

CALVARY

ACADEMICS

Includes Bachelor



Business Training Programmes:
Certificate in Business Management
(Followed by the Diploma in Business Leadership)

Business

Prospectus

2017

BPR

Mentoring through Advanced e-Learning Technology

Prospectus Index

Prospectus Index (This page) 1

Calvary Introduction 2

Mission Statement 3

Calvary Advantages 4

Business Programme 5

Programme Design 6

Programme Structure 7

Certificate in Chr. Discipleship 8

Our Textbook Topics 9

Cert. Business Management 10

Endorsements 11

Dip. in Business Leadership 12

Example of a CLT Transcript 13

Bachelor — BBL 14

Adv. Dip. in Bus. Leadership 15

Bachelor in Bus. Leadership 16

Example Calvary Certificate 17

Business Courses: Honours 18,19

Practical Learning 20

Objective Directed (learning) 21

Tuition Method 22

Learning Steps 23

Threefold Assessment 24

The Mentored Student 26

The Business Tutor 28

Calvary Introduction

CALVARY LIFE TUTORS (CLT) — publishing as *Calvary Academics*

Calvary Life Tutors (CLT) is one of the most dynamic and rapidly growing educational institutions in South Africa. CLT was established in 1985 (then known as Christian Life Training) when training material was prepared and published for the church. A series of short courses were launched in 1990 to enable local churches country-wide to operate their own Bible Schools. We call these Tuition Centres, as we regard **contact mentoring** as a Biblical learning concept — to build character.

ACCEPTANCE AND GROWTH

In late 1998, courses were restructured, and finalized in 2003, to form our short course basis for pastoral ministry training (400 credits in total) and to train Bible School lecturers. Overwhelming acceptance by churches and denominations was shown when 240 Bible Schools with over 7,000 students were started in the first 40 months of introduction. Now, 67,000 students have completed a course.

ACCREDITATION — CLT

In 1999, CLT lodged their registration as a Private Higher Educational Institution with SAQA which gave conditional accreditation for the B.Min degree in 2000. In 2003, CLT started offering short courses instead, with attendance certificates for part-time students studying at Bible Schools.

CLT presents the study data of their students with short courses to any Institution who wants to apply RPL (as the SA law requires). Multiple 80 credits will lead to RPL Certificate and an RPL Diploma from any accredited Institution. For this purpose we use the Calvary Academic Platform **CAP**.

CALVARY UNIVERSITY IN AFRICA

CLT short courses are accepted through RPL by the e-Learning Institution **Calvary University**. Students intending to do post-graduate studies may contact any CLT Support Centre to plan their academic path and choose to continue a suitable academic direction through them. CLT can facilitate.

Tuition Centres in South Africa, for instance, act as satellite learning centres offering short course credits which form the foundation of all training programmes. Bible Schools are therefore offering credits in Phase 1 to 3 which fully count towards a range of Bachelor programmes which give entry to Post graduate studies.

Calvary University, since February 2012, also has South African accreditation from the **Department of Education**, as a higher educational institution. CLT handles the administration for provision of material and the recognition of credits.

Mission Statement

Purpose

Our purpose is to assist the local church in training believers to develop and grow as Christian workers and Church leaders — to be obedient to the **Great Commission** to make disciples.

Mission

Being a Mentoring Centre for Practical Ministry, as well as other fields, a service institution which uses e-learning technology to equip Training Centres to offer quality education, whilst adhering to a **Christian value system**.

Our aim is to develop **knowledge** of the Word of God — to be able to **communicate** and **defend** it — and to prepare for the continual **study** of it.

We provide quality academic and sound professional training to equip members of the local church to do the work of ministry, duplicate themselves through leadership training, and to become managers of these leaders to encourage maturity. We base our courses on uniquely balanced **five-fold ministry** learning outcomes for **Ministry** which are locally accessible, technically supported, and financially affordable.

Objectives

1. To promote personal **spiritual growth**.
2. To establish understanding of the **church**, its life and its **ministries**.
3. To provide training in that particular ministry to which the student is **called**.
4. To prepare for leadership through on-the-job **skills** training.
5. To develop an applicable **Objective Directed Learning (ODL)** programme for the local Church.
6. To establish **strategically situated Tuition Centres (TC's)** which will facilitate academic support and student **mentoring**, using academically qualified and professionally trained **facilitators** with relevant practical experience in their field of specialisation or profession.
7. To provide **affordable** and **practical** training that is sensitive to the personal needs, aptitudes, individual potential and **value system** of every student; to develop the whole person for **a lifetime of learning**.

Calvary Advantages

What makes the Calvary courses so attractive to thousands of students

WHY SHOULD THE CALVARY CURRICULUM BE USED?

CLT, who promotes and distributes the **Calvary Academics** curriculum, has been very well received by pastors. Often students experience a **transformation** in their lives and receive a personal calling into ministry. Some very **fundamental differences** are at the root of this success:

BIBLE BASED BUSINESS LEARNING IS THE PRIORITY

Since **Outcomes Directed Learning** (ODL) is the contemporary approach, our emphasis is on a balance of **skills** to **perform**, appropriate **attitudes** and academic **knowledge** applied in a **Business** context. An entrepreneur is a manager and leader. **Business leadership training** with CLT is therefore a careful balance of **academic business input** and **applied practical training**. The CLT Business Management and Leadership programme, based on the **Bible** and its **values**, will be a basic training for many Christians who feel that they are called to serve the Lord in the world of business.

CONTACT TUITION

Learner-Tutor interaction is still the best way of learning. This is the basis of **disciple-making learning**. Whilst we use modern technology, we have not attempted to do away with the lecturer. For each 80-credit course the student will attend 120+ live **lecture-sessions** of 40 to 60 minutes each – in 3 lectures, during 1 night per week. In addition students will have **group discussions**.

PRACTICAL EXPERIENCE

Students get hands-on **experience** by being involved in **the life of the church**. This learning method is a form of on-the-job training. Students encounter real needs and problems, are involved in ministry, do **projects** or short-term missions, work with **other cultures**, encounter **challenges**, and through **prayer** find solutions.

COUNTRY-WIDE AVAILABILITY

The fact that **Tuition Centres** are situated in the student's **home-town** (in about 240 localities), allow the students to remain in their daily work whilst studying part-time. Each Tuition Centre has the final say about **learning fees**.

Business Programme

Courses training learners to become managers and leaders in business

COURSES OFFERED FOR BUSINESS LEADERSHIP

We have pioneered the **Ministry Training** and **Church Life** concepts in South Africa. More than 140 Tuition Centres are offering courses to equip the local church with qualified workers, leaders and pastoral managers.

Our advanced Ministry mentoring has been especially designed to meet the needs of a vibrant church which is Holy Spirit led through a **five-fold leadership structure**. The principle followed is found in Ephesians 4:11,12 which states the purpose of this leadership is to “**equip the saints for the work of ministry**”. When learners train each other in a group situation, we apply the most up-to-date learning principle, where the student is **guided** to discover knowledge in ministry.

Church **members** (Cert) are trained to manage (Dip) and lead in business (Adv.Dip). The five-fold ministry church facilitates and directs such learning. We train leaders in the knowledge and skills of the five-fold ministry, which includes the skill of **training** others (2Tim 2:2) through our **Disciple Making** emphasis.

THE FIELD OF STUDY

Effective Business Management and Leadership has a broad study focus to train Christians to understand the secular business world, teamwork, communication, strategy, planning, and the people at work. Theory and practice is offered from a Biblical viewpoint of the world. A careful balance is struck by using the objectives approach as a point of departure. To achieve the **outcome** to be five-fold ministry, we direct our learning by **objectives** to build **five specific business abilities** which also enhances **Church life ministry**:

- Leading – **Apostolic** training (Starters, entrepreneurs, strategists)
- Speaking – **Prophetic** training (Spiritual listeners & vision-advisors)
- Equipping – **Teacher** training (Logical thinking, implementing)
- Proclaiming – **Evangelist** training (Marketing, relations, communicatn.)
- Caring – **Pastoral** training (Human resource, counselling)

This Biblical balanced approach has been used for 32 years to transform the lives of over 67,000 people all over South Africa. Since 1985, local communities have greatly benefited from the abilities developed in CLT students.

Programme Design

We will help students to make the right choice when registering at a University

5-PHASE MINISTRY PROGRAMME DESIGN

We offer courses used by students **as building blocks for qualifications.**

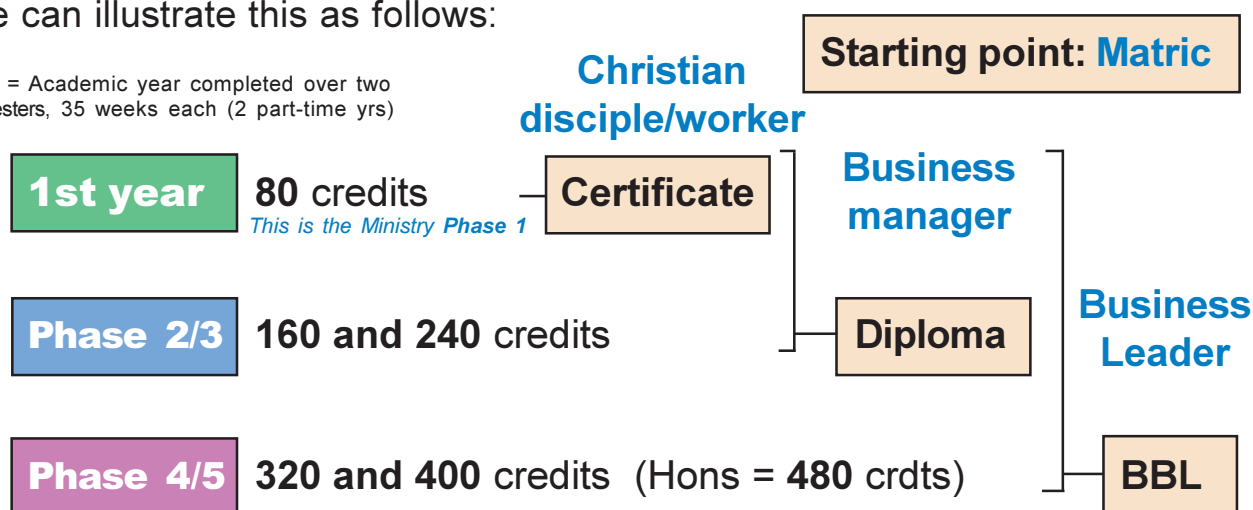
Our Certificates and Diplomas have been carefully planned to fit into a complete life-long learning programme leading to a Bachelor of Business Leadership (RPL).

Note: Part-time studies can only achieve 80 credits per year, which is a short course with RPL credits.

The 5-year RPL programme has exit points: Two Certificates and two Diplomas. Each academic phase **qualifies the student for something**: in the first year the student is trained as a **disciple**. The training is focused on this specific outcome and is as such complete. When the other phases are added, the same is true: the student has been trained as **manager**, or **business leader**.

We can illustrate this as follows:

Year = Academic year completed over two semesters, 35 weeks each (2 part-time yrs)



Other Bachelor programmes concentrate on specialist components such as Ministry, Counselling, Education, or Business Administration. These programmes are only available after the first three phases (240 credits) of the basic Church Life foundation programme have been completed.

The specialist field must also be the same as that of the higher qualification as the student decides to do postgraduate studies. The BBL(Honours) follows the Bachelor of Business Leadership and a Master of BL can only be enrolled for after the student has specialised in a degree of BHBL.

CLT does **not** offer or confer qualifications but issue an attendance certificate indicating the earned credits. This can be conferred by other accredited institutions (i.e. through e-Learning at Calvary University) as a **qualification**.

Programme Structure

MAIN FEATURES OF A PROGRAMME

The **short courses** for Business Leadership have been carefully balanced around sound educational principles, and conform to internationally accepted structures described by **CQA**. A student can offer a transcript of earned credits which may form **the basis of a qualification** which Calvary University can issue through **Recognition of Prior Learning [RPL]**.

IT THEREFORE HAS THE FOLLOWING CHARACTERISTICS:

- phase credits that add up to 80/160/240 credits during three years
- provides a qualification exit point after two study years (second & third phase)
- 7 modules are classified as majors, themes and skills (with praxis)
- more advanced courses are taken in a year following basic courses
- the courses that belong together are grouped in phases and can, through RPL, form meaningful qualifications at accredited institutions

PRINCIPLES BUILT INTO OUR SHORT COURSES:

- Our short courses are **integrated** with **life skills**, **social skills** and **leadership management** as required for counselling in community environments, and will be of great advantage in all spheres of life.
- We offer a **standard** accredited by CQA and SAQA. This gives **credibility** to its international acceptance of credits and course mentorship.
- **Access** is provided to prospective students to enter the training phases appropriate to various academic directions – they can use learning credits to progress towards qualifications at accredited institutions.
- Our courses indicate **credit values**, and students can transfer them from one learning institution to another for eventual further studies.
- We subscribe to the principle of “**Recognition of Prior Learning**” (RPL). Through assessment we will give credit to learning which has been acquired in different ways (e.g. life-skills, on-the-job experience, previously attended courses, or even whole learning programmes).

Phase 1

Everyone starts here!

CCD1

Using Calvary Academics courses in A4 format books within an e-learning environment.

1st Year: Certificate in Christian Discipleship

Starting books:

Study Guide (Phase 1-3) **MSG**

Ministry Praxis Vol 1 **MPX1**

Calvary Disciple 1 (group guide) **CVD1**

Ph 1 Reader A (Bible chapters) **P1Ra**

7

Credits

Module

1	Christian Basics Vol 1 Companion Workbook	CHB1 WCHB1	11	[BCB1]
2	Old Testament Survey Vol 1 How to Listen	OTS1 LSN	5 2	
3	Values of Christ IT Skill: MicroSoft Word	VCH MSW	7 4	
4	Christian Basics Vol 2 Companion Workbook Ph 1 Reader B	CHB2 WCHB2 P1Rb	11	[BCB1]
5	The Gospels and Acts How to Learn	GSA LRN	8 2	
6	Discipleship Growth Vol 1 Companion Workbook	DGR1 WDGR1	12	[GRD1]
7	Survey of the Letters Use Spare Time Effectively	SLT UST	9 2	
	Resource DVD/USB Flash Drive (Phase 1) RPH1 (Optional)		80	

Afrikaanse kodes

Note: Entry level: **Grade 10. Matric only required if not over 22 years old**

Textbook Topics: Ph1

Themes and modules offered in the various A4 format text books: arranged per phase

<ul style="list-style-type: none"> ● Christian Basics Vol 1 	<p>THE GODHEAD 01⁴</p> <p>FOUNDATION DOCTRINES 02³ 03³</p> <p>PERSONAL DEVELOPMENT 20³ 21³</p> <p>CHRISTIAN CHARACTER 24⁴ 25³</p>	<p>CHB1</p> <p>[BCB1]</p>	<p>Students attend the lectures, do self-study using readers, group discussion as guided by the CVD1 book and engage in practical ministry. A Tutor oversees the discipleship of the student to be complete and effective. UFD (stick) is available.</p> <p>Note: The main modules are encircled: 12</p> <p>The other material is from the Mini Bible College and should be read beforehand by the learner. Each of the MBC modules is coupled with a skill, one of them an IT skill.</p> <p>The old A5 book numbers are indicated with the number of lectures.</p>
<ul style="list-style-type: none"> ● Old Testament (a Survey) Vol 1 	<p>The Bible, Genesis to Joshua 86 pages</p>	<p>OTS1</p> <p>[OTG1]</p>	
<ul style="list-style-type: none"> ● Values of Christ 	<p>31 Values and Sermon on the Mount 130 pg</p>	<p>VCH</p>	
<ul style="list-style-type: none"> ● Christian Basics Vol 2 	<p>NEW COVENANT 06⁴</p> <p>FINANCIAL WISDOM 37³ 38⁴</p> <p>PRIORITIES OF LIFE 39²</p> <p>PRAYER (3 Volumes) 26³ 27³ 28²</p>	<p>CHB2</p> <p>[BCB2]</p>	
<ul style="list-style-type: none"> ● The Gospels and Acts 	<p>Matthew, Luke, John & Acts 140 pg</p>	<p>GSA</p>	
<ul style="list-style-type: none"> ● Discipleship Growth Vol 1 	<p>THE WHOLE MAN – Spirit Soul Body 19³</p> <p>HOLY SPIRIT – FRUIT 30³ 31⁴</p> <p>FAITH 04³ 15⁴</p> <p>HOLY SPIRIT – LEADING 22³ 23³</p>	<p>DGR1</p> <p>[GRD1]</p>	
<ul style="list-style-type: none"> ● Survey of the Letters 	<p>The letters of Paul & the general letters 164 pg</p>	<p>SLT</p>	

At the completion of phase 1 the Tuition Centre will apply for a:

- **Certificate in Christian Discipleship** 80 credits

Should the student have sufficient IT experience **CMB** may be evaluated by RPL.

This is followed by a **Certificate in Business Management** (pg 10)

All lecture books are prepared by **Calvary Academics** and are provided by CLT as part of the tuition offered. This programme makes use of advanced e-learning technology of Calvary which is used to mentor students for higher education.

Phase 2

Business programme

CBM2

Using Calvary Academics courses in A4 format books within an e-learning environment.

2nd Year:

Total: 160 credits

Certificate in Business Management

Starting books:

Writing Guide (Academic Skill)	WRG1	7
Ministry Praxis Phase 2	MPX2	
Disciple Making Guide (group)	DMG	
Ph 2 Readers (Bible chapters)	P2Ra/b	
Module		Credits

1	Organisational Behaviour Vol 1	OGB1	8
	Conducting Meetings & Business Meetings	CDM, BMT	2
	Remember Facts and Figures	RFF	2
2	Business Communication Today	BCT	7
	Improve your Conversation	ICV	2
3	Managing People at Work	MPW	6
	Improve Personal Relations	IPR	2
	IT Skill: Windows Basics	WNB	4
4	Basic Books Accounting (Office Books)	CA1	5
	IT Skill: MicroSoft Excel	MSE	5
5	Social Psychology Vol 1	SCP1	7
	Increase your Self-confidence	ISC	2
6	Interpersonal Communication Vol 1	IPC1	7
	Making Decisions	MDS	2
	Disciple Making Guide	DMG	3
7	Gospel of John Vol 1	GJH1	6
	Jesus Christ — Son of God	JCG	3
Resource DVD/USB Flash Drive (Phase 2) RPB2 (Optional)			80

Note: Entry level: **Matric or over 22 + Certificate in Christian Discipleship**

Endorsements

How specialist courses can be added to standard programmes — 15 Credits

Introduction and Definition

Life is very specialised these days. The Qualifications in Business Management and Leadership will provide a general knowledge base for anyone entering the secular business world. Specific additional subjects can be added to the normal curriculum to gain targeted specialist knowledge. An **endorsement** will then be added to the certificate. Its definition is:

An **endorsement** validates that a student is considered competent in a certain **specific skill area** additional to the indicated curriculum.

The following are some of the specialist areas people work in:

- Working with people, selecting new recruits
- Handling matters of finance and budgeting
- Ordering supplies or other administrative work
- Marketing a line of products, advertising
- Being involved in leadership development or training of personnel

In these areas you need to gain experience over a long time to become really good, but you still need a basis of knowledge to begin with.

Method of Study at different levels

Students enrol at a **Phase** level and may indicate which **endorsement** they require. At every level Calvary has four subjects. Students may not take subjects for endorsement listed at a **higher** level, but may always add an endorsement (when studying at an advanced Phase) from a **previous** level. Every endorsement has a value of 15 notional credits.

Phase 2

Marketing Management
Public Relations Man.
Hum. Resource Man.
Bus. Communication

Phase 3

Project Management
Small Business Man.
Event Management
Office Management

Phase 4

Financial Management
Financial Strategy
e-Commerce Man.
Computer Applications

Phase 5

Strategic Management
International Business
Training & Development
Supply Chain Man.

The Diploma in Business Leadership is achieved at Phase 3 and the Bachelor of Business Leadership is completed at the end of Phase 5. When an endorsement was completed before the same course is to be taken, the student is exempted by RPL.

Phase 3

Business programme

LDB3

Using Calvary Academics courses in A4 format books within an e-learning environment.

3rd Year:

Total: 240 credits

Diploma in Business Leadership

Starting books:

[Study Guide (Phase 1-3)	MSG from phase 1]	
Ministry Praxis Phase 3	MPX3	7
Phasebook Leadership 3 (tutor)	PBL3	+ [DMG]
Ph 3 Readers (Bible chapters)	P3Ra/b	Credits

Module

1	Themes in Genesis	TGN	7
	Foundation of the Christian Mission	FCM	4
2	Speaking in Group and Public	SGP	8
	Say a Few Words Effectively	SWE	2
3	Getting your Ideas Across 2	GYX2	4
	IT Skill: Microsoft PowerPoint	MPT	4
	Career Development	CDV	3
4	Prescriptions of Christ	PCH	8
	History of Christian Doctrine	HCD	4
5	Introduction to Sociology 1	ISC1	5
	Managing People	MNP	2
6	Christ-like Leadership	CLL	6
	Expository Preaching	XPR	3
	Creating the Right Image	CRI	2
7	Workplace Ethics	WPE	5
	Improve your English	ENG	3
	IT Skill: Basic Computer Training	CMB	3
Resource DVD/USB Flash Drive (Phase 3) RPL3 (Optional)			80

Note: Entry level: **Matric or over 22** + **Certificate in Business Management**

Calvary Life Tutors Transcript: LDB3

Calvary endorsed short course programme. Part-time studies — 80 credits

Diploma in Business Leadership

Example Transcript

Name: Dennis Strydom ID: 560615 5097 084

Centre: River Valley Community Country: South Africa

Entry requirement: **Higher Certificate in Business Management**

Code	Course	Credits	Completed	Marks	Comments
TGN	Themes in Genesis	7	<input checked="" type="checkbox"/>	71	
FCM	Foundation of the Chr. Mission	4	<input checked="" type="checkbox"/>	84	
SGP	Speaking in Group and Public	8	<input checked="" type="checkbox"/>	67	
SWE	Saying a few Words Effectively	2	<input checked="" type="checkbox"/>	62	
GYX	Getting your Ideas Across + CDV	7	<input checked="" type="checkbox"/>	73	
PCH	Prescriptions of Christ	8	<input checked="" type="checkbox"/>	76	
HCD	History of Christian Doctrine	4	<input checked="" type="checkbox"/>	69	
ISC1	Introduction to Sociology	8	<input checked="" type="checkbox"/>	81	
ENG	Improve your English	3	<input checked="" type="checkbox"/>	83	
CLL	Christ-like Leadership + CRI	8	<input checked="" type="checkbox"/>	70	
WPE	Workplace Ethics + MNP	7	<input checked="" type="checkbox"/>	79	
MPT	Microsoft PowerPoint & Office	7	<input checked="" type="checkbox"/>	—	RPL pass
MPX3	Ministry Praxis Phase 3	7	<input checked="" type="checkbox"/>	—	completed

Also provided are the following guidance books:

MSG	Student Study Guide	Phase 3M
DMG	Disciple Making Guide	Group Discussion
P3Ra/b	Phase 3 Readers A/B	28 Bible Chapters

The programme contains 20% skills training, 20% practical experience, and 60% academic input for research, to write academically, to speak, argue, and care.

74.7 Average %

Signed: Dr. Ian Grey *Signature* Date: 24th Nov. 2017

For Calvary Life Tutors

LDB3 is the second of three programmes leading up to an **Advanced Dip. in Business Leadership**. Each carries 80 RPL credits for a total of 240 credits (for level NQF 6).

CU Bachelor — BBL

The structure and characteristics of two modules completing the Bachelor

Structure: To present short courses for Univ. RPL

The Bachelor programme has the following notable elements:

- It is made up of two 80-credit short courses — total 400 credits
- Several modules include practical life skills which are applicable
- Two computer utility programmes lead to student IT-enablement
- Throughout the course Calvary uses Biblical spiritual principles
- The arrangement for practical work provides exposure to business

A few starter books (not associated with a specific module) are helpful and give guidance, look-up contents, provide Bible readings, etc.

Self-Study by Mature Students

Phase 4 (the first half of the Bachelor) is at that level where many students have enough experience to be able to engage in independent study. Courses therefore are not necessarily offered by means of lectures.

Mentored by specialist Tutor

Learners are appointed to a business specialist, either a practising professional or a seasoned academic who is familiar with the field of business. Such a wise and trusted counsellor or teacher is called a mentor.

Practical Experience

At least 160 hours of practical experience per 80 credits is expected of learners in order to become closely involved in managing and organizing things and in making decisions in real-life situations.

Only students who have completed Phase 3 Ministry programme may continue to a **Phase 4/5 Bachelor of Ministry, of Counselling or of Education** — issued through **RPL of courses** by the University.

Academic Assignments

Academic assignments are pieces of work given to someone as part of their studies. Being "academic", research reading, analysing, sorting of ideas, ordering of facts, writing of a report (in academic style) is completed to gain a series of marks (coupled to modules) in order to pass.

This concludes the Diploma programme prepared by CLT in three parts of 80 credits each. This Diploma may now serve as a platform for a variety of studies including a Bachelor of Business Administration which consists of an Advanced Diploma and BBA.

Phase 4

Leadership Phase 4:

Business programme

ADBL4

Using Calvary Academics courses in A4 format books within an e-learning environment.

4th Year:

Total: 320 credits

Advanced Dip. in Business Leadership

Starting books:

Graduate Study Guide (Ph 4-5)	GSG	7
Business Praxis Phase 4	BPX4	
Phasebook Leadership 4 (tutor)	PBL4	
Ph 4 Readers (Bible chapters)	P4Ra/b	
Module	Credits	

1	Public Relations Management 1	PRM1	7
	Psychology — Introduction	PSY	5
	Business Office Skills	BFS	2

2	Leadership Skills 1	LSK1	7
	Be Effective on the Phone	EPH	2

3	Business Management 1	BMN1	9
	How to be a Self-starter	SST	2

4	Office Books Accounting (Non-prof.)	CA2	8
	IT Skill: Microsoft Excel 2	MSE2	4

5	Organisational Behaviour 2	OGB2	7
	Solving Problems	SPR	2

6	Business Communication 1	BCM1	7
	Increase your Word Power	IWP	2

7	General Management 1	GMT1	9
----------	-----------------------------	-------------	----------

Resource DVD/USB Flash Drive (Phase 4) **RPL4** (Optional) **80**

Note: Entry level: **Matric or over 22 + Diploma in Business Leadership**

Phase 5

Business programme

BBL5

Using Calvary Academics courses in A4 format books within an e-learning environment.

5th Year:

Total: 400 credits

Bachelor of Business Leadership

Starting books:

Graduate Study Guide (Ph 4-6) **GSG** [from phase 4]

Business Praxis Phase 5 **BPX5**

7

Phasebook Leadership 5 (tutor) **PBL5**

Ph 5 Readers (Bible chapters) **P5Ra/b** **Credits**

Module

1	Public Relations Management 2	PRM2	7
	Stress Management	STM	7
2	Human Resource Management 1	HRM1	9
	Handling Responsibility	HRP	2
3	Marketing Management 1	MAM1	8
	Plan & Lead Meetings	PLM	2
4	Interpersonal Communication 2	IPC2	7
	How to Teach Others	TCH	2
5	Communication Principles	CMP	6
	Introduction to Sociology 2	ISC2	5
6	Leadership Skills 2	LSK2	5
	Leading a Team	LTM	2
7	Administrative Management 1	ADM1	7
	IT Skill: Microsoft PowerPoint 2	MPT2	4
	Resource DVD/USB Flash Drive (Phase 5)	RPL5 (Optional)	80

Note: Entry level: **Matric or over 22 + Advanced Diploma in Business Leadership**

Student Details: Stu.No.: **245869**

Names: **ELSA SUSANNAH**

Surname: **DU PREEZ**

ID No: **620917 0124 086**

PrevQual: **HDPBL**...Credits: **320**

Phase: **5** + **STMN**...Credits: **80**
Endorsement

End. Cred: **15** Tot. Cred.: **95**

Core Subjects: Life Cred: **415**
Credits presented for RPL:

1: **PB REL MANAGEMENT 2**... **79**

2: **HUM RES MANAGEMENT 1**... **79**

3: **MARKETING MANMNT 1**... **79**

4: **INTERPERSONAL COMS 1**... **79**

5: **ORGNL BEHAVIOUR 2**... **79**

6: **LEADERSHIP SKILLS 2**... **79**

7: **ADMIN MANAGEMENT 1**... **79**

Skills: IT **MS POWERPOINT**... **79**

1: **HOW TO TEACH OTHERS**... **79**

2: **PLAN & LEAD MEETINGS**... **79**

3: **LEADING A TEAM**... **79**

Endors*: **STRATEGIC MAN.**... **60**

Aver. Mark: **77.4** Percentage Points

Distinction: **FIRST CLASS** P/FC/CL

Date Commenced **15.** / **02.** / 20 **15.**

Calvary University

Recognised Institution of Advanced e-Learning

Bachelor of Business Leadership

Endorsement: in Strategic Management

has fulfilled all the requirements of this curriculum, demonstrated by completion of the required course of study and upon recommendation of the faculty, and by action of the Board of Trustees, we hereby confer to this candidate the attendance certificate with all the rights and privileges thereunto belonging, in witness whereof we have hereunto affixed our signatures and the seal of the institution.

ELSA S. DU PREEZ

Certificate No:

40299

Distinction:
Pass / First Class / Cum Laude

First Class


.....
Dean, Calvary College


.....
Dean of the Tuition Centre


.....
Quality Standards Moderator

Dated this **twelfth** day of **November, 2015**

RPL and Studies mentored at:

AFRICA FOR CHRIST BIBLE COLLEGE

Registered Learning Centre

80 Credits + 15 Cred. in Strategic Management

These credits are typical of the learning level offered world-wide by a higher educational Acad. College .
These credits are not NQF accredited by SAQA.

Business Courses

An explanation of all the life-long stepping stones within the field of BL

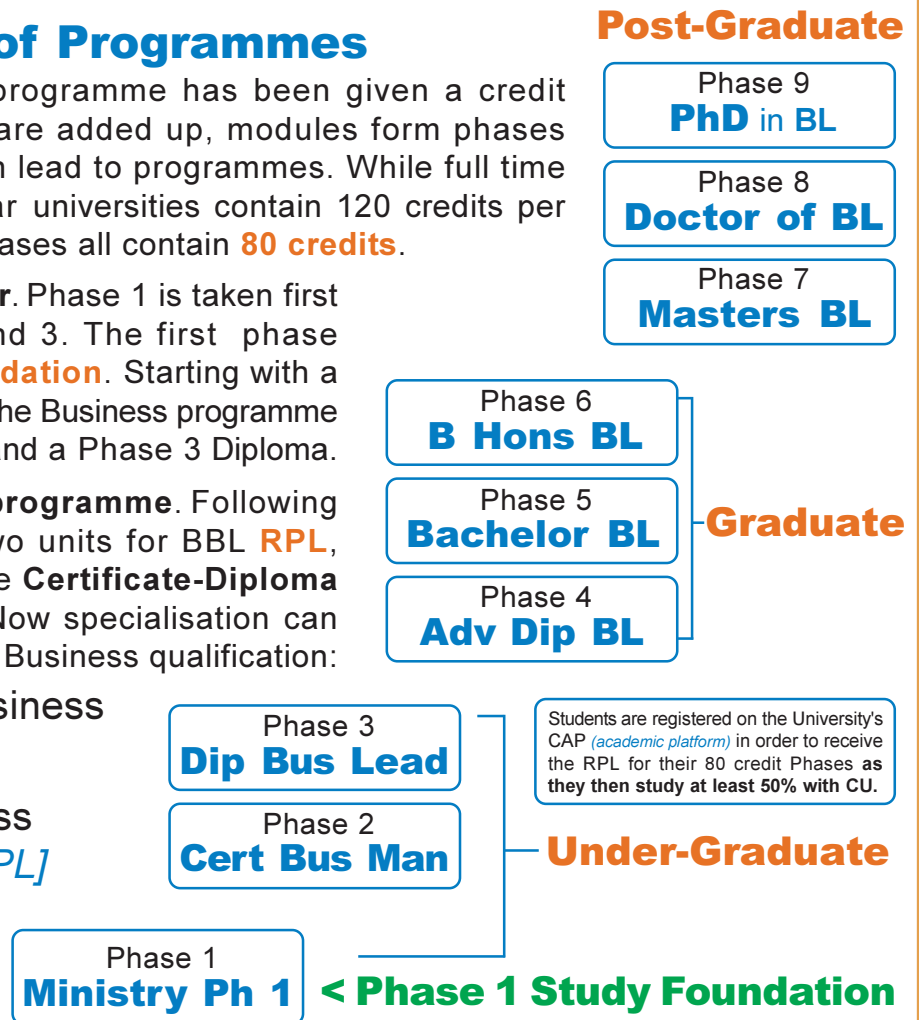
Characteristics of Programmes

Every component of the programme has been given a credit value. When the courses are added up, modules form phases (one year each) which then lead to programmes. While full time courses offered by secular universities contain 120 credits per year, Calvary's part time phases all contain **80 credits**.

Phases follow one another. Phase 1 is taken first and then followed by 2 and 3. The first phase for Ministry forms **the foundation**. Starting with a Certificate, we now switch to the Business programme in Phase 2 for a Certificate and a Phase 3 Diploma.

The Business Bachelor programme. Following these three phases are two units for BBL **RPL**, Phases 4/5, which need the **Certificate-Diploma base** as a starting point. Now specialisation can take place for an advanced Business qualification:

- Adv. Diploma in Business Leadership
- Bachelor of Business Leadership [CU RPL]



For a good academic rounding in Business Leadership you can take the:

- Bachelor Honours of Business Leadership (offered by CU through RPL)

As each phase has a credit value of 80, the BBL ends at 400 credits, which is an excess of 40 credits (the BBL needs only 360 credits). These are added to yet another part-time short course of 80 credits for an RPL honours degree.

The Route to Postgraduate Studies at University

As our building block illustration so clearly indicates, the academic knowledge foundation is now completed for post-graduate studies. Phase 7, the Masters, is the preparation for the Doctoral programme. The candidate now learns to **do research** in order to acquire specialist knowledge. In the doctoral Phase 8, he or she can then make a **contribution** to the field of Business leadership. The PhD phase is reserved for a second Doctoral to formulate a **new theory**.

Phase 6

Business programme

BHL6

Using Calvary Academics courses in A4 format books within an e-learning environment.

6th Year:

Total: 480 credits

Bachelor Honours of Bus. Leadership

Starting books:

Graduate Study Guide (Ph 4-6) **GSG** [from phase 4]

Business Praxis Phase 6 **BPX6**

7

Phasebook Leadership 6 (tutor) **PBL6**

Ph 6 Readers (Bible chapters) **P6Ra/b** **Credits**

Module

1	Financial Management	FIM1	7
	Human Relations	HUR	5
2	Human Resource Management 2	HRM2	9
	Project Planning	PLA	2
3	Operations Management	OPM	9
	Creating Good Ideas	CGI	2
4	Communication – Public Speaking	PSP	7
	Getting your Ideas Across	GYX	2
5	Organisational Theory	OTH	6
	Applying Psychology at Work	APW	5
6	Decision Making Theory	DMT	7
	How to read Faster	RDF	2
7	Training and Development	TRD	7
	IT Skill: Microsoft Office	MSO	3

Resource DVD/USB Flash Drive (Phase 6) **RPL6** (Optional)

80

Note: Entry level: **Matric or over 22 + Bachelor of Business Leadership**

Practical Learning

The various ways in which Calvary's students gain practical experience

Location of Training

With regard to the training environment, the modern trend is moving away from a full-time training environment **towards local part-time training in the church or night school**, which allows for experiential learning in a real-life environment. This method is a form of on-the-job training.

This brings about a specific advantage: A larger percentage of students study a basic and general set of learning objectives; they then progress into more advanced learning. **Students** begin to train as **business workers** then become **managers** and finally may even become **business leaders**. These naturally layered objectives have greater appeal to a wide student base.

Practical Work Environment

At the same time this has an advantage for the church in that its group of new believers is **established in the principles** of disciple making, and the workers of the church are trained **to support the pastor** in his work, while they become leaders. They may also discover their own direction to answer their calling.

In the beginning stages, learners study courses that have a **general application** which adds to the **portability** of their credits. Studies take place in the **practical business environment**. This is where they will learn **as they are mentored** and sharpen necessary business skills for the work they feel called for such as **lower management**, and **business leadership**.

The student does not learn through intellectual conjecture or an academic searching through theoretical concepts, but will rather gain **experience from real life in the business world**. This forms the basis for professional studies.

Group Discussion and Business Experience

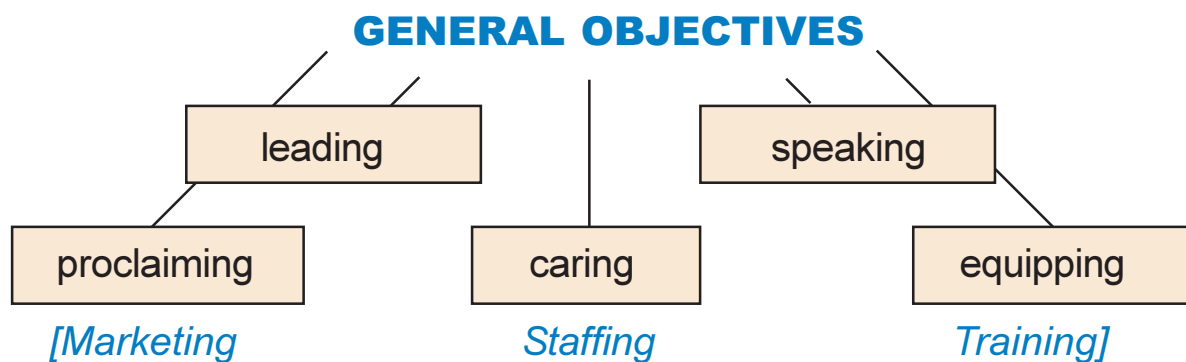
Students will also exercise their leadership, logical thinking, and an intellectual argumentation skills in discussion groups. This may include a think-tank environment to draw up a business plan or for ministry and training in the community, for which local industry could give financial support. The students should try to get work at a local business to acquire **practical experience** of secular business as Christian in the world, but not of the world.

Objective Directed

Specific goals give direction to the learning to form effective leaders

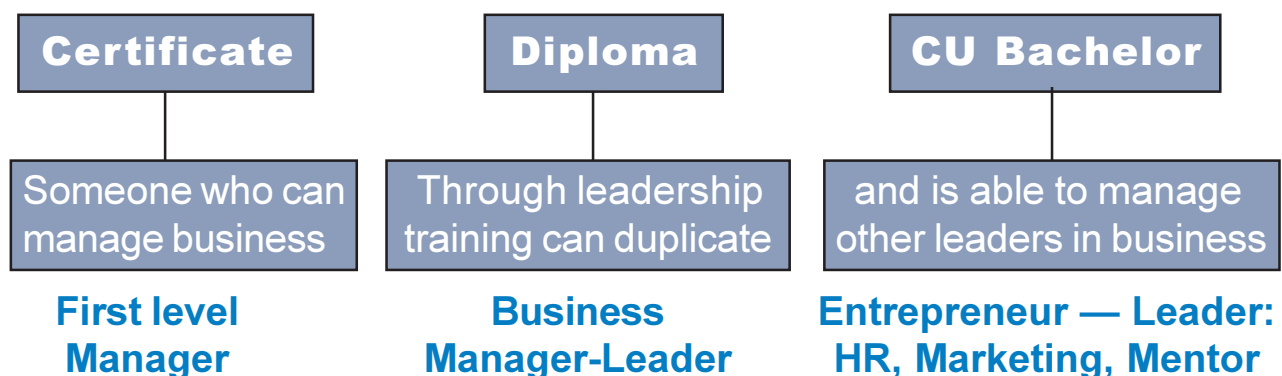
REACHING OUTCOMES THROUGH OBJECTIVES

All courses which students may offer as credits towards qualifications are directed by appropriate **objectives**. A student will have academic knowledge and understanding, but most important of all – he or she **will develop certain abilities** i.e. to **plan**, **communicate**, **speak**, **strategise**, **work with people**, **proclaim** the gospel, **care** for members of a local community and prove able to **equip others** for ministry and business.



SPECIFIC OUTCOMES

Each year is aimed at a **specific level** of business leadership. Every student will receive **deeper insight** into the kind of business he or she is suited for. More basic or fundamental knowledge and skills are imparted in the first phases, and more advanced ones are acquired later.



Calvary is regarded as being on the forefront of mentoring, from Bachelor up to Doctorate.

Tuition Method

The 5 elements which are foundational to the Calvary method of tuition

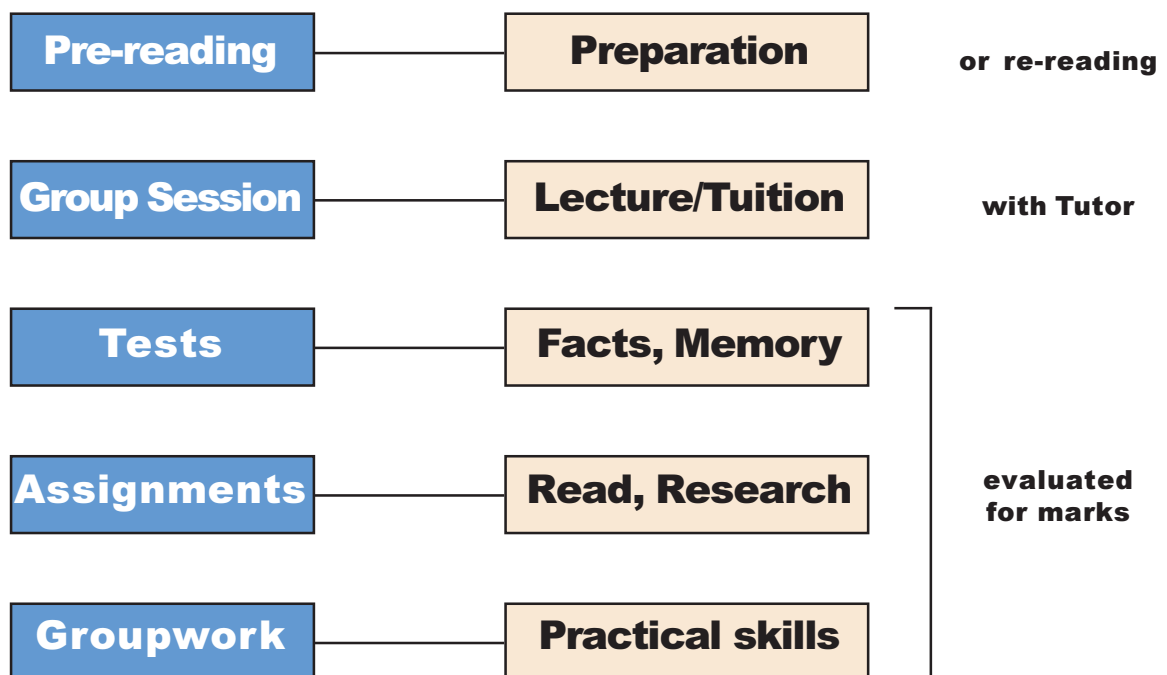
SPECIFIC METHOD OF TUITION

Mentoring through the phases follows a 5-fold tuition method. Through this method, we can **justify the ±80 credits** (each 10 hours of work) a student earns during each Phase. To complete enough credits towards a **qualification**, a student must complete at least 120 credits (Phase 1 & 2) for an **academic year**.

The Student:

1. Prepares by **Reading** the lecture material (making notes with underlining)
2. **Participates** in the *lecture* and/or contributes in a *group discussion*
3. Uses the **Workbook** to internalise the material, and writes the test
4. Prepares **Assignment(s)** through research reading, analysing and writing
5. Ministers, and does the **Practical task** – being group- or self-assessed

ILLUSTRATION: 5-FOLD METHOD

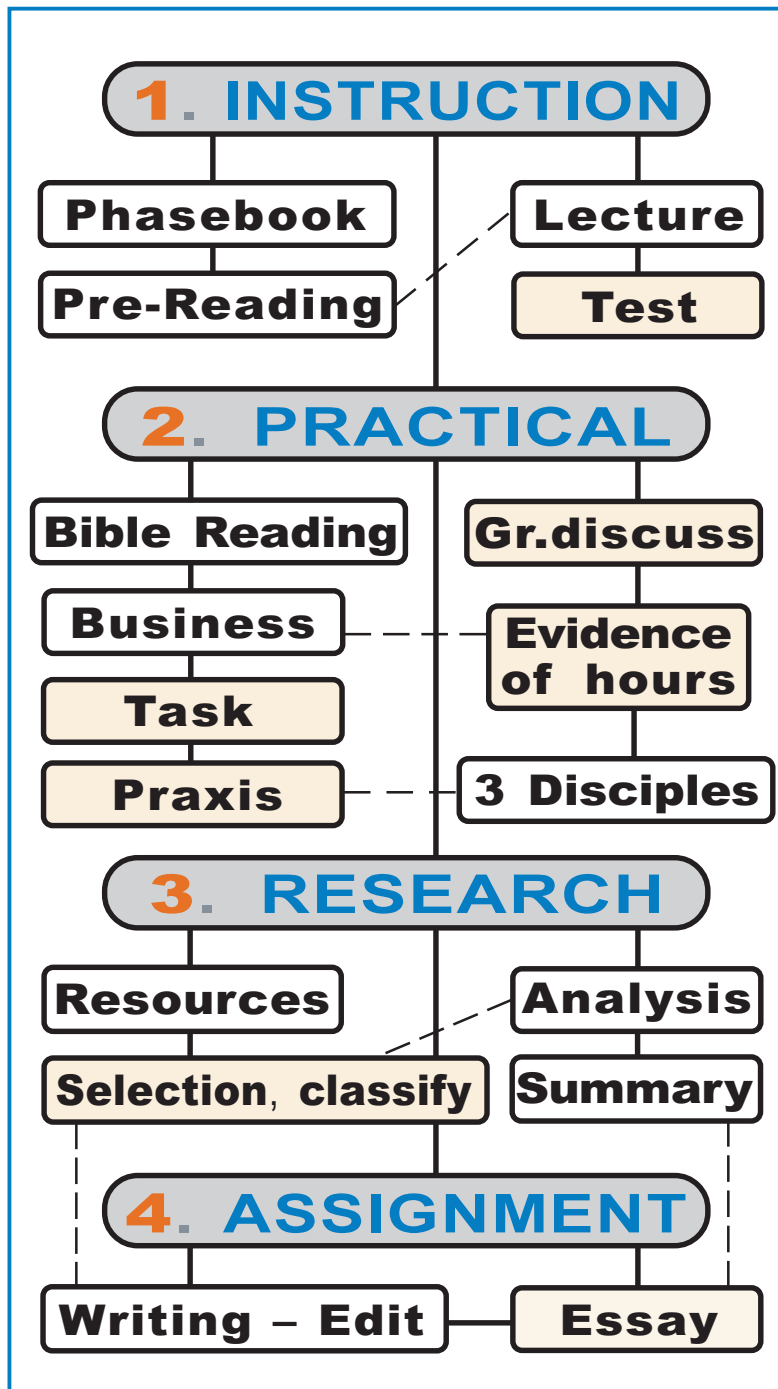


If this method is followed, the material from the more than 120 lectures will have been **processed** by the student during **± 800 hours** of **academic activity** to earn the 80 credits for any given phase of the programme.

Learning Steps

Word action-gram to indicate the activities involved in the learning process

These are the **activities** which will equip the learner with the required balance of academic **knowledge**, and practical **skills**, and the ability to **integrate** learning inputs. Different **elements** of these activities earn marks which add up to the **module mark** and the year pass-mark.



Material provided in the textbook is **read** before attending the lecture. Each session of 45 to 60 minutes includes:

- 1. Presentation** of study materials
- 2. Group Activities** involving individual learners in group situations (discussions). The factual content retention of academic material is assessed in a **test**.

The practical work will **develop skills**. Each learner **discusses** it with students (and others), and **reads** the **Bible material** while listening to the Lord. They explain or **minister** wherever they can, learning to make 3 disciples. These activities also prepare them for performing the **tasks** or work at a **business** which counts for practical marks. The evidence is gathered in an **Evidence File** of hours.

Through research, other relevant material is found. They learn to select, classify, and analyse. **Key terms** and **concepts** are provided. These are helpful **definitions** and **studying** them will improve "word power".

Reading books and Web articles on the same topic will add greatly to the learner's knowledge and is helpful for **writing reports**. A list of recommended books is given. Surfing and **searching** the Internet will provide more than enough resources for **research** and **summarise**.

To help students to work through the lecture books, and to evaluate how well they grasped the material, they follow the Phasebook as a guide for each Phase. The theoretical **Test** is compiled from the lecture Textbooks.

One or two **Assignments** or **Essays** are completed per module for a mark.

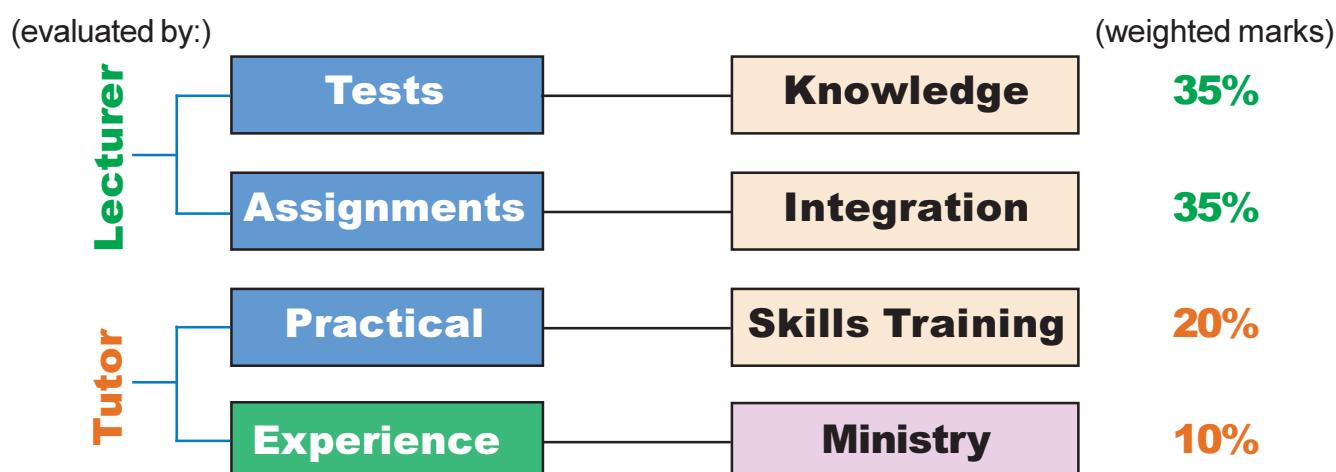
Threefold Assessment

ASSESSMENT USED IN CLT MENTORING

For the final pass mark, we have devised a learning and assessment model that is truly effective and will reflect the **level of achieved objectives** in three areas:

- Cognitive **retention** (memory) and grasp of *academic knowledge*
- **Integration** of learned facts, principles and models through *writing*
- **Skills** and abilities to perform realistic and *practical ministry tasks*

All short courses are divided into modules of 7 to 12 credits each. The student will be assessed in each module by means of four types of instruments:



These are placed in a file — **portfolio of evidence** (and kept by the student). **100%**

The first two evaluations (tests & assignments) count for **35%**. Marks are determined by the credit allocation of each module. Practical (skills training) **20%** and ministry experience **10%** provide the total programme mark.

Pass-mark for courses at **Cert-Dipl.** level is 50%.

Pass-mark for courses at **Bachelor** level is 60%.

Pass-mark for courses at **Post-grad.** level is 70%.

Phase 1-3 average marks will be about 68% to 72%

A *distinction* is earned only at 80% and it receives the description **Cum Laude**

A **Cum Laude** is given for exceptional work – the marking will be strict and will usually result in about 20% of a 1st year class to attain this distinction.

A **first class** is earned at 70% and it receives the description **First Class**.

The Mentored Student

Correspondence training is not a Biblical concept – Mentoring is!

e-Learning

DESCRIPTION OF A MENTORED STUDENT

A student enrolled for a Cert. or Diploma in a **Business Leadership Programme** registered at a Tuition Centre, attending lectures, having an appointed Tutor.

STUDY MATERIAL

The **Calvary** study material is outlined on page 8 to 19 for training *TC students*. It forms the basis of a prescribed set of academic activities which **add up** to the required credits. Several elements contribute to our programmes.

METHOD OF LEARNING

These academic activities or elements of learning are facilitated by **lecturers**, a **Tutor** and **group** activities. The students also complete individual work:

- **Character Building†**
- **Planned Bible Reading†**
- **Scripture Memory Plan†**
- **Business Experience**
- **Group Discussions† – DMG**
- **Personal & Study Skills***
- **Communication Skills***
- **Human Relations Skills***
- **Vocabulary Building* *Reader***
- **Academic Research *Assignments***

MENTORED SESSIONS

† *Ministry Praxis Task*

* *Life Skills Courses*

The Tutor or Dean oversees the progress made by the student by completing a **Module Report** and orders the **Course Material**. The Praxis book prescribes practical activities that must take place in order to complete the curriculum (programme of modules), and in the end to receive the **Certificate** or **Diploma**. The Tutor and Dean facilitate the study process (lectures) to satisfy the **credit requirements** (hours of activities) prescribed to reach the set **objectives**.

ADDITIONAL ACADEMICS ACTIVITIES

In addition to the lectures, the learner should **read** relevant books and articles, which are of a *suitable nature* with respect to the topics being studied. These may come from the Tutor's personal library or the student's own personal book acquisitions. The **Internet**, **Resource DVD** and **Readers** of each phase also provides an excellent source of research and suitable reading material.

PRACTICAL TASKS — 10%

The student completes the prescribed Tasks called for in the **Praxis** book: **Work** (in Business context), **Ministry** (in the community), **Mission** (set up rural business), **Personal work** (caring for an individual) and **3 Disciples**.

SKILLS DEVELOPMENT — 20%

Life skills development suitable for Business such as: Study Skills, Grammar (oral/written), Inter-personal Communication and Personal Relations form part of the curriculum. This is studied in parallel with the other work.

REGISTRATION ON CALVARY ACADEMICS PLATFORM (CAP)

All **mentored students** at Certificate and Diploma level, must register on the Calvary Academics Platform (CAP) to gain student access to on-line resources and for writing the on-line tests. The tutor will also record assignment and other test marks on-line for the student. The cost per student is included in the study fee. It may take up to 36 months (3 years) to complete a Diploma.

ASSESSMENT METHOD (University e-learning)

The Student will be given marks by the **Tutor** or **Dean** for the **written assessments** (35%), the **practical tasks, group work** (or discussion sessions) and the **Workfile** which shows proof of activities. Web-based **tests** are written on the **CAP (Calvary Academic Platform)**. Tests count for about 35%. Students are to be trained to write the test on the **CAP Website**. The student studies the PowerPoints that are provided on the Flash Drive, may listen to selected MP3 recordings, etc., to prepare for the random tests. This method provides the necessary width of preparation and training for Business.

ADMISSION BY TUITION CENTRE

Students apply for acceptance into the Certificate or Diploma programme by registering at a Tuition Centre by providing **proof of identity** and **Matric** results. Students attend at least 90% of the offered classes, and must be mentored by an **approved Tutor** who is near the student's residence. The TC may charge the student an **admission fee** (± R400) per study year, plus a monthly fee, according to the set fees of the local Tuition Centre.

COURSE MATERIAL AND STUDY FEES

The **course material** is obtained as part of the study **fee** charged per phase. Extra mentoring fees are paid to the Tutor per session. International students applying to study, will pay the higher dollar fees. They will be allocated to a Tuition Centre and must submit the details of an acceptable Tutor.

The Business Tutor

The distance tutor will assure spiritual growth while the student is trained

Disciple Making

DEFINITION OF A TUTOR

A university or college teacher responsible for assigned students. A private teacher, typically one who teaches a single student or a very small group. – Oxford Dictionary.

WHO CAN BE A CU TUTOR?

A personal tutor will facilitate learning to students apart from the lectures, group discussions, church ministry, mission trips and praxis as facilitated by a Tuition Centre. A Tutor has an appropriate qualification and, preferably, some experience in the field of **Business Management**. The Tutor is a person the student respects and can trust. Apart from a good reputation and professionalism, the Tutor must be able to handle some of the necessary evaluation of the learner's progress in the **Bus. Man. Programme**.

WHAT IS EXPECTED OF A CU TUTOR?

The tutor must be available **in close proximity** to the mentored student who studies for a **Certificate or Diploma**. Since the teaching model of our Lord Jesus Christ was one of **personal contact** and **spiritual input**, we believe that for Business training, a student who receives interactive group sessions and lectures, must also be exposed to the **personal mentoring influence** of a Tutor. The student needs someone to give guidance, advice, be a sounding board, and who offers wise counsel. Such a person has to have a thorough grasp of the "**Secular Business**", and who knows how to apply Bible principles in life. The task of the Tutor is further defined in the **Tutor Guide**.

FEEDBACK / SOUNDING BOARD

The mentored student should have regular meetings with the tutor. The tutor may charge between R50 and R100 per session or an agreed fee per year or per academic Phase. The learner will receive guidance and feedback on, for instance, written assignments, e.g.:

- The general **layout** and usage of fonts, alignment and space in the essay
- The correct usage of a **reference system** for citation and Bibliography
- The **suitability** of books or Websites used as source material
- How the evidence found in the source material was **analysed**
- The way in which a **logical conclusion** was reached

- Formulating and reaching an own **conclusion** or opinion
- How well the work was **formulated** (sentence construction etc.)
- Whether **reasoning** ability was shown
- Whether critical **evaluation** was applied
- Whether the **style** is clear enough for others to read
- Whether an understanding of the meaning of **words** was demonstrated

Additional to the student attending classes to hear live lectures, the Tutor creates a learning environment augmenting the group discussions in a Tuition Centre. It is essential that each mentored student **reads** and **studies** the set section of the material before each meeting with the Tutor and attended lecture.

ASSESSMENTS

The Tutor or lecturer is responsible for the marking of assignments and tasks as required for each module. Many evaluations are formative, which means that the student learns through performing of the task or group discussion for which an evaluation mark is given. Each Tutor should become familiarised with the **Web-access process** of **CAP** in order to assist the student. The final aim is that all tests will be written on-line by registered students. Each student must first be registered on the Website for a Phase in order to write any test. The Tutor can help the student with these tests by encouraging the student to use the e-materials that are be provided. Any written work done will serve as proof of preparation for the Web tests and becomes part of the Portfolio.

COUNSELLING FOR DISCIPLESHIP

Since **Calvary** not only offers an academic course, but prepares students for Business on different levels, they must have access to counselling on a spiritual level as well as an academic level – preparing someone to work with people within a spiritual (Christian) faith context. The Tutor will be required to steer the student along prepared guidelines for suitable discussions (Calvary Disciple), as well as monitoring appropriate activities.

HOW A UNIVERSITY TUTOR IS APPOINTED

Tutors are registered at a Tuition Centre to act on their behalf to facilitate more effective learning. A TC representative will examine the suitability of the qualifications as well as the necessary practical experience needed for their mentoring function. A candidate will give proof of **qualification** (an appropriate qualification **or** being **over 40**) and **identification** by submitting certified copies of these documents. (See prior learning) If a personal interview cannot be arranged, a written **personal testimony** from a local pastor, or established academic, or professional, is acceptable.

Calvary Life Tutors

The *Calvary Academics* programme offered by CLT consists of about 5,800 pages of material which are used in part time lectures over three years at over 240 local Bible Schools. Three years (phases) lead to an Advanced Diploma in Business Leadership, and open the way to a Calvary (RPL endorsed) Bachelor degree of Business Leadership.

This has been developed by a dedicated team whose aim it was to provide a practical training course, one which would equip workers and leaders, to train business managers and leaders for their calling.

Calvary Life Tutors have developed the *Church Life* programme which is unique in that it provides a balance between secular topics, a Bible principles and a range of practical life skills courses such as writing skills, communication and human relations.

With students enrolled throughout SA, courses are now at an accepted standard for a Certificate, Diplomas and Bachelor of Business Leadership. We mentor students to earn credits through part-time short courses in Calvary Bible Schools *country-wide*.

The alternative of distance education without contact is unacceptable to us and is, (in the case of ministry training) not a Biblical model. Calvary, therefore, offers remote students to study in contact with a tutor and 40 Support Centres strategically placed throughout SA. Every year more Bible Schools offer these courses that provide many open doors, since Calvary University obtained local accreditation (No 19604/2C/12). We also offer credit recognition for learners through Recognition of Prior Learning (RPL) as required by law (101 of 1997).

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