Australian College of Christian Studies, an evangelical Bible College...

- Registered Training Organisation No.91402 offering Ministry and Theology Certificate and Diploma level qualifications.
- Offers diverse and flexible study programmes to Christians who seek to enhance their Bible and theological knowledge and develop a solid foundation for their future ministry.

Our mission is to provide excellence in theological, ministry and counselling education

We invite those with a passion to study now to enrol now...
Dear Fellow Learners,

I present to you information regarding the Vocational Education and Training courses and facilities at Australian College of Christian Studies.

In its short history, the College has been recognised as a learning centre of excellence. Throughout the years different biblical and theological programmes have been offered. Today we continue to provide learning opportunities for various age groups who value or enjoy continuing education as a foundation for service.

The staff and students are an active group of Christians seeking to foster personal growth and ministry. We are connected with others through various partnerships, which ensures our programmes remain relevant to the Christian community and the world in which we minister.

Our methods of delivery aim to provide for various learner needs and we are continually seeking new ways for taking the study of the Word of God further afield.

I trust this prospectus provides information that will motivate you to enrol in one of our courses and in so doing be an active part of our learning community.

I invite you to seek further information through the College website or to contact us directly.

Dr Leonard J Smith
Principal

Providing opportunities for Christians to:
- grow in the knowledge of Christ;
- be effective in their witness within their local church;
- work together with other members of the body of Christ
Study in a community of learners intent on developing knowledge and skills relevant to a variety of Christian contexts and ministries

Connecting you from your technology to us from wherever you are...
Bringing together educators and students throughout the world

HOW DO I PARTICPATE?

You will be attending our classroom-based classes at Miranda or Online-based where you can study from anywhere. If you are not an Australia citizen or permanent resident and you decide to make the move to Australia for your studies you will need to apply for a study visa and be legally obliged to enrol for full-time study. See http://www.immi.gov.au/Study/Pages/Study.aspx
Assessment
Assessment is continual throughout each course and may include a combination of assignments, testimonies, interviews, journals or practical ministry involvement.

Technology Support
Technology support is available to assist with the preparation of assignments and for research. Printing and photocopying services are available in the library at minimal charge.

The Library
The Library offers students a vibrant study space with excellent resources. These include:

- Current hard copy resources in relevant subject areas.
- A growing collection of eBooks and several databases (ATLA and ATLA Serials, Religion and Philosophy Collection, Psychology and Behavioural Sciences, Teacher Reference Centre) all accessible online.
- Library networks allowing students to access the vast collections of other institutions via Inter-Library Loan and some allow a personal visit.
10433NAT Certificate IV in Christian Ministry and Theology

Duration: 1 year Full Time  CRICOS Code: 083603G

Course Participant Information

<table>
<thead>
<tr>
<th>Course</th>
<th>10433NAT Certificate IV in Christian Ministry and Theology.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course duration</td>
<td>36 Weeks duration. Based upon a three-trimester training/assessment program. There are two-week breaks between each trimester.</td>
</tr>
<tr>
<td>Location</td>
<td>Online-Based Learning</td>
</tr>
</tbody>
</table>

Target Audience
This qualification is beneficial to those who wish to addresses the needs of those young in the faith as well as more mature believers wishing to contribute in a range of church ministries and roles. Many also pursue this course simply on its merits as a powerful stimulator of personal development.

Entry Requirements
- At least 18 years of age.
- Sufficient literacy and numeracy skills to complete the course
- Basic computer skills with access to an internet connection

Course Content
This course contains 9 subjects consisting of 6 mandatory and 3 elective subjects:

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Subject Title</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMTTTHE401A</td>
<td>Discuss the nature of the Bible and present day Christian life and practice</td>
<td>Personal Disciplines</td>
<td>T1</td>
</tr>
<tr>
<td>CMTTTHE402A</td>
<td>Interpret theological data</td>
<td>Living in Christian Communities</td>
<td>T1</td>
</tr>
<tr>
<td>CMTTTHE403A</td>
<td>Investigate information within a theological theme or issue</td>
<td>Two Kingdoms</td>
<td>T1</td>
</tr>
<tr>
<td>CMTTTHE404A</td>
<td>Gain new personal revelation</td>
<td>Christian meta-Narratives</td>
<td>T2</td>
</tr>
<tr>
<td>CMTMIN401A</td>
<td>Explore ideas about God in relation to the way we live as Christians</td>
<td>Life by Design</td>
<td>T2</td>
</tr>
<tr>
<td>CMTMIN402A</td>
<td>Communicate theological information</td>
<td>Discipleship</td>
<td>T2</td>
</tr>
<tr>
<td>CHCCD509C</td>
<td>Support community leadership</td>
<td>Leadership</td>
<td>T3</td>
</tr>
<tr>
<td>CHCCOM403A</td>
<td>Use targeted communication skills to build relationships</td>
<td>Communication Skills</td>
<td>T3</td>
</tr>
<tr>
<td>CHCYTH001</td>
<td>Engage respectfully with young people</td>
<td>Engage respectfully with young people</td>
<td>T3</td>
</tr>
</tbody>
</table>

Prerequisite: Nil

Course details
The Certificate IV in Christian Ministry and Theology is delivered via classroom attendance.

What to Bring
- Pen, notebook and bible.
- 1 form of Photo ID (i.e. Passport, Drivers license, Photo ID card, Student card)
<table>
<thead>
<tr>
<th>What will I learn?</th>
<th>This qualification will provide you with skills and knowledge so you can work in a variety of church related activities. Through the use of competency-based assessment in a range of settings, the Certificate IV course will give the confidence and abilities to effectively step into foundational leadership roles. Example outlets for these skills include leadership of youth groups, bible study groups or worship teams.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What sort of training will I do?</td>
<td>Classes are taught online.</td>
</tr>
<tr>
<td>How will I be assessed?</td>
<td>This qualification is competency based and is gained by providing evidence of competency. You will carry out various assessments. The course has been designed to be practical based where you demonstrate your skills and knowledge through a variety assessment procedures including, journals, short questions and answers, role play/scenarios, demonstrations and short essays.</td>
</tr>
</tbody>
</table>
| Support | We offer a range of support services to ensure learners are safe and environments are conducive to learning. Where specific learning resources are required, will endeavour to provide access, to ensure learners are not disadvantaged in their learning. Assistance includes the following support:  
**Training and Vocational Support**  
Students may receive training or vocational support from the General Manager or other qualified person. The General Manager monitors the student’s progress and intervenes to provide support or support as appropriate, and where needed refers the student on to other qualified person, depending on the nature of the problem.  
**Personal Support**  
Any student showing signs of distress or discomfort is to be approached by the trainer and offer support. Support may take the form of advice, or other qualified person, depending on the nature of the problem.  
**Aboriginal and Torres Strait Islander People**  
Courses are developed to improve educational outcomes and employment opportunities for Aboriginal peoples. Some courses can be delivered in a local community.  
The General Manager endeavours to help the participant to get started, and provide them with advice and support while working through the course, including;  
- advice about courses which might be right for the participant  
- help with the enrolment procedure as well as information about how to contact the Aboriginal Student Support Officer  
- advice about applying for ABSTUDY  
- information about support services such as literacy and numeracy programs.  
**Language, Literacy and Numeracy Support**  
Students needing language, literacy and Numeracy (LLN) support are identified on application. In most cases, LLN support can be provided. Where only a low level of support is needed, we may arrange for the student to receive extra-curricula assistance from the trainer or other staff member. Where extensive support is needed, specialised LLN classes may be set up. This will attract a fee. Where an applicant’s LLN deficiency will clearly inhibit achievement of learning outcomes and the applicant refuses LLN support, enrolment may be declined. |
| Delivery Modes | The program and resources are structured for maximum flexibility and is delivery in an online-based learning environment. You can also apply for RPL if you consider you have currency in the above competencies. |
| Qualification | You will be issued with the Certificate IV in Christian Ministry and Theology. |
| To Enrol Contact | The College Registrar  
janeele.tweed@ccs.edu.au  
02 9522 9300  
www.ccs.edu.au |
## 10434NAT Diploma of Christian Ministry and Theology

**Duration:** 1 year Full Time  
**CRICOS Code:** 083603G

### Course Participant Information

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10434NAT Diploma of Christian Ministry and Theology</td>
<td>Macquarie Park and Strathfield, NSW</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course duration</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 Weeks duration, including 6 weeks self-directed study and 8 weeks study breaks.</td>
<td>This qualification is beneficial to those who wish to engage with a local church organisation or church support ministry organisation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry Requirements</th>
</tr>
</thead>
</table>
| • At least 18 years of age.  
• Sufficient literacy and numeracy skills to complete the course  
• Basic computer skills with access to an internet connection |

### Course Content

This course contains 10 subjects consisting of 6 mandatory and 4 elective subjects:

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
<th>Subject Title</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMTTHE501A</td>
<td>Analyse and interpret theological beliefs in the light of current thinking</td>
<td>Theology</td>
<td>T1</td>
</tr>
<tr>
<td>CMTTHE502A</td>
<td>Analyse and interpret theological data</td>
<td>OT Intro</td>
<td>T1</td>
</tr>
<tr>
<td>CMTTHE503A</td>
<td>Research and analyse information within a theological theme or issue</td>
<td>Church History</td>
<td>T1</td>
</tr>
<tr>
<td>CMTTHE504A</td>
<td>Identify new theological information</td>
<td>Apologetics</td>
<td>T2</td>
</tr>
<tr>
<td>CMTMINS01A</td>
<td>Relate theological ideas to the Christian way of life</td>
<td>NT Intro</td>
<td>T2</td>
</tr>
<tr>
<td>CMTMINS02A</td>
<td>Communicate theology in a clear form</td>
<td>Evangelism</td>
<td>T2</td>
</tr>
<tr>
<td>DBMIAB501</td>
<td>Interpret and apply Biblical texts</td>
<td>Interpreting the Bible</td>
<td>T3</td>
</tr>
<tr>
<td>DBMDMS501</td>
<td>Develop missionary strategy</td>
<td>Intro to Missions</td>
<td>T3</td>
</tr>
<tr>
<td>BSBCMM401</td>
<td>Make a Presentation</td>
<td>Make a Presentation</td>
<td>T3</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Manage Personal Work Priorities</td>
<td>Manage Personal Work Priorities</td>
<td>T3</td>
</tr>
</tbody>
</table>

**Prerequisite:** Nil

### Course details

The Diploma of Christian Ministry and Theology is delivered via classroom attendance.

### What to Bring

- Pen, notebook and bible.
- 1 form of Photo ID (i.e. Passport, Drivers license, Photo ID card, Student card)

### What will I learn?

The Diploma of Christian Ministry and Theology is designed to meet the current and future development needs of mature Christians wishing to engage in a range of functions and activities within the local church setting or for just personal development and understanding. This qualification will provide the learner with the skills and knowledge required to work in a number
of church related activities practice through competency-based assessment in a range of settings. These may include, eldership, deaconship, Youth ministry, etc.

<table>
<thead>
<tr>
<th>When finished what will my skills be?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills gained from this qualification include: effectively facilitating ministry activities, bible interpretation, gain a fresh approach to ministry. Have the skills to connect with community, while gaining useful techniques to engage in ministry. You will gain confidence in public engagement and develop new ideas of mission with a world view, to have fun and enjoy a bible based learning experience.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What sort of training will I do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes are taught in a combination of lecture, tutorial and practical sessions. You may be involved in field visits.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How will I be assessed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>This qualification is competency based and is gained by providing evidence of competency. You will carry out various assessments. Most of the assessment is cluster based where participants are assessed across a number of units of competency at the same time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>We offer a range of support services to ensure learners are safe and environments are conducive to learning. Where specific learning resources are required, will endeavour to provide access, to ensure learners are not disadvantaged in their learning. Assistance includes the following support:</td>
</tr>
</tbody>
</table>

**Training and Vocational Support**
- Students may receive training or vocational support from the General Manager or other qualified person. The General Manager monitors the student’s progress and intervenes to provide support or support as appropriate, and where needed refers the student on to other qualified person, depending on the nature of the problem.

**Personal Support**
- Any student showing signs of distress or discomfort is to be approached by the trainer and offer support. Support may take the form of advice, or other qualified person, depending on the nature of the problem.

**Aboriginal and Torres Strait Islander People**
- Courses are developed to improve educational outcomes and employment opportunities for Aboriginal peoples. Some courses can be delivered in a local community. The General Manager endeavours to help the participant to get started, and provide them with advice and support while working through the course, including:
  - advice about courses which might be right for the participant
  - help with the enrolment procedure as well as information about how to contact the Aboriginal Student Support Officer
  - advice about applying for ABSTUDY
  - information about support services such as literacy and numeracy programs.

**Language, Literacy and Numeracy Support**
- Students needing language, literacy and Numeracy (LLN) support are identified on application. In most cases, LLN support can be provided. Where only a low level of support is needed, we may arrange for the student to receive extra-curricula assistance from the trainer or other staff member. Where extensive support is needed, specialised LLN classes may be set up. This will attract a fee. Where an applicant’s LLN deficiency will clearly inhibit achievement of learning outcomes and the applicant refuses LLN support, enrolment may be declined.

<table>
<thead>
<tr>
<th>Delivery Modes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The program and resources are structured for maximum flexibility and will be face to face delivery in classroom. You can also apply for RPL if you consider you have currency in the above competencies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will be issued with the Diploma of Christian Ministry and Theology.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To Enrol Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>The College Registrar (<a href="mailto:janele.tweed@ccs.edu.au">janele.tweed@ccs.edu.au</a>)</td>
</tr>
<tr>
<td>02 9522 9300 (<a href="http://www.ccs.edu.au">www.ccs.edu.au</a>)</td>
</tr>
</tbody>
</table>
Requirements for Admission

Age Requirements

Prospective students must be eighteen years of age or older at the time of application.

Academic Entry Requirements

Completed Year 11 of an Australian high school or its equivalent.

English Language Proficiency Requirements

Prospective students that have not completed their secondary schooling where courses have been delivered and assessed in English must demonstrate an equivalent level of English language proficiency. This can be demonstrated through an Academic or General IELTS (International English Language Testing System) overall result of 5 or its equivalent (for Diploma students); or other such qualification delivered and assessed in English deemed equivalent by the Registrar.

Availability of Course Credit

ACCS recognises that students may undertake or may have undertaken studies at other institutions which would be equivalent to units in their course of study at ACCS and thus welcomes application for credit. The aim of granting credit is to reduce repetition of previous learning by acknowledging an individual's skills and knowledge acquired through formal and informal learning in Australia and overseas.

For further details on how to apply please see VET Credit Transfer and RPL Policy in the Student Handbook and Guide.

Other expenses for consideration are the purchase of books, computer software and stationery. The ACCS library is an excellent resource and able to support completely all courses offered by the College, however, students should purchase a set of good basic reference books for themselves.
How much will my studies cost?

Fees effective from 1 January 2018

2018 Tuition Fees for domestic students, please see the fee structure information regarding overseas student fees.

- 10433NAT Certificate IV in Christian Ministry and Theology  
  AUD $4,660.00
- 10434NAT Diploma of Christian Ministry and Theology  
  AUD $6,300.00

Refund Policy

- Full refund to Administration Date less applicable withdrawal fee. See Refund Policy

Withdrawal Fee

Up to Administration Date: Nil

Other Fees

- Overseas Student Administration fee (non-refundable payable on application) (This fee will be deducted from tuition fees on commencement of course)  
  $200
- Enrolment Variation (per occasion)  
  $50
- Late Enrolment Fee  
  $50
- Library fine (per day per item overdue)  
  $1
- Lost library item charge  
  Replacement cost (min. $50)
- Lost or damaged item or equipment charge  
  Replacement cost
- Student ID card replacement  
  $30
- Replacement transcript/Testamur fee  
  $25

Courses will not be recorded on the student’s academic record nor an award conferred until the student’s account is paid in full. All fees are subject to periodic review. All prices are in Australian dollars.
What do I do if circumstances change and I need a refund?

ACCS recognises that certain sets of circumstances exist in which it is appropriate for a student to apply for a refund of any monies paid for tuition fees.

In such circumstances it is important for students to understand the framework within which such applications can be made and the process for doing so.

This policy will assist staff and students to make decisions and to act or respond in a timely manner.

Refund Policy

In the event of a student withdrawing from a VET unit of study on or before the administration date for that unit of study:

100% of tuition fees paid for that unit will be refunded to the student;

And the VET unit of study will not be shown on the student’s transcript.

In the event of a student withdrawing from a VET unit of study after the commencement date and on or before the administration date for a unit of study:

1. A withdrawal fee as prescribed in the fee schedule above will be payable by the student and will either be deducted from the paid tuition fees prior to a refund of tuition fees being paid or will be invoiced to the student and payable immediately and the VET unit of study will not be shown on the student’s transcript.

In the event of a student withdrawing from a VET unit of study after the administration date for a unit of study:

2. No refund is applicable and the VET unit of study will be shown on the student’s transcript as Not Yet Competent.

Refunds will be paid within 28 days of the administration date of the VET unit of study to which the withdrawal applies.

Special circumstances

A student who withdraws after the administration date for a VET unit of study in special circumstances may apply to have these circumstances considered in regard to any decisions made.

Provider Default

Should ACCS not commence the course on the agreed starting date, the course cease to be provided before it is completed or the course not be provided in full ACCS will refund in full any course monies received from the student. This refund will be made within 2 weeks of ACCS defaulting and will be accompanied by a statement that explains how the refunded amount has been calculated.

Unsuccessful Visa Application

Should your application for a student visa prove unsuccessful any course costs paid in advance (excluding application fee) will be refunded).

Other Requests
Other requests for a refund will be considered for reasons of compassion and sickness on a case-by-case basis.

*Refund Application*

Should cause for a refund, as prescribed above, arise application for a refund should be made in writing to the college. Refunds will be made within four weeks from receiving the request for a refund.

*Payment of Refund*

In the case of Provider default, the refund owed to the student will be paid within two weeks after the default day. In the case of student default, the refund owed will be paid within four weeks after the default day.

The refund will normally be paid to the student. If the student wishes the refund to be paid to a third party (e.g. in the event that the fees were paid by another person) the student must provide a letter of authority signed by both the student and the receiving party and including account details of the receiver, enabling the provider to pay the other party.

If the student is offered an alternative place of study, any refund will be paid directly to the new institution accepting the student. Refunds in the form of transfer of fees to another institution will be made subject to the student presenting evidence of acceptance into that institution.

This policy, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

*How to apply for a Refund*

- You must apply for a refund in writing (preferably by completing the Application for Refund form).
- Your written application should include the reasons for the refund as noted within the provisions of this policy.
- Submit your written application either
  
  a) In person to the ACCS reception at 10 Kiama Street, Miranda NSW

  b) By mail to: The Principal
     ACCS College NSW
     PO Box 1015
     Miranda NSW 1490

  c) Email: Janelle.tweed@ccs.edu.au
The campus at Miranda provides full administrative and head office services for all courses on offer including its Higher Education courses in Theology, Ministry and Counselling.

Within the campus itself the following services are available

- Free Wi-Fi
- Library with over 18,000 books and journals
- Student Computers
- Kitchen facilities, including microwave
- Teaching spaces, well-lit and air conditioned
- Full audio visual facilities in each teaching space
- Provision for student printing and photocopying (within Library)

In addition student support services are also available through the College’s staff:

Who do I see if I want to talk about:

- being admitted to a course or enrolling at ACCS the Registrar
- changing my enrolment the Registrar
- my tuition fees or other monies the General Manager
- actually paying my fees or other monies see Reception
- personal issues the Registrar - for referral to the on-site counsellor if required
- the library and online study resources the Librarian
- information technology problems see Reception

At all times all students will have access to our student support services through our Registrar who fulfills the role of Student Contact Officer (SCO)/ Student Support Officer (SCO): janelle.tweed@ccs.edu.au
General Contacts and Information

Address

Miranda Campus
10 Kiama Street,
Miranda, NSW 2228

PO Box 1015
Miranda NSW 1490

Phone
02 95229300

Email

Principal
Dr Leonard J Smith     len.smith@ccs.edu.au
Dean of Academics
Dr Theron Young     theron.young@ccs.edu.au
Dean of Studies
Paul Porta     paul.porta@ccs.edu.au
Head of Ministry/Theology
Dr Xavier Lakshmanan     Xavier.lakshmanan@ccs.edu.au
Librarian
Rory Greig     librarian@ccs.edu.au
Registrar
Janelle Tweed     janelle.tweed@ccs.edu.au
Administration
Emma Donsworth     emma.donsworth@ccs.edu.au

Web

College: www.ccs.edu.au

Information and support

Courses: Janelle Tweed     janelle.tweed@ccs.edu.au
Community Life: Paul Porta     paul.porta@ccs.edu.au