide photocopy of ID for TC file)

Date of Birth:
Day Month Year

Photo: (Black & white or colour, normal 38x38mm)



This page must be on file at the responsible Tuition Centre. The TC admin will be responsible to update all marks.
 This form must be on file as a student **document of proof** to maintain a complete learner portfolio and to regulate the supply of curriculum.

Univ. Student Number:
 Date Reg. with CU:
Day/Mo/Yr

For a Calvary qualification, first register as a University student.

Address:

We will send post to the first address:

Postal address: _____

Country: _____

Physical address: _____

Mentor:

Who will act as your mentor?

Name: _____
Your mentor must register on the same kind of form.

Highest previous qualification: _____ **Transfer Credits**
e.g. Matric or Diploma. State also place and date. Provide copy of diploma

Programme:

Certificate, Diploma etc. in ...

Programme Code

Specialization: _____ (If any)

Courses:

Graduate at: CLT CAcad CUniv

- 1
State course names or description or RPL if any
- 2
- 3
- 4
- 5
- 6
- 7
- 8
Final Mark

Tuition Centre: _____

Contact:

Work No: _____

Fax No: _____

Cell Phone: _____

Home No: _____

e-mail: _____

AGREEMENT

I understand and accept the conditions of training at Calvary as set out in the **Mentored Student Agreement**. I will abide by these rules and regulations which safeguard the ideals of discipleship and the moral atmosphere.

I will be an example of **good Christian character and conduct** at all times and places while I am enrolled as a student.

I hereby **indemnify** my Mentor and Centre from any claims of compensation (outside of undue fees paid) that may occur during my studies.

Signature: _____

Class Results

Marks are gathered, managed and stored to be presented on a CRR to us.

HOW WE ISSUE ATTENDANCE CERTIFICATES

A student has to achieve specified outcomes for a course to receive recognition and to pass with sufficient credits. Assessments are the **measuring instruments** used to determine this. There are three kinds:

1. TESTS

Each workbook has a test which is evaluated. The total possible mark (raw score) may be any number e.g. 139. The student's score out of say 140 must be reduced to a percentage. (Divide by 139 and multiply by 100 [or $\div 1.39$])

2. REPORTS OR ESSAYS

Assignments for each module are required from the student to prove ability to integrate knowledge. In the **Report Writing** book we explain how each student must go about doing the assignments.

3. PRACTICAL TASKS

The certificate Task book contains **marking schedules** for evaluating Tasks. All the one-page schedules have 20 questions with a maximum of 5 marks per question. The Self-Test and Tutor-Test must once again be calculated as above. The Group Work counts for 10%, and Workfile for 5%, of the total mark.

MODULE MARKS

Each module has a composite **module mark** by adding various percentages obtained as discussed above. These are then averaged for the pass mark.

CLASS RESULTS RECORD – CRR

The **CRR** shows all the module marks for up to two semesters (years), an average, a date and two signatures. This is faxed and becomes the student record. The students' names should appear clearly as they must appear on the **short course certificates**. We will make it out to be prepared for the **Graduation date** indicated, and will provide one of three signatures. Two other signatures will be added by your Tuition Centre. Any qualifications obtained by the students through CQA mediation will also be **announced** to the students at the TC graduation (not issued) as they appear on stage.

NQF Unit Standards

A comparison indicating the correlation of NQF Unit standards to CA material

Executive Summary

Recognition of Prior Learning (RPL) in South Africa is critical to the development of an education and training system that is fair to all. Most importantly, it must meet the needs of the learners. RPL is part of the law. It is **defined** in the **National Standards Bodies Regulations** (No 18787 of 28 March 1998, issued in terms of the SAQA Act 58 of 1995) as follows:

The principles of RPL are:

- Learning occurs in all kinds of situations – **formally, informally** and **non-formally**;
- Measurement of the learning takes place against **specific learning outcomes** required for a specific **qualification**; and
- Credits are awarded for this if it meets the requirements of the qualification.

Therefore, the **process** of recognising prior learning is about:

- Identifying what the candidate **knows** and **can do**;
- Matching (assessing) the candidate's **skills, knowledge and experience** to specific standards;
- Crediting the candidate for what occurred in the past.

Comparison: Our Certificate in Ministry to Unit Standards

Unit Standard No	Unit Standard Title	Credits	NQF level	Book codes
116724	Describe the background, contents and formation of the Bible	8	4	01, 20, 122, 123
116725	Describe Christian foundations in the early centuries	10	4	41, 90,91, 124, 128, 142
116742	Describe and explain the theology of baptism and the baptismal practices of the learner's faith community	5	4	03, 05, V1, V2, 99, 100
116744	Describe and apply Christian pastoral counselling skills	10	4	V1-V4, 39, 70, 71
116745	Describe and apply Christian Education	10	4	V1, 32, 40, 46
116726	Demonstrate an understanding of Christian Spirituality	10	4	07, 08, 22, 23, 40, 41, 42
116727	Communicate personal faith in a range of contexts	3	4	04, 05, 15, V2
116743	Build relationships with children	15	4	56, 57, 58, 59, 60
116737	Apply key Christian doctrines	5	4	02, 03, 06, 95, 96
116723	Apply Christian ethical decision-making to current situations	10	4	46, 51, 52, 118
Total Number of level 4 Credits:		86		
115913	Apply basic skills of pastoral care	12	5	V3, V4, 20, 21, 37, 38, 39, 61, 62
115919	Conduct a prescribed course for inquirers which promotes Christian belief and discipleship	12	5	24, 25, 29-31, 33, 34, 39
115970	Develop healing ministry in the church	12	5	04, 05, 09, 10, 11, 12, 13, 14, 15
115984	Engage in the study and practice of the basics of Christian Spirituality	12	5	16, 17, 18, 19, 20, 21
115988	Explain and communicate personal and corporate salvation for the transformation of individuals and communities	6	5	V1-V4, 26-28
116038	Work collaboratively with others towards Christian ministry	12	5	53, 54, 61, 62, 79, 80
117572	Examine understandings of the Christian Church	6	5	45, 47-50, 103
Total Number of level 5 Credits: (72 required)		72		
Number of Credits for the qualification (120 required):		158		

Comparison: Our Diploma in Ministry to Unit Standards

Unit Standard No	Unit Standard Title	Credits	NQF level	Book codes
115909	Access, interpret and apply information in theological contexts	10	5	85,86, 90,91
115924	Demonstrate understanding of mission throughout church history and define personal mission	8	5	92, 106, 128, 130
115932	Describe and apply basic Christian leadership and management	12	5	66,67, 68, 72-74
115910	Describe and apply key Christian teachings of faith communities	12	5	92, 93,94, 105, 133,134,
115956	Describe and implement a Christian management philosophy in the Church in the light of one's theological perspective	12	5	68,69 75,76, 81,82
115959	Describe the theology and practice of Baptism, Eucharist and Ministry and hence the Church's role in society	12	5	79,80, 97-103
115983	Engage in the caring and pastoral ministry of the church	10	5	70,71,88,89,89B, 137,138
115987	Evaluate and understand views of the end times (last things) in order to develop an appropriately goal-orientated Christian life	6	5	100, 104, 136, 144
116000	Interpret the Bible and other Christian sources in their contexts	18	5	85-87, 95, 107, 122-124
116006	Investigate and apply New Testament letters	12	5	129-141
116010	Investigate and critique biblical and modern prophecy	12	5	65, 120,121, 144
116016	Investigate Christian Foundations in the Early Centuries	6	5	90, 91, 103, 128
116018	Investigate Gospels and apply them in context	12	5	124, 125, 125B, 126, 127
116019	Investigate the life and ministry of Jesus of Nazareth	12	5	124, 126,127, 142,143
116022	Lead worship	12	5	35,36, 64, 77,78, 119
Total Number of level 5 Credits: (72 required)		166		
Number of Credits for the qualification (120 required):		166		(Total 324 credits)

Comparison: Our Bachelor of Ministry to Unit Standards

Unit Standard No	Unit Standard Title	Credits	NQF level	Book codes
115985	Engage with issues of death and life	12	5	43, V2, 70,71
115992	Explore biblical poetry as creative response to God	12	5	119
116025	Outline and apply basic Christian ethics	12	5	46
116034	Work in a local church under supervision	12	5	54, 55, 60, 61,62, 68
Total Number of level 5 Credits:		48		
115906	Analyse and apply key Christian doctrines in context	12	6	95, 96
115914	Analyse and evaluate approaches to church growth in relation to Christian mission	12	6	26-28, 63, 69, 79,80, 117
115917	Analyse and facilitate Christian leadership in church and social contexts	12	6	66, 67, 72-74, 114-116
115921	Apply pastoral counselling skills	12	6	70, 71
115926	Critique and practise models of Christian leadership and management	12	6	66,67, 75,76, 117
115927	Describe and evaluate the life and ministry of Jesus of Nazareth	12	6	98, 124, 135, 142, 143
Total Number of level 6 Credits: (72 required)		72		
Number of Credits for the qualification (120 required):		120		(Total 444 credits)

Proof of Prior Learning

The above is proof of what a CA student with a Certificate, Diploma or Bachelor has learned. A transcript and any other evidence necessary, should be acceptable for a qualification to be conferred. This evaluation has in fact been done by SAQA in February 2000 and again on several occasions for individuals seeking a nomination to become a **Chaplain** in the forces.

Should a student therefore seek recognition in the light of the above mentioned **regulation** (No 18787 of 28 March 1998, issued in terms of the SAQA Act 58 of 1995), the above three tables should conclusively illustrate that a repeated evaluation is against the spirit of the RPL principle. The ministry courses were acceptable in 2000. Current students (4300) as well as the 27,000 students of the past, now have the proof in their hands. **What SAQA says about RPL** is made clear in these tables and should be helpful in the process of **recognition** as upheld by the Law.

Master Forms

FORMS DESIGNED TO MAKE LIFE EASIER

Forms give us a standard way of doing repetitive things, especially when student data is concerned. Some forms are official documents **CRR**, and others are there for your convenience, which you draw up for yourself:

FORMS	THEIR PURPOSE
Registration: Student Details	Gather info & Student signs
Lecture Schedule, Order Record	To plan lectures & books required
Student Address Record, Fees Record, Attendance Record, Assignment Rec.	Tuition Centre's Student Admin to save time (doing things right)
Class Results Record (CRR)*	Summary of marks: fax through for us to issue Certificates
Mentor Registration	Tutors & Mentors
Student Registration	For degrees at e-U

* This is the only one we will receive

Quality Officer

THE ROLE OF THE QUALITY OFFICER

It is the normal practice in Distance training organisations that tests and assignments are marked centrally where suitable qualified personnel are available to do learner assessment. Calvary, however, follows a decentralised system where there are about 240 delivery points with officials having specific qualifications. One is called the **Quality Officer** and has an Educational qualification. Due to negotiations in 2000 with SAQA for accreditation (to issue a B.Min), we at that time obtained permission to have a network of delivery points, with assignments and tests marked locally at the delivery point – provided that a **Quality Officer** is on staff.

QUALIFICATIONS

An acceptable qualification for a Quality Officer is not a Theological one but an Educational qualification, such as is required for a High School teacher: a Bachelor in Education (B.Ed.) or a B.A. plus Higher Diploma in Education (HDE). This officer, together with the Dean (who must be qualified in Ministry or Theology), form the minimum academic personnel requirement for a Tuition Centre to qualify as a **Calvary Tuition Centre**.

JOB DESCRIPTION

The **Quality Officer** is not required to mark tests but should be well informed about all the educational principles, methods and policies which are prescribed. He/she should be able to advise on solutions to **educational problems**, and be satisfied that all educational requirements have been adhered to. No Academic, Theological or Ministry input is required from the Quality Officer.

RESPONSIBILITY

All important documents such as the Blue Book (Registration), the **April Report** (numbers of students) and the **Class Results Record** (applying to be evaluated for credits) must be **co-signed by the Quality Officer**. The Dean must, therefore, provide sufficient proof for the Quality Officer to be convinced that these documents are, indeed, a true reflection of the facts.

Quality Management

THE TC NEEDS TO DO SELF-EVALUATION

Any organisation should regularly look at performance of personnel and the effectiveness of their systems. Evaluation instruments have been developed along CQA lines, to interview the lecturers, admin personnel and the Quality Officer – and to place these interviews on record.

REFLECTING ON PERFORMANCE

Students should have the best opportunity for improving their skills and academic competence. Leadership of the Tuition Centre can achieve this by looking at how well the lecturers/facilitators fulfil their task of developing the student's skills as they convey the essence during the various sessions. Lecturers have to be able to communicate, teach, facilitate group discussions, inspire students towards ministry, correct, counsel and interpret.

PLANNING FOR IMPROVEMENT

This healthy exercise, which should take place on a yearly basis, also results in effective plans for improving personnel – both academic and administrative. Those who are assessed will look forward to work on capacity-building plans which they, together with the Dean, have put on paper. Some might be advised to enrol for an IT or Internet training course. Others might enrol for a B.Min programme at an accredited institution in order to be able to facilitate training of advanced students.

EVALUATE HOW WELL THE PLAN WAS FOLLOWED

Each previous year's progress will be evident as agreed upon plans are revisited. Everyone involved in the Tuition Centre, (not only the students) will appreciate the growth they experience in various aspects of their lives. This is the essence of the **Quality Management System** – it has a definite and positive purpose. Evidence will also be gathered from the students in their final weeks of study – how well they thought general **information** was communicated to them and how well the **courses** were handled.

Yearly April Report

YEARLY FEEDBACK THE TC GIVES

On a yearly basis Calvary must give feedback to CQA that a quality review was done, and this means that some basic information has to come from the Tuition Centres. Please tell us about:

NUMBERS HAVE CHANGED

There is **no longer any need** to communicate gender and race statistics. Calvary does not discriminate in any way. Some years ago, in Calvary across all our Tuition Centres we have approximately 18% Black, 12% Coloured, 7% Indian & 63% White students. We will not enquire about race.

LECTURERS AT EACH LEVEL

The Dean is usually also a lecturer. Please include any other pastor who lectures in the Bible School. All other tutors who lecture on an occasional basis should not be forgotten. Count each one only once.

CERTIFICATES ISSUED IN 12 MONTHS

The issued certificates of 80 credits count as one. Simply write down the number of successful students in each group from last year until April.

RESOURCES AND LECTURER TRAINING

This gives us an indication of the improvement you are making to the Bible School in the two areas where it counts most. Plan to fund these and encourage colleagues to study further, even if it is a short skills course. Answering the question will help us to determine where we can improve.

CQA – BLUE BOOK REGISTRATION FOR ACCREDITATION

CQA sets and operates on 12 clear Standards for Accreditation. We have drawn up an up-dated **Blue Book** according to those standards, asking 122 questions. We have, with their permission, left out questions in connection with the **Calvary programme** you follow. You are, as a TC by agreement, bound to follow the curriculum and to offer it in the way we prescribe.

Financial Information

The rules governing financial arrangements as students understand them

Calvary's policy is to provide instructional materials at the lowest possible cost to students. The majority of church members should, therefore, be able to study in order to fulfil their calling.

1Tim 4:13; 2Tim 2:14,15; 3:16,17; Rom 15:4; Heb 5:12

APPLICATION AND TUITION FEES

A registration fee, as determined by the Registrar of the local TC, must accompany the application form. When a student is accepted for mentoring, this fee becomes non-refundable.

The monthly fee per single student, and for couples, is determined by local administration (TC) and is paid off over ten months, or as otherwise arranged.

The fees include tuition, lecture books, work books, tests and certification (but not gowns). This excludes the cost of recommended books, which is an optional choice of books. Since these books were often used when compiling the lecture books it may be wise to consider obtaining such books as well for the library.

CANCELLATIONS AND REFUNDS

We believe that each student will be completely satisfied with their studies. If it is necessary for a student to discontinue studies, the following refund policy will apply:

1. A **written request** for a refund must be received by the office of the registrar.
2. A valid **reason** must be given for the discontinuation.
3. The student will be refunded for monthly fees for months in **which he has not yet started** studying. The registration fee is non-refundable.
4. No refund will be made more than **three months** after the date of withdrawal from studies.

CU **Registration** for each graduate+ programme: R650

In Southern Africa, fees are payable in SA Rand, converted according to an agreement with the certification University. Calvary University is an e-learning University utilizing advanced e-learning technology.

Mentoring Fees 2011

Undergraduate: (Bible School classes, determine own fees)

Certificates: R 2,900 + R2,900 = R5,800 80 Crdts each

CL Diploma: R 2,900 (R25 per book R1 per test) 80 Credits

For the above, **Tuition Centres** may use the following directive:

We have no Higher Education programmes and issue no qualification certificates, but mentor students by following recognised short courses through personal contact to complete their chosen studies within a Christian context.

Graduate: (Lecturers of Tuition Centre, registered at CU)

B.Min: R5,840 (27 Assign., 6 Skills, 2 IT) 150 Crdts

(From here onwards courses each have one textbook to be purchased at an extra cost of ± R270 per book)

B.Min (CU): R6,750 (R45 x 150, ±8 courses) 150 Crdts

B.Min(Hons): R6,000 (R50 x 120, ±6 courses) 120 Crdts

Post-Graduate: (Registered at Calvary, our mentoring)

Masters: R10,440 (Incl. 2 courses 4 Skills) 180 Crdts

Masters Comb: R10,920 (Incl. 6 courses 4 Skills) 210 Crdts
(For candidates who have a lot of experience in the field but hold no Honours)

Doctoral: R9,450 (Thesis only, Incl. 4 Skills) 150 Crdts

Ph.D.: R13,320 (Thesis only, Develop a Theory) 180 Crdts

We as mentors have no Higher Education programmes and issue no qualification certificates, but guide students who have registered somewhere. We do this through advanced e-learning technology and personal contact to complete their chosen studies **within a Christian context.**

Financial Accountability

CONDITIONS FOR HAVING AN ACCOUNT

We invest great trust in a new Tuition Centre, **allowing credit** for starting and running the Centre. This trust comes with a few clear conditions.

THE CHURCH MUST TAKE ON FINANCIAL RESPONSIBILITY

We have no contact or recourse to students. It is therefore understood that the local Church will ensure that the account will be **paid within 30 days of invoice**. We have heard for years that "the students did not pay". This is no excuse. Textbooks must be withheld from negligent students.

THE PASTOR MUST COMMUNICATE

Every account **statement** is addressed to the Pastor or Dean. This is often passed from one hand to the other, and filed without clear instructions. Non-payments are often due to misunderstandings. Please communicate!

STUDENTS MUST HAVE A CLEAR UNDERSTANDING

Students should **sign an undertaking** to submit to the rules of the administration etc. The rules should clearly define the expectations you have concerning payment of monthly study fees. **No** books should be issued until paid for!

THE MEANING OF 30 DAYS (up to an agreed credit limit)

A statement is sent out **at the end of the month** indicating invoices made that month as **current**. When you receive the statement 4 days later and you pay any time during that month you pay 30 days. To pay current you have to pay before the statement is made out. Therefore to pay on 30 days means to **clear the entire account** from the statement **in the month you receive it**. We have the policy of not issuing certificates to Tuition Centres which are in arrears.

AN ACCOUNT MAY BE SUSPENDED (Temporarily no sales)

We have decided to suspend accounts that drift away despite this clear request. **No** material is issued until the situation is brought to normality.

Calvary Academics

The programme offered by *Calvary Academics* consists of about 5,800 pages of material, which is used in part time lectures over three years at over 240 local Bible Schools. Three years (phases) lead to a Diploma in Ministry, and open the way to an internationally accredited Degree offered by Calvary University.

This has been developed by a dedicated team whose aim was to provide a practical training course, one which would equip workers and leaders, to make disciples and train pastors for their ministry.

Calvary Academics has also developed a *Church Life* programme which is unique in that it provides a balance between Ministry topics, a Bible survey and a range of accredited life skills courses such as communication and human relations.

With students enrolled throughout SA, courses are now on an accepted standard for a Certificate, Diploma and Bachelor of Ministry. Although SAQA permitted us to issue a Bachelor degree in February, 2000, we have withdrawn from this privilege in favour of running short courses in *multiple centres* according to the Great Commission.

The alternative of distance education without contact was unacceptable to us and is, (in the case of ministry training) not a Biblical model. Calvary, therefore, offers remote students to study with a Distance Mentor where there is no nearby school. Every year more Bible Schools offer these courses that provide many open doors, since the law (101 of 1997) requires credit recognition through RPL by all other institutions.

It is often said: “This is excellent training material. It is practical and thoroughly evangelical and Holy Spirit anointed – just what every pastor needs to start a local Bible School as a basis for training pastors and future leaders.”