

Calvary Academics

4 Guidance Pack

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Contained in this pdf document:

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Guidance Documents

Further guidance documents giving concise information

1

Guideline:
Dean's Handbook

A concise guide along nine points: step by step advice on how to plan and run a Tuition Centre.



2

Guideline:
Student's Handbook

These are the equivalent instructions to the above, but written for the student.



3

Questions:
Frequently Asked

Many Tuition Centres have in the past two decades asked similar types of questions which are answered here.



4

Handy list:
Module Codes

Text book module codes as an easy reference to the most important codes. The new A4 format has a different set of codes. An alternative choice.



5

Personnel:
Job Descriptions

The positions that should be filled, in order to function effectively as a Tuition Centre offering quality mentoring.



6

General:
Standing Letter

Written for each year as an extract from the monthly newsletters with fresh information and announcements.



7

Statement:
Higher Education

A clear guideline as to how we now operate in South Africa in order to keep within the confines of the law.

Dean's Handbook

A concise guide on how to plan and run a Calvary Tuition Centre

To start and operate a Tuition Centre for the **Christian Life Certificate and Diploma**, we would like to show you what you must do. We will explain this in 9 easy steps:

1. Register a Tuition Centre

Fill in the **Applicant Data** form and fax it to us. The computer will determine your Tuition Centre number. Whenever you communicate with us, please use your **TC** number. We also need to know in time who the **Dean** is and the **Quality Officer** (someone with B.Ed. or HDE who co-signs for the validity of the marking process). See the **Starter Pack**.

2. Advertise from the Pulpit

It is important that you explain the vision of the church with regards to the Church Life programme. Give the members some of the details presented in the **Prospectus**.

This may be followed up by an opportunity where they can view the lecture material. They will also have a lot of questions to ask which you will be able to answer after you have read the **Student Prospectus**, the **Centre Guide** and the **Information Pack**.

3. Pre-Register Students

Pre-registering students is only the first stage of a two-stage process. **Pre-registration** only obtains the names of the students and they also get a unique student number. This may be started in September and continued until February/March or the other way round.

The advantage of the pre-registration process is that you get a commitment from many students early on. These students will tell others that they have registered. It is not a firm commitment since no money is involved and it is not a promise from the side of the student.

During the time of **final registration** (January/February) you know whom to contact first.

4. Register Enrolled Students and Administer Fees

In middle January or early February when you want to start your classes, you then **register** the students. That means you get their names and address, phone numbers, ID, birth details and their previous qualifications as well as the fees (registration fee).

This is also where you take in the **monthly study fee**. Students must understand that they may only study if they can pay regularly and pay a greater portion up front. It is very important that you keep good records of all the payments and that the Administrator, CEO or Secretary follows-up on non-payers.

5. Plan Lectures and Order Books – Old A5

On the front and at the back of the books you will see the book numbers. **E01** simply means book one in English. This means it is the first book in English.

The Academic Prospectus indicates the amount of lectures in each book. Offer the lectures in their numerical order. Four Semester lecture planners are provided. Books come in groups called modules. The first module number is **EA** (set A in English) and goes with the Work Book **WEA** and module test **TEA**. Each set of 5 or 6 books has its own Work Book. We will help with the ordering on the phone. [The A4 books have codes like CHB1 and OTS2.]

If you want to order books in Afrikaans, change the initial E to an A. If you need a set of books do not order the individual numbers but use the module code. If you need single

books, do not use the module codes, only mention the code **of the single book**. Make sure you do not give the English code when you actually want the **Afrikaans** book. (We mention this from dire experience)

Have your **tuition centre number** handy when ordering. Look up the codes and write them down before you order. Expect us to process the order immediately – try to make no changes! The person ordering should know these ordering conventions.

6. Record Module Marks – Old A5

Each semester has about seven modules. As you order each module, you also have a **workbook** for each module and a **test** for each module. You should let two **assignments** count for each module. A practical **task** has been prepared for each module or set your own.

The average of these three marks will give you a mark for the module. A part time Bible School will do only one semester per year. For each year an attendance certificate is awarded. These can be recognised by an accredited college or university when needed. It will be valued as a **Certificate** or **Diploma in Ministry** if the mark is above 50% (Cert) or 55% (Dipl).

7. Order Certificates – CRR (The manual system)

Part time students will not want to wait 2 years to receive their first certificate. It is for this reason that we have an intermediate **Certificate in Christian Service** after 7 modules.

This first Certificate you may order with the 7 marks filled in. Remember to do the average calculation. You have to fill in the details on the **CRR** and co-sign it with the Quality Officer. The third semester has a similar award called **Diploma in Christian Leadership**.

At the end of the second and the fourth semester, students have reached the point where the **CQA** accredited **Certificate in Ministry** and **Diploma in Ministry** can be awarded to them (as short course attendance certificates). All these certificates can only be ordered if the **Class Results Record** is filled in with the module results and the average. The student name as it must appear on the Certificate should be clearly printed with neat handwriting and the correct student number should also be given. The **CRR** should be kept at the **TC** and only a copy should be sent or faxed with the fax machine set on **fine** or **detail** for good legibility.

8. Graduating Students

It is not compulsory that you have a graduation night. Almost every Bible School makes use of the occasion to splash out in a celebration at the end of an academic year. Students have worked hard and for long hours – and they deserve to be congratulated for what they have achieved. It is also the best opportunity to **recruit new students**.

This is an opportunity to clearly state the vision of the church and its Bible School. You are probably speaking to the leaders and future leaders of the church. The invited guests may be some of the future students. This is the place where they can see the results and hear about the course your students have taken.

First semester students should **not wear a gown**, Certificate students wear **only a gown** and Diploma students a **gown and mortar board cap**. The degrees have **colours**.

9. Report during March/April each year

The TC Accreditation costs R150 per year and is invoiced on April 30th of each year. A Yearly April report (initially the Blue Book only once) must be submitted to Calvary, completed in the beginning of **April**. This is our data we have to report on in order to keep our international accreditation with **CQA**. We must be very strict with your compliance to this rule. But please do not spend a lot of time on the report. The questions are very basic.

Student's Handbook

A concise tuition guide to students for the Ministry Certificate & Diploma

To study for the Calvary Certificate in Discipleship, we would like to show you what you should do in 9 easy steps. You will repeat steps 5 to 8 several times during your studies:

STUDY METHOD

1. Filling in the registration form.

The form will tell us who you are, what your postal address is and it will determine your **student number**. Whenever you communicate with us, please use your student number. The Student Number consists of your **Tuition Centre Number**, and then the follow-up number between 001 and 999 of that centre. You should write this down somewhere in order to remember it. Hand in the form and the prescribed registration fee to the Administration.

Make sure the information on the registration form is complete.

2. Find out how the Bible School operates.

Make sure you know what the monthly enrolment fees are and what the arrangements are for paying them. Get the time schedule or class roster for your lectures.

Your Lecturer/Pastor will appoint someone to be your Student Leader, Tutor or Mentor to help you in your studies, to lead you in group discussion or counselling, etc. This will depend on circumstances in your Tuition Centre (TC).

Write his/her name, and also if possible his/her phone number on the form. If you have any questions about the work, first ask your Student Leader, Tutor or Mentor. If he/she cannot answer you, he/she will refer you to your Dean or one of the lecturers.

3. Look at your first set of material.

This set contains the first set of Lecture Books, one Work Book, a Study Guide, and later you will write the Module Test. You will write the test when you have finished the other Module work. You will also get a Task Book for practical work. (The A4 material is slightly different.)

The set of Lecture Books is the most important part of your material. These are like your Text Books – the word-for-word contents of what the average lecturer will say when you attend lectures in the Bible School.

When husband and wife study together, they may share the Lecture Books but must each have a Work Book to complete for each module. (For the A4 material there is more on the CD.)

4. Attend lectures regularly.

(or listen to a tape, watch a video or scan-read the material)

An average set contains about four Lecture Topics, each providing two to four or more lectures. As student you are attached to a Tuition Centre (TC) who will provide you with an opportunity to attend classes or a mentor will guide you through the extra work provided on a CD. A lecture schedule will be decided upon by the TC and this will ensure that you work through all 120 credits (about 1200 hours of activity) in one way or another. The TC will select from the Student Prospectus which lectures you will attend.

If you are not attending lectures at a Tuition Centre (a Bible School) and you are a Mentored Student of that Bible School, you still have a Pastor or Dean and a Mentor. Instead of attending the lectures you will go through the lectures on your own as described plus additional mentored student activities such as skills training and completing ministry tasks.

5. Read your first lecture.

At the back of the books you will see the book numbers. **E01** simply means book one in English. This means you are studying this course in English. (The A4 material do not indicate language)

The level of the language is however quite simple – you will understand it as if the lecturer is speaking to you. Read the Books in their numerical order before you attend the lecture or as otherwise arranged. Books come in groups or sets. The first set number is **EA** (set A in English) and goes with the Work Book **WEA** and module test **TEA**. Each set of 5 or 6 books has its own Work Book and allocated practical Task. The A4 book combines the Textbooks.

Reading the lecture (a second time or as pre-reading) could be done in the following way:

Read it aloud to yourself or to your family. Study it carefully and then explain it to some of your friends or colleagues who are also studying. Underline the **important thoughts**. Read it prayerfully to the Lord – if you don't understand, He will explain everything to you!

6. Fill in the Work Book

The Work Book helps you to understand the lecture better. It highlights **the most important points** in the lecture. When you try to answer the questions, you must go through the lecture once more. Repetition is a learning method. You may even underline the Lecture Book where you found a Work Book question.

When you have answered all the questions, take the answer sheets out of the middle of the book and compare your answers with these model answers (only A5). Marking your own Work Book and discovering your mistakes will also help you to get to know the subject matter.

7. Do the Module Reports/Essays

Now look at the assignments for self-improvement in the back of the Lecture Book. If there is one, do whatever it says and as the facilitator or group leader directs you. If it is a project over a long period of time, start on it soon in order to complete it.

The first instruction is usually to **READ** the material (point 5). Do whatever you have to do to get the best value out of the material: make notes, underline, highlight or make a summary – whichever method will give you a better understanding of the lecture. The assignment follows a see-think-do experience to cause the work to become part of you in a very practical way.

When you have completed the whole set, have your **student leader** or **tutor** go over the practical with you for discussion as indicated or when needed. Ask him or her any further questions that you may still have, and get your **Study Record** signed to indicate that the reading and the two module reports have been completed.

Working through the material several times in different ways – including practical implementation – is the **very best** study method.

8. Write the Test

When you have re-read all the Lectures, handed in the Assignment Reports, completed the Work Books and marked them using the model answers, you should now be able to study for your test. Make sure you know your work by looking at the Work Book questions.

The **SL**, **Tutor** or **Mentor** will give you the test and he (or she) will also mark it. You have 1½ hours to complete the test. For the Web-test you have a fixed amount of time to complete it.

The test result must be written on the **Study Record** which the **TC** keeps in a safe place. These test results will be sent in to us so that you can get your Certificate or Diploma.

9. Order or Receive the Next Material

When you have finished your first module, you are ready to receive the next material. As you are in a Bible school this will be done for you **if** your fees are up to date. All student questions will **only** be handled by the local Bible School Administration.

May the Lord bless your studies.

Questions Frequently Asked

A compendium of questions and answers for running a CA Tuition Centre

1. Who or what is CLT/Calvary Academics?

Christian Life Training was a **Private Higher Educational Institute**, in the process of accreditation by SAQA (South African Qualifications Authority) and CHE (Council on Higher Education) during 2000 and until August 2003. It voluntarily withdrew from accreditation when better options became apparent as CHE moved the goalposts by requiring all "franchises" (Bible Schools or Tuition Centres) to be evaluated. These costs would have been prohibitive.

CLT now publishes **short-courses** for training members in ministry and Church management. The material and suggested training method is of such high quality that the students can receive **RPL for experience**. In other words the work done can be credit-banked towards a Certificate, Diploma and a Bachelor of Ministry degree at, for instance, an **e-Learning University [CU]**. The student studies through a local **Bible School** by attending lectures on a part time basis for the first two academic year's courses (Cert and Dipl). During the Bachelor year phase (third academic year) **the student registers with Calvary** and works mainly on his or her own being **mentored** in close contact with a Tutor. The Bible School is run by the Pastor of the local Church as a registered **Tuition Centre** of Christian Life Training or Calvary Academics.

These courses are ahead of its time in being based on **Objective Directed Learning**. It takes the student through all the doctrines, but from a very practical point of view in order to transform the student in his or her ministry. We also offer **mentoring** to a study group for Masters and Doctorate of Ministry programmes for students who have registered at, for instance, Calvary University. The new material currently developed is published under the label of **Calvary Academics**.

2. How does it work?

The range of lectures may be presented in the local Church to their members and other Christians. Each student gets his/her set of illustrated lecture notes in book form (only available in two languages). The Pastor and chosen Church leaders present three lectures of forty minutes on one weekday night. No lectures need to be given during school holidays and therefore provides material for about 35 weeks. Students who are isolated from a Tuition Centre can study on their own through a **Distance Mentor** at their local church – with the help and the co-operation of their Pastor. This is, however, not our preferred method.

3. What are the advantages of a local Bible School?

Students do not need to give up their job and relocate to a seminary. Since there is no high cost due to paid staff and special facilities, study fees are only a fraction of the normally offered prices. The student takes on the character of his own church and remains active in the body. Travel costs are reduced. Due to these advantages, a high percentage of members participate in the Bible School (10–50%). Spiritual growth of the students boosts the morale in the church. A healthy and natural church growth is the result. Due to the group effect, the group-and-lecture study method is far more successful than secular correspondence studies without Mentor.

4. When and how does one start?

One may start any time of the year, preferably at the beginning of the first term or mid-year. Promote the Centre about three to four weeks beforehand. Show the study material to the students. Explain the definition and scriptural basis of the course to them. Show them how it conforms to the **accreditation standards**. Give them a **Student Prospectus** (pdf) for further details. Tell them what the initial enrolment and the monthly tuition fees will be.

5. How do we promote a Tuition Centre?

It is important that you motivate the members about this new concept in your church. Let them feel that they need to be part of it if at all possible. Show them the sample material. Distribute promotional leaflets (see sample). Hand out some copies of the prospectus to the leaders, elders and enquiring students. Make sure that they realize they will be **students** (discipline) and will receive **attendance certificates** (awards) at the end. Indicate that you expect current and future leaders to have done as many of the courses as possible.

6. Why have a Tuition Centre and attendance Certificates?

Do not underestimate the importance of **recognition**. Most of these documents will be framed and displayed. To have **consistent attendance of the lectures** and have students who push through to the end, it is a successful incentive. Without the structured School and attendance Certificate concept, your “studies for whoever wants to attend” could last only a few weeks. These awards also will have real value in the job market place (many Chaplains) and can count towards further training through **Recognition of Prior Learning**. As Christian Life Training and Calvary Academics have been evaluated by **CQA** (Christian Quality Assurance) for educational standards, our courses therefore have local and international acceptance.

7. What will Calvary mentoring mean elsewhere?

The programme has been compared to most other available training material. It has been found to be of an exceptionally high standard and quality. As a result about 250 churches across South Africa have implemented this material to start a Bible School. About **12,000 students** have or are studying through these courses in Tuition Centres or through Distance Mentors at their local Church. A Calvary student having completed the **training for Ministry** and as **Church Leader** should therefore be received in any of the Charismatic or Pentecostal denomination and it is well known amongst pastors of 24 different denominations.

8. I am interested – what is my first step?

We can send you a **Starter Pack**, which includes a Lecture Book as an example. A follow-up on this is a set of the **master forms** as part of the Administration Pack. These are to be printed to be used for administration. The masters include the registration form. Carefully read the **Centre Guide** before you start. We suggest you print out about 10 or 20 copies of the **Concise Prospectus** to hand out to serious prospective students. We also supply an **Accreditation Guide** and the **CQA Blue Book** for registration with Christian Quality Assurance. The Blue Book must be completed before you will receive your **CQA Certificate of Accreditation**.

9. What do I do when I receive the information material?

First of all lay the matter before the leadership of the church. Discuss all the advantages for the church and the members. Let them page through some of the books. Show them the range of topics and the logical progression. Get them become excited about the Bible School and Tuition Centre concept. Set a target date to start. Pre-register students by taking their names and giving them a student number. Students will realize it is for real, something is going to happen. (Final **registration** involving fees will come later.)

10. How do we present the lectures?

Get some of the elders, leaders or students who are “**able to teach**” to help you with the lecturing whilst studying. Every lecturer who goes through the course can also receive an attendance Certificate or Diploma. (They do not need to do it a year ahead of the others.) In the second Phase/year, you may have enough lecturers so that you only need to teach some of the topics and can give your time to other matters of the church. Lecturers should register for a **Diploma in Mentorship** (two years). It is advisable to show the students that the Bible School is an important part of your vision to **make disciples** and train **workers** as well as **leaders**.

11. How is the Bible School organized?

Appoint lecturers, an Administrator and a Dean (head of the Tuition Centre). If you do not have an associate Pastor working with you, one of the leading members may assume this position. Every Tuition Centre must also have a **Quality Officer**. This is a person with a B.Ed or HDE or similar educational qualification. He/she will mark 10% of the tests at the end of the year, especially the lowest and highest marks. The Quality Officer may also be able to give a few lectures to improve the skills of the lecturers. Most of the forms you need have already been designed for you. The **Masters Forms** in the *Centre Guide* (p21) gives an indication as to how the masters could be used. They are provided in the **Admin Pack**.

12. How do we order more lecture books?

When you know more or less the number of students that will attend, you may order the material from us between 8:00 am and 3 pm Monday to Friday. We will send you the first six books with a cost indication enclosed. Orders are usually posted **the same day** if the order was placed before 11:00 am. Parcels should arrive 3 to 4 days later. Should you wish to collect, we can give you your parcels when you arrive. For an extra fee we can send a parcel by **Speed Mail** which should reach you the next day. Ask for this when in doubt about the post or if you ordered late.

International parcels are sent by airmail in small quantities or by **air parcel post** if you order for a whole semester. You will then have to clear the goods (quite easy) or use an agent (which is expensive). We then need your Physical Address as well as a telephone number and contact person. If you live near an international airport, it is not too difficult to clear goods. It is just a matter of filling in some forms. All extra costs are for the Tuition Centre's account.

13. What about the finances?

The material is made available to you on a Bible School account. The three digit account number is used for ordering and must be indicated when payments are made. You should plan to send the balance of the account **within 30 days**. To register as a Christian Tuition Centre costs R200 plus R185 for the information material. An amount of R150 per year will be charged at the end of April as an **accreditation fee** which covers our costs with CQA.

You should also keep an accurate record of the **student's payments** on a copy of one of the forms provided. If there is a shortfall, the church board should undertake to make up the balance. Some students could perhaps be subsidized to 50% or sponsored 100% by you. Do this after **careful** consideration. If any lecturer wants to upgrade their own qualification, the local Bible School should consider to grant a bursary for the first lecturer to study for a Bachelor in Ministry.

14. How do students receive credits?

The Bible School registers as a **Tuition Centre** of Christian Life Training (R200 fee), facilitates lectures and gives the students Lecture Books and Work Books. The students write mentoring tests and the TC allocates practical marks for their skills and assignments. The total **pass mark** is 50% for the Certificates, 55% for the Diploma and 60% for students who have registered at a University to complete the Bachelor programme. Cum Laude is set at 80% and the normal rate of achieving 80% is not more than about **20% of the class**. The first three Phases (two academic years) gives the student 240 credits to offer as RPL (2 x 80 on Cert level and 80 on Diploma level). We have found that these three years of part time studies are a suitable RPL prerequisite to be accepted for the third year of at least one University Degree Program (B.Min.).

Following the new educational trend of reaching OUTCOMES, the B.Min year material is designed to emphasize the function of the FIVE-FOLD MINISTRY of Eph 4:11,12. This programme consists of 17 modules in two phases. It provides 150 credits of 10 nominal hours each. Of these, 30 credits are of a Management or Pastoral nature. The course therefore allows portable credits from a B.Com. degree or other Management qualifications.

Extra modules (up to 70 credits) may be taken in order to apply for a major in Theology, Pastoral Counselling or Church Management. This is indicated by means of an **endorsement**.

15. Can we start at the Leadership Training Modules?

Calvary mentors students through a life-long learning experience. When offering prior learning credits to an educational institution, they will look at the logical sequence of such learning. All the Bible Schools therefore do the topics consecutively in their logical order. **Leadership** is part of the third Phase (Christian Life Diploma) and is not a separate programme. A Certificate or Diploma can therefore only be earned by doing every individual course in its natural order. A student who has completed another ministry or theological programme and/or can present **prior learning credits** due to years of ministry experience and seniority, may be allowed to start at the Diploma year. In this case the leadership modules will be the first material the student will receive.

16. Where does the Evangelism modules fit in?

The **Evangelism Training Modules** can be presented as it best fits in with your church year program. It can be presented as a seminar on a weekend or camp. All students should receive the **Evangelism Kit**, which is a sample set of outreach and discipleship guides.

Evangelism has two sections. The **Evangelism Training** is the basic training course and should be presented first to the students. This deals with the "how to". After practical experience, the **Soulwinners Guide** is presented. This part of the course is more problem-solution orientated.

17. What about the practical work?

The **assignments** in the back of the A5 books are practical and employ discussion, meditation or report writing. Two of these assignments count towards the first component of the module mark. There is also a prescribed **TASK** (practical work) for each module. This is marked using a **Task Assessment Schedule Kit**. This mark is the second component of the module mark. The Workbooks are used to guide students through the lectures again at home. **Tests** are set using these Workbook questions to attain a third mark. These three marks are added together to provide a composite **module mark**. The Student Software Programme even handles weighted marks.

Mentored Students (living too far from a Tuition Centre and having only a Mentor) can register on the Calvary Academics website for R120 per qualification and write web-based tests counting 60% of the final mark. The remaining 40% may be marked as formative evaluation by the Mentor as follows: 15% Assignments; 10% Tasks (practical work); 10% Group Work / Discussion; 5% Work File. Modules may differ in this. Hereby evaluation is secure in the absence of a nearby Tuition Centre's **quality infra-structure** and we have proof of the required tutoring.

18. How can a student study further?

Calvary fulfils a quality educational role by publishing material for training students in **study groups** and **Bible Schools**. The quality of the material and proposed training method is such that the earned credits can be banked at an **International University** such as Calvary University (CU). Bible Schools who want to offer mentoring for these training courses up to Diploma level (in the form of short courses), register with us to become a **Tuition Centre**.

Calvary University [CU] has developed a degree year to give their student an opportunity to achieve a Bachelor of Ministry qualification with for instance **our earned credits**. We also help students who have registered for a B.Min (Honours) or an M.Min. or a D.Min. degree. For this we act as Mentors only. Calvary is regarded as on the forefront of mentoring in SA. As the time passes, we may be getting more and more co-operation and recognition from other Universities. The aim is that they will allow the student to continue with an Honours or Masters degree program. This has been made possible by the fact that we have adopted **International Standards of Accreditation** and are listed by CQA who state that we offer quality education supervision and training facilitation normally acceptable to Private Higher Educational Institutions.

Cert. Module Codes

Old Numbers for the Cert.Min. Books and number of lectures

Discipleship Training Course: (55 credits)

Certificate in Chr. Service

Entry requirement: Grade 12, Matric

Earned credits: 55 credits

THE GODHEAD	01 ⁴
FOUNDATION DOCTRINES	02 ³ 03 ³
FAITH 1	04 ³
CONFESSION	05 ³
NEW COVENANT	06 ⁴

EA

[10]

HOLY SPIRIT – GIFTS	07 ⁴ 08 ⁶
ARMOUR OF GOD	09 ³ 10 ³
ANGELS	11 ²
DEMONS	12 ³

EB1

[11]

HEALING	13 ³
DELIVERANCE	14 ²
FAITH 2	15 ⁴
BELIEVER'S AUTHORITY	16 ² 17 ²
THE NAME OF JESUS	18 ³

EB2

[9]

THE WHOLE MAN – SSB	19 ³
PERSONAL DEVELOPMENT	20 ³ 21 ³
HOLY SPIRIT – LEADING	22 ³ 23 ³

EC1

[9]

CHRISTIAN CHARACTER	24 ⁴ 25 ³
PRAYER (3 Volumes)	26 ³ 27 ³ 28 ²

EC2

[7]

THE LOVE WALK	29 ²
HOLY SPIRIT – FRUIT	30 ³ 31 ⁴
SPIRITUAL FATHERING	32 ⁰⁹
FAMILY LIFE	33 ³ 34 ³

ED

[9]

Note about old books in new combinations:

These A5 (small) books will still be available and can be grouped together in the new A4 groups. Use the new code with a "5":
CHB1 becomes CHB15 or CHB2 becomes CHB25

Evangelism Training Course: (12 credits)

Certificate in Ministry

Entry requirement: 55 credits

Earned credits: 65 credits

EVANGELISM TRAINING	V1 ² V2 ³
SOULWINNER'S GUIDE	V3 ³ V4 ²

EE1&2

Advanced Discipleship Course: (29 credits)

LIFE OF ADORATION	35 ³ 36 [*]
FINANCIAL WISDOM	37 ³ 38 ⁴
PRIORITIES OF LIFE	39 ²

EF

[8]

HOLY SPIRIT – ANOINTING	40 ⁴
SPIRITUAL AUTHORITY	41 ³ 42 ²
THE REALITY OF HEAVEN	43 ³
CREATION "EX NIHILO"	44 ³
THE KING AND HIS KINGDOM	45 ⁶

EG1

[12]

CHRISTIAN ETHICS	46 ³
TABERNACLE OF MOSES	47 ³
FEASTS (3 Volumes)	48 ³ 49 ³ 50 ²

EG2

[9]

Workers Training Course: (24 credits)

POTENTIAL OF MINISTRY	51 ³ 52 ³
ANALYSIS OF MINISTRY	53 ³
SUPPORTIVE GIFTS	54 ⁵
WOMEN IN MINISTRY	55 ⁴

EH

[9]

RAISING CHILDREN	56 ³ 57 ²
CHILDREN'S MINISTRY	58 ³ 59 ³
UNDERSTANDING YOUTH	60 ³

EJ1

[7]

PRACTICAL MINISTRY	61 ³ 62 ²
MINISTRY OF INTERCESSION	63 ⁴
MUSIC MINISTRY	64 ³
PROPHETIC MINISTRY	65 ³

EJ2

[8]

Note: Books are available in English and Afrikaans. They are ordered in sets using the **set number** indicated on the back of the book. Single books are referred to using an E for English or A for Afrikaans prefixed to the number i.e. E28, EV3 or A12. All books must be ordered through the local Bible School. Some books have 2 or 3 volumes. Books marked with an * or ⁰⁹ are as yet not available: E32 (Spiritual Fathering)* and E36*.

Dip. Module Codes

Old Numbers for the Dip.Min. Books and number of lectures

Leadership Training Course: (23 credits)

Diploma in Leadership

Entry requirement: 120 credits
Earned credits: 64 credits

MINISTRY OF LEADERSHIP	66 ² 67 ³
CHURCH ADMINISTRATION	68 ³
MOTIVATION	69 ³
COUNSELLING	70 ³ 71 ²

EK
[9]

BASIC LEADERS COURSE	72 ³ 73 ⁴ 74 ⁵
LEADERSHIP PROFILE	75 ² 76 ²

EL1
[7]

THEOL OF PRAISE & WORSHIP	77 ⁰⁹ 78 ⁰⁹
EXCELLENCE OF MINISTRY	79 ³ 80 ³
SCHOOL OF OBEDIENCE	81 ⁴ 82 ⁴

EL2
[7]

Pastoral Training Course: (41 credits)

OUR HEBRAIC ROOTS	83 ⁰⁹
THE GREEK LANGUAGE	84 ⁰⁹
THE ART OF INTERPRETATION	85 ³ 86 ³
THE ART OF PREACHING	87 ³

EM1
[11]

CHURCH COMMUNICATION	88 ⁰⁹
EFFECTIVE PASTORING	89 ³ 89B ²
CHURCH HISTORY	90 ⁴ 91 ⁴
WORLD RELIGIONS	92 ³
CULTS AND OCCULTS	93 ⁵ 94 ³

EM2
[9]

INTRODUCTION TO THEOLOGY	95 ⁴
DOCTRINE OF GOD	96 ⁵
ANTHROPOLOGY – MAN AND SIN	97 ⁵
THE LORD JESUS CHRIST	98 ⁴
THE ATONEMENT	99 ³
SALVATION OF GOD	100 ⁵

EN1
[12]

THE HOLY SPIRIT	101 ⁵ 102 ⁵
THE NEW TESTAMENT CHURCH	103 ⁴
THE LAST THINGS	104 ³
CHRISTIAN INTRO TO PHILOSOPHY	105 ⁰⁹
COMMUNICATING ACCROSS CULTURE	106*

EN2
[9]

Bible Training Course: (56 credits)

Diploma in Ministry

Entry requirement: 184 credits
Earned credits: 56 credits

GENESIS – BOOK OF FIRSTS	107 ³ 108 ³
EXODUS – BOOK OF REDEMPTION	109 ³ 110 ³
LEVITICUS – BOOK OF SERVICE	111 ³ 112 ³

EP1
[9]

JUDGES – FAITHLESSNESS AND DELIV.	113 ³
SAMUEL – BOOK OF MONARCHY	114 ³ 115 ²
KINGS – 3RD & 4TH BK OF MONARCHY	116 ⁵
NEHEMIAH – GOD'S BUSINESS MAN	117 ³

EP2
[8]

THE TEN COMMANDMENTS	118 ⁵
THE PSALMS	119 ⁷
THE OT PROPHETS	120 ⁰⁹ 121 ⁰⁹

EQ1
[5]

THE BIBLE – GOD'S WORD	122 ³
OLD TESTAMENT SURVEY	123 ⁰⁹
BACKGROUND TO THE NT	124 ⁰⁹

EQ2
[4]

Example of Order: Acc 179
EP2 x 15 (Afr: E → A)

GOSPEL SURVEY	125 ³ 125B ⁴
GOSPEL OF JOHN	126 ³ 127 ³
ACTS IN ACTION	128 ³

ER1
[7]

ROMANS – GOOD NEWS FOR ALL	129 ⁴
PAUL THE APOSTLE 1CORINTHIANS	130 ³ 131 ⁴
GALATIANS – BOOK OF LIBERTY	132 ⁴
EPHESIANS – CHRIST'S BODY ON EARTH	133 ⁴

ER2
[8]

PHILIPPIANS – A HAPPY FELLOWSHIP	134 ⁴
COLOSSIANS – CHRIST CENTRED FAITH	135 ⁴
THESSALONIANS – THE RETURNING LORD	136 ⁶
PASTORAL EPISTLES	137 ⁴ 138 ³

ES1
[7]

HEBREWS – GLORIOUS SAVIOUR	139 ³ 140 ³
JAMES – PRACTICAL THEMES	141 ³
THE CENTRALITY OF CHRIST	142 ⁴ 143 ⁵
THE REVELATION OF JOHN	144 ⁰⁹

ES2
[8]

Note: Books are available in English and Afrikaans. They are ordered in sets using the **set number** indicated on the back of the book. Single books are referred to using an E for English or A for Afrikaans prefixed to the number i.e. E28, EV3 or A12. All books must be ordered through the local Bible School. Some books have 2 volumes.

Books marked with an * or ⁰⁹ are as yet not available: E84*, E106*, E120*, E121*

New Module Codes

The new one year curriculum consists of both CA courses and CLT A4 format books.

Old Certificate books in 5 new courses:

Each course (e.g. CHB) has two modules: CHB1 and CHB2. 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 Diploma books in 6 new courses:

Most courses (e.g. CHL) have two modules: 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		

Pastoral Diploma and their MBC 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 STS and Interpersonal Communication IPC (Using Skills modules)
 Personal Skills PSK and Human Relations HUR (See Prospectus for module list)

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

TC – Personnel Job Descriptions

Person	Qualification	Job Description
Pastor	B.Min./L.Th./Dip.Th	Senior Lecturer, 3rd/4th Semester
Quality Officer	B.Ed. or HDE	Teaches lecturers, controls marking of tests
Assistant Pastor	Dip.Min. or Cert.Min	Lecture to 1st/2nd Semester students
Lecturers	Cert.Min. (in 3rd yr)	Lecture to 1st/2nd Semester students
Administrator	Skills in Admin. Cert.Man. etc.	Orders, fees, check invoice, pay Acc, Register & enrol students, address list
Invigilator	Senior Student	Invigilate during tests, marks Tasks
Class Captain	Responsible Student Skills in Admin.	Class attendance record keeping, collecting Assignments

Standing Letter

A summary of the latest monthly news letters – quoting relevant directives.

CHANGES FOR 2005 UP TO 2010

Qualifications and Short Courses

Since the new regulations came in effect, we took one of two choices: we now offer **short courses** rather than have the right to **issue** a Bachelor. (We don't need this right since **Calvary University** can issue international degrees.) This means that no TC will be visited by CHE but we still have to implement an **internal quality system**. We use the **CQA** standards for that. We do not recommend a specific university or college but rather give objective comparisons. Calvary University now issues degrees to students who register for \$85 with them. We then **mentor** the students to succeed and nothing changes except for a few words here and there on documents.

Accreditation – CQA

Accreditation is also a sign of quality and soundness – that you are recommended by an official body for the acceptance of your courses or qualifications. In 2003 we have accepted and adopted the international **Standards for Accreditation** from Christian Quality Assurance (**CQA**) and were able to place all participating Tuition Centres' names on their web site – a sign of acceptance of training and commitment to **quality**.

International Links – Calvary University

The year 2003 was significant in that we met up with a powerful potential pillar of strength with whom we will co-operate in various ways. **Calvary University** (CU) help students earn qualifications through e-learning – it would otherwise cost us an immense amount to maintain SA (national) accreditation. The value of SA accreditation is also diminishing at an alarming rate. **Calvary University** is accredited by CQA and recognises CLT's credits for RPL. **Hope Builders – Africa** have arranged for us to have the right to republish the excellent **Mini Bible College** material in A4 format. We now also train approximately 5,000 pastors on this material in rural Southern Africa.

Recognition – Churches

We will only mention the well known church bodies here: CRC Bloemfontein, Durban Christian Centre, Assemblies of God, UAFC, Lede in Christus, Agape, Word of Faith PE, Harvest Ministries Network, Christian Revival Church and, country-wide, most of the individual congregations, who are autonomous. Some denominations also have an additional induction course to train new pastors.

Diploma Programme – Additions

Twelve new books are envisioned including such titles as The Greek Language, Communicating Today, Christian Perspective on Philosophy, The OT Prophets, Christian Ethics, Spiritual Fathering, Hebrew Background to the Bible, Survey of the OT, NT Setting and The Revelation of John. It will take more than a year to write the books but we will let you know when they are available. Quite a few Afrikaans translations are now also in the pipeline.

Credits on Certificates

From 2010 all certificates will indicate the exact credits in the order of 80 credits indicating to what figure this must be added to. These **required total of entry credits** is reported **in the body** of the declaration of every certificate. If added up, it will again reach the familiar 160, 240, 390 etc. figures. The credits will be **the exact figures**: Cert. in Discipleship = 80 credits; CL Cert 160 credits; CL Dip = 240. It all now adds up! The word qualification will disappear and an extra mention of the term **attendance certificate** will feature at the top of the title. The reference to "Faculty" will be changed to: **Centre** for Ministry and Church Management.

Summa, Magna, ... Cum Laude = 80%, +

We have been following an outdated system which we were asked to change. The **Summa Cum Laude** hardly ever appeared or was abused when only tests were marked. On the other hand it often happened that too many students received Cum Laude. Now there will only be a **Cum Laude** distinction set at 80% and you should aim for (not more than) about 20% of the class to reach above this level in the first Phase.

Bachelor: Registration with an e-Learning University: CU

All students requesting us to be their Mentor for a B.Min will first have to register with a University of their choice which in one case (Calvary) costs \$85. See the explanation on their Website: www.calvaryu.com. (Students may also enrol with any other suitable university. See the **comparison**.) According to the RSA rules we may not represent any University. A student must **decide** to enrol. Save the forex transfer **fee** for \$85 by paying the R650.00 into the local CU account.

For example, CU have opened a Rand bank account here in the Kolonnade with FNB. This saves us all a lot of **bank fees**. A **student number** is required on the registration form. This student number will be supplied to you when you ask for the registration form. Then having paid, fax your banking slip to 012 567 5550.

Assessment: 40% – 30% – 15% – 10% – 5%

The proportions to which you allocate the different assessment elements such as Tests, 2 Reports, Task, Groupwork & Workfile is **flexible**. Page 12 (Centre Guide) reflects this. You may also use 33 – 33 – 33 and use 2 of the 15 marks for the **project**.

Fees: Books, B.Min and CU Registration

The price for books increases on 1st of January 2010 to R24 per book, still R1 per test and the B.Min is now R1325 x 4 for each of the four phases where the tutor has to hand in documents: Enrol, 2, 10 more and All assignments. The tutor will now get R530 of each R1325 (40%) paid in. The Calvary registration of \$85 is now set at R650.

Organisational Structure – CEO

The new Centre Guide is printed with 4 pages on Mentored (Distance) Students. One other change is the Inclusion of an Organisational Diagram which explains the function of the Chief Executive Officer (CEO) who is responsible for the **Administration** as well as the **Academic** side of the Bible School. Changes have been made in order not to indicate a specific university as a preferred university. Students must decide. A comparison table presenting 8 institutions is a must when deciding. This is available on The Internet: <http://www.clt.org.za/review.html>

Your International Accreditation – Blue Book

In order to be distinguished as accredited for quality mentoring, you are required to complete the much simpler new blue book. It has a buff book "Accreditation Guide" as companion which is meant to be a **training situation** for you and your staff in becoming a place of higher education. You will know which policies to set and principles to adopt to become more professional. The **BlueBook** is handed in when completed.

Quality Management System (QMS) – Yearly Interviews

The only requirement for offering short courses is to have a QMS. According to your contract you have adopted the CQA standards. Accordingly you should **improve** the quality of all your staff (improve their teaching skills). This is done through yearly structured interviews. Students are also interviewed. The interview questions and place for the responses are provided on master forms to be copied from the buff book. It is an **internal system**. You should use the system and keep the forms on file.

Recap on SA Accreditation, CHE, DoE

CLT was **definitely** accredited by SAQA in Feb 2000 to issue B.Min degrees. CHE took over from SAQA and **acknowledged** our accreditation status. An undertaking to visit us for the B.Min was not acted on. The SAQA-CHE system was quite a mess.

On 1st of July 2003 the regulations changed and required that all franchises be first evaluated before they may offer the programmes of an accredited organisation. Of the two choices of: close all Bible Schools & go correspondence or give up the right to issue the B.Min., we chose to obey the Lord and have ±265 discipleship-style **contact** Bible Schools operating everywhere. The final course has not changed since **Calvary** accepts our standards and also the excellent **B.Min programme** we developed.

Other Bachelors, MBA and Post-graduate Study Groups

We are now offering credit mentoring to students who are registered in various Faculties of an e-Learning University of choice, such as Counselling, Education, Communication, Sociology, Business Administration or Business Leadership and also Skills Professions. The MBA is very strict in its choice of courses and starts off with a prescribed Cert.BA. For this reason many students aim for the MBL or single courses.

On the other hand, a student may start with any Diploma (Dip.Min) and complete a Bachelor of Arts in any of the mentioned faculties. The mentoring cost is R45 per credit plus the excellent text books of R180 to R260. Here is a real opportunity for anyone having a Bachelor degree to act as Tutor and earn 40% of the R45 by helping students country-wide to get through their studies. All tutors must **register** at a Tuition Centre. There are several places in South Africa which have Tutors to facilitate these academic mentoring activities.

On every middle Friday of the month the Post-Graduate Study Group get together: so far only in Pretoria, but we hope also Cape-Town, and Bloemfontein will start. This is only for M/D candidates to have a support group while they get through the work.

Not Changed:

Some of the wording may have been changed but in our heart we are still the same:
Quality – Commitment – Service – Speed – Value: Advanced mentoring technology!

STATEMENT ABOUT HIGHER EDUCATION

CALVARY ACADEMICS IS ...

(EXPLAINED IN DETAIL)

1. A Mentoring Centre for quality education specializing in advanced e-learning technology

Mentoring means that a trained experienced professional comes alongside a student to train, counsel and advise in order to impart academic knowledge and practical skills for any kind of job. This is not limited to higher education but may include such courses that form a part of programmes. Higher education is defined by law as offering a **registered programme** or a registered **unit standard**. We therefore talk about quality education. The method is advanced since we use all that technology has provided us including the Internet through a multitude of websites.

CALVARY ACADEMICS DOES ...

1. Mentor students who have already enrolled for programmes that lead to qualifications

Since CA is not registered to offer higher education – which means offering programmes and issuing qualifications – and since the student wishes to earn a qualification – the student must first decide to register with an institution which has such a programme and then we will enrol the student for the mentoring of such programme.

2. Enrol students for a fee to provide mentoring

We do not register the student with the institution such as UNISA or Calvary University. That the student must do on his or her own. Any administration done is for the sake of mentoring for which a fee is asked.

3. Follow any curriculum the student has received

CA does not take responsibility for the curriculum. It is drawn up and delivered by the institution. Our mentoring is needed because this aspect is often inadequately done by universities which sometimes have a success rate of 5 to 7% of the students finishing their qualification. We will provide improvements to what is basically planned or offered to make sure the student can reach the desired outcomes of the programme.

4. Help students with formative evaluation as part of our modern coaching/mentoring process

CA does not do a final examination/evaluation for a programme in order that a qualification is presented by means of an issued degree certificate. Any evaluation done is formative (in-training evaluation) which is part of the mentoring process which gives a constant feel to the student that one after the other outcomes are reached.

5. Give students advice on planning a life long learning path and a suitable study direction

Universities often lack in this department. Proper mentoring should include advice as to all the possibilities at different universities. This we do provide, even before prospective students have registered anywhere.

CALVARY ACADEMICS DOES NOT ...

1. Offer Higher Education learning programmes

We have withdrawn our registration for all programmes we had in mind. None of the short courses our students are mentored for lead to a qualification. They are not recognizable unit standards. Since we do not have the whole, we don't have the parts. Students, however, may take the attendance certificates and have them recognized by institutions who may adopt those courses as part of their curriculum which makes up their programme(s).

2. Enrol students for such programmes

CA nor any of its associated mentor centres can or will register a student for a programme or qualification.

3. Take responsibility for delivery of curricula

Every bit of training direction of accredited programmes for which we do mentoring is determined by the providers of the registered programmes. We have the right to add any amount of work, text books, formative tests, practical work, projects and assignments we deem necessary to prepare the student for the programme they are registered for with whichever higher educational institution such as UNISA, UP, Commonwealth Academy or Calvary University.

4. Evaluate students on behalf of universities

All evaluation done is formative. We will not make the final decision nor any evaluation which grants the qualification for which the student is registered. We have no formal agreement or permission to do so.

5. Confer qualifications on behalf of universities

Students must register with a university of choice in order to present outcomes to receive qualifications. CA does not confer any qualification nor does it do so on behalf of any institution. A Graduation is merely an occasion of recognition of academic success reached by the student in which the mentors played a role.

6. Perform an act on behalf of any university

Students must register themselves with any higher educational institution and see to it that they keep in touch.

7. Is not a Higher Educational Institute in the RSA.

CA has made it clear through documentation and through disclaimers on its Website what its position i.r.o. education is. It has been scrutinized in the past and is still being regarded as able to deliver quality education on a higher education level, but it does not deliver “**Higher Education**” as per definition in the Education act 101 of 1997 which specifies **whole programmes** which are issued by means of **qualification certificates**.

Your Response:

Administration Forms

Please send us an e-mail to get the **Admin Pack.**

These are the basic student registration forms, lecture schedules, bridging courses, material ordering planner and a student fees register.

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Note: Calvary Academics does not offer qualifications but helps Tuition Centres to Mentor students who are registered at a place of Higher Education. We do not issue qualifications, but give advice regarding planning life-long learning.