

1 *Starter Pack*

Application

Contained in this pdf document:

- 1. A New Tuition Centre** (cover letter)
- 2. Centre Quick Guide** (an overview)
- 3. Overview of Programmes** (The courses we offer)
- 4. Starting a Tuition Centre** (7 step flowchart)
- 5. Applicant Data** (form to apply as a Tuition Centre)

Separate pdf document to study:

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

A New Tuition Centre

Introduction to running a Tuition Centre: Receive Info Packs by e-mail

Dear Pastor

Thank you for enquiring about running a Tuition Centre for your church members. Calvary Life Tutors (**CLT**) has an exciting solution and will inform you in a simple format, yet saying enough to understand the Calvary way. The following introduction and diagrams are written for you to make a decision. We hope that it will be of real help to you as you consider the Calvary courses.

Applicant Data (example in this document, the blank form is in the Starter Pack)

Your first step is to fill in this form. By the time you have read the **Starter Pack** you can make a decision. When you have appointed the main two officials, we will then issue your three digit Tuition Centre number.

Registration Costs

As soon as you fax the **Applicant Data** to us we will send you a package covering information about accreditation. This includes a few printed books which are your reference documents for running the Centre. The cost to register a Tuition Centre is **free** for CQA evaluation. We suggest you buy a **Phase 1** set of text books to study the course and show prospective students.

Phase 1 set of text books = R1470

Immediate Benefits

The benefits are many. If a Calvary student moves to your town you will be considered **to facilitate** since your Centre gets onto a **list** (if the TC is active). You may also receive our DVD (R17) onto which we have copied free resources such as software, e-books, pdf's and downloaded Websites.

Foundation and Recognition

We have implemented a **Charter** that is signed by 270 Bible Schools (TC's) to give your students security. It ensures students that what they do (about 55% of all in the ministry) is recognised as credits through **RPL** at **SAQA** and **Calvary University** or others, as many have done and are now employed as Chaplains. Students register for an e-learning **degree** at **CU** and be mentored locally to complete such **RPL** qualification.

Please pray this opportunity into reality as the Lord leads.

The **Calvary Life Tutors** Board

Centre Quick Guide

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

What or who we are ...

Calvary Academics employ a framework, material and a method to offer Biblical and practical training in a contact-mentoring setting. This imparts life skills suitable for ministry as a **worker**, **leader** or even **pastor**. Our training is for local congregations and is not meant to replace a seminary. Training through mentoring in a local **church** context has proven to be more cost-effective with better ministry outcomes than secluded training in an academically oriented institution. All the desired **outcomes** are reached in a true-to-life environment using suitable **ministry experience** and adhering to academic standards.

Some students, contemplating the training as equipping themselves for local church leadership, later develop a call on their life, for deeper involvement in ministry training. These students are at least assured that the accredited Calvary University recognizes our first three short courses of 240 credits as a **Diploma** basis for a **Bachelor** qualification. Students can enroll for 2 x 80 credits to earn a bachelor degree, should they want to focus on **ministry training**. At **Calvary University** students enroll for any of six different Bachelor programmes should they want to receive an accredited **qualification**.

The Courses Offered in Phases 1 to 3

Three CLT short-courses are offered in sequence and each of them carries 80 credits. Apart from lectures, students are mentored by tutors in a contact situation in order to be suitable for **service** or **leadership** in their church. The practical aspects are therefore very important and practical tasks are required for each module, in order to receive the **credits**. Formative **tests** and **assignments** are required for each module (in-training evaluation) to assure that quality learning takes place throughout the year.

Your Directions and Support

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

contains all the pages aimed at the Dean or CEO with regard to perform the **administration** and to order the *Calvary Academics* textbooks from CLT.

Methodology

The method followed for part time students is one night per week with three lectures on that night during normal school terms (120 lectures, 38 weeks). The lecturer explains the material, which the students should pre-read before the session starts, and a group discussion is included. The various assignments, practicals and tests provide a modern and effective e-learning environment, especially if modern computer technology is used where possible. A library of suitable (e)books should also be built up over the years.

On a full time basis, three Phases may be completed in two years, attending 120 lectures per 80 credits and a lot of **extra reading**. Various e-learning activities may also augment some of the classes. However, the preferred environment for proper training is where part-time students work and live in the realities of the world, receive **spiritual growth** and **character building**.

Administration and Requirements

We provide an administration system on the **CAP** which stores the data of the student's achievements electronically and which can print to paper. In the past we used a simple Excel data sheet, but now all is done for you on Internet. This is needed to convey to us at the end of the year which attendance certificate the student should receive. A **Class Results Record** form for handwriting is also available in PDF format on our web site.

The forms needed for registering students on the different levels of training, as well as for the Lecturers and Tutors, are all now provided for in the **CAP Admin** programmes and have simplified everything — and more secure.

Ordering of Materials

Materials Supply will explain how you can order the textbooks, workbooks, study guides, and readers. We do not stock books that are **recommended** for B.Min studies, but these may be found in any Christian bookshop. B.Min students will benefit from the DVD we have compiled with suitable web-articles, christian e-books in pdf format, and the e-Sword Bible software. A set costs **R1470**.

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



Overview of Programmes

Previous: Cert or Dip.Min. The A5 format books have been phased out.

New Format Text Books **Advanced:** A4 format, published in Eng & many Afr
A major upgrade in our Ministry materials was done for the new Calvary Programme. Students who start, now make use of the new format at a better readability. It combines with the Readers, Skills and several new books.

Practical Skills

A complete set of material for Phase 1 is **R1470**

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

Reading Material

Course design: Self reading, then recapping in class.

These twelve new textbooks are of excellent quality and are published to add lectures that contain the full text. They deal with Bible books, prescriptions of Christ and various Christian values. It also deals with Marriage and Family.

e-Learning DVD Resources

We are providing DVD's to go with each Phase (year). They provide pdf's in colour for the lectures as well as web pages on the same topic as the lectures.

Internet Access

Access: Free for registration and 2017, until there is full content.

From 2017 we will be running a site under the name **Calvary Academics Platform** to provide resources to all our students. It will contain e-learning content and tests.

Certificate in Christian Discipleship

Books in English & some in Afr

This is the new material which can truly be called e-learning. The five above items are combined in this course labelled as "Calvary Academics". It is for the student who wants to live a full meaningful Christian life, to be useful in the general body ministry of the church. This active and involved study will allow a student to be used as a worker or leader. Further programmes allow such students to continue to the Diploma in Leadership, through an RPL Bachelor and even up to a Doctorate.

Calvary University

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

All our students who continue to a degree, Honours, Masters, Doctorate and PhD register with this e-learning university, which was accredited in SA in 2012. We now mentor graduate students. The Department of Education have privately commended us for being on the forefront of mentoring in South Africa.

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

Starting a Tuition Centre

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

1

Read:
Quick Guide

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



2

Examine:
Example Lecture

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



3

Make a 5 minute
Phone Call

If you still have a few puzzling questions, do feel free to phone us during 11am to 2pm: (012) 567 6083 or +27 12 567 7583 or fax 012 567 5550



4

Complete:
Applicant Data

This is the data we need for you to register as Tuition Centre — indicating who your qualified officers are.



5

Know more, get:
Information Pack

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



6

Evaluate, get:
Accreditation Pack

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



7

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

Get every decision maker on board when you make the final decision. Then order the first books by phone and find out how easy it is to get your material. Pick up, we Post it, or ask: use PostNet.

Example

Applicant Data

To apply for information to become a Calvary Tuition Centre

To the Calvary/CQA Application Board:

Allocated Centre No:

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Tuition Centre Account No.

Please submit information for Calvary registration and CQA accreditation.

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

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

Name of College: River Valley Bible School
Intended name of Tuition Centre

Church Name: Assemblies of God Riversdale

Denomination affiliation: Assemblies of God
If any affiliation exists - optional

CEO: Pastor John Smith Qualification: Dip Min

Dean: Pastor Jeremy Blake Qualification: Dip Th

Street address: River Street 123

Town/Suburb: River Town Code: 5934

State/Province: Kalahari Country: South Africa

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

e-mail: mailbox333@telkomsa.net Fax: 012-345 6788
Since we communicate by e-mail, it is required

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

How can PostNet contact you: 075 456 7890 (phone/cel No)

Nearest PostNet: PostNet Riversdale (to pick up parcels)

Highest level to be mentored: Certificate Diploma Degree

Operating since: 2012 (year) or: Now starting

Are some of the students living in another town (distance)? yes, 3

Number of Lecturers: (Full time) 4 (Part-time) 1

Number of Students: 33 (envisaged). How many bursaries?: 4

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

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

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

Qualification: Dip. Ministry A.O.G. Signed Date: 15-02-2016

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

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

Name of College:
Intended name of Tuition Centre

Church Name:

Denomination affiliation:
If any affiliation exists - optional

CEO: Qualification:

Dean: Qualification:
CEO/Dean of the Tuition Centre

Street address:

Town/Suburb: Code:

State/Province: Country:

Telephone: Office Cell:

e-mail: Fax:
Since we communicate by e-mail, it is required

Web-site address: <http://www>
Website is not required

How can PostNet contact you: (phone/cel No)

Nearest PostNet: (to pick up parcels)

Highest level to be mentored: Certificate Diploma Degree

Operating since: (year) or: Now starting

Are some of the students living in another town (distance)?

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

Number of Students: (envisaged). How many bursaries?:

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

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

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

Qualification: Signed Date:

Your Response:

Confirm your decision!

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

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

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Note: We do not offer any qualifications but help Tuition Centres to mentor students who are registered at a place of Higher Education. We do not issue qualifications, merely give advice regarding planning for life-long learning. According to South African Law, all accredited Institutions are obliged to offer RPL (recognition) for Prior Learning.