

Information 2017

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required
new
ways
for 2017

Additional (separate) pdf info documents:

3. Short Courses, RPL and Accreditation
4. Info Document for RPL
5. The CAP Registration and Financial Planner

Participating TC – The way forward

An information document which highlights the requirements for the TC 2016 onwards

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Introduction:
What is at stake?

An introduction highlighting the five areas for consideration for a TC to be able to **Participate** effectively.



1

Organisation:
Re-aranging

Aspects which should be embraced by all TC's: Platform (CAP), Quality Officer, Tutors, Library and Recruiting other TC's.



2

Materials:
Use all elements

The new but known A4 curriculum includes material for Phases 1-3, with Skills, Readers, and e-Resources.



3

Methods:
Delivering CLT

Incorporating the CAP Online Tests, organising Group Discussions, and require Disciple Making for all students.



4

Practice:
Student work

A very practical course which uses a Praxis workbook, records Experience, and gives marks for practical Tasks.



5

Fees:
Flexible & Fair

Do a budget plan which includes paying Lecturers, Tutors, a Quality Officer, giving Bursaries, sponsor Pastors, utilising CAP, collections and payments.



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Results
Qualifications

Take note of Accreditation, Vocational Certificates, and Calvary University Qualifications. Receive financial support.

(Separate Excel to work out budget)

The Way Forward

A checklist of the basic requirements for starting a Calvary Tuition Centre.

Introduction — Information 2016 ¹

This September in 2014 marks a point in time where we look ahead at what the next decade and more will bring to ministry training. **Five factors** contribute to this new era projection. They relate to **organisation**, **materials**, **method**, **practice**, and **fees**. These five factors will all be effected by a new relationship we have been building with Calvary University. One question is: **who will participate?** Most of the current Bible Schools will answer "yes" to that question. New TC's will also emerge, and Calvary will set up a vast infrastructure. Another factor will be the **new A4 programmes** we have launched. We have worked on these plans for years. Let's begin.

Eras over Three Decades ²

We have had the era from 1990 to 1997 before accreditation with the 4 semesters. Then came accreditation until 2004, and a time of adjustment. Then in 2008 came the **new curriculum** we developed in three phases for an Advanced Diploma and the different types of Bachelors. We brought in the factor of **Disciple Making** in 2012. In 2016 we started with Counselling training (level 3 to level 8). In 2017 we will also have *Calvary University* with Diploma, B.Min, B.Hons. M, D, and PhD. CU also plans to add **counselling**, **business leadership** and **education** diplomas and degrees.

Requirements to Participate as a Tuition Centre ³

We are moving into a new phase, and for that every TC may make the decision to participate. This phase is not subtle as before, as you have to move onto the **Platform**. Since many factors will change, we have asked Calvary to provide a **transition packet** of financing. For CLT to accept to co-operate with them we have negotiated to finance your **libraries**, bursaries, and **Tutor payments**. With this in place we can accept their requirements on your behalf. You have to allocate a **tutor** to each student and also pay them. The money will be provided to you by Calvary for a phase-in period. All Bible Schools now only use the new **A4 Phase-material** and the starter books that go with it. These **starter books** will now be described in the next pages. Are you in?

1. Organisation

Platform ⁴

This has been 5 years in the making. It will enable us to activate the full **support of e-learning** which technology can offer us for an educational on-line-supported environment. We do not want to do away with the face-to-face encounter we so highly cherish **character building** to take place. Some places have already switched to on-line-only training methods. We cannot do that — it is not a **Biblical model**. But **we do** have a way to reach remote students.

Participating TC's will register themselves, personnel and all students on the platform in order to be able to get all the benefits of what it can offer **as** the platform is developed. This includes on-line **tests**, receiving **e-material**, seeing their **marks**, tutors and teachers **recording** marks, and **e-payments**.

Quality Officer ⁵ [QO]

This person takes CLT's place in seeing that all the necessary requirements were **adhered** to. An early visit to inform the QO of what is in place and a final visit to see the hard evidence such as marked assignments and reports. This person is trained to be a high school teacher (B.Ed. or HDE) and should be paid a small fee for the **two visits**. We suggest R150 for each visit.

A Tutor for Each Student ⁶

This has been implemented slowly by many. The real advantage is that a **close** or **remote student** will still have a face-to-face encounter with someone. This means that we can train students anywhere as long as there is a tutor, especially if it is too remote **to establish a TC**. The tutor should preferably be **gender matched** and live in the same village/part of town. The tutor may be ¹a student in a higher phase, or, ²who is a top student, ³is not necessarily a teacher (but may be) and will be ⁴a real **people-person** as well as ⁵an **academic expert** (able to offer help to the student). A figure suggested is R500 per year per student. Initially, Calvary will pay for this expense.

Build a Library ⁷

A library is very important. CLT will also provide an **e-library** which may freely be shared with the students. Paper hard copies will still be necessary. The TC may perhaps offer to buy up old books or church members may be asked for **book donations**. The **Calvary Academic Platform** — **CAP** and DVD's will also offer e-books, and thousands of fast **topical web pages**.

Recruit Other Bible Schools ⁸

This is similar to **disciple making** for our students. We need to expand into other areas not serviced by a TC. Potentially we can start up 550 new Bible Schools. The best way to do that is to train students who are already pastors in the rural areas and then coach them to run a TC when they are fully qualified. This takes time and dedication. CLT cannot do that — it has to come as an initiative from the existing TC's. Then again, many of the 550 TC's can be started in **smaller towns** where there are churches that would love to train their leaders but do not realise how effective the CLT material is. Calvary would carry some of the **costs** for such an **outreach** by a TC.

2. Materials

Phases 1 to 3 ⁹

All TC's have now switched over to the new material. Only the **new material** is being improved. We have had much input from TC's and have implemented the advice. Material has been proofread and is constantly being corrected. The old material has therefore been **phased out**. The new efforts for accreditation are aimed at the new material which is well suited for both the professional and the vocational certificates. Get on with the **new A4!**

Skills ¹⁰

One of the characteristics of the new material is the inclusion of skills. Skills are used on all levels. It is a **requirement** of the new educational system. Very few institutions have understood how to do this. **CLT** is a **leader** in this field. Our curriculum is widely regarded as **by far the best** as a result of the material we include and the practical aspects we have embraced.

Readers ¹¹

The Readers are a **unique element** in Ministry training. They put the emphasis of studying the word. All the theology in the world is derived from God's word. To avoid different interpretations and resulting error, one should go to the **original text**. The study of Greek and Hebrew has become less popular these days. In the universities only a few hundred sentences will be translated. By using the readers our students get to the meaning of the **original texts** and cover 7% (Diploma) or 14% (Hons.) up to 21% (Postgrad.) of the entire Bible. Reading the Bible is referred to as "**the washing of the Word**" (Eph 5:26). This is an essential element in the proper training of our students to become effective disciple makers, as ministry **workers**, **leaders** and even **pastors**.

e-Resources ¹²

We are now in a modern era of technology. Knowledge has increased incrementally. We all know about IT and e-things. For years we have prepared our material in such a way that it be ready for this new era. Your students of the future will have all the benefits that are yet unthinkable. Within CLT we have many people who are resourceful. It is the Lord who enables us when we ask, and who gives us **a word behind us** to go left or right. With the platform and DVD's we can share these resources **easily**, **affordably** and **effectively**. Please use this to its full capacity for the benefit of all the students and future pastors.

3. Methods

On-line Tests ¹³

Here is one of the new developments of the **CAP** era. The **Calvary Academic Platform** will be able to let students write tests containing true/false, multiple choice and match questions. The advantages of this system is multi-faceted. Questions can be tested to be too easy or too difficult. Students can get tailor made tests — each student getting a balanced set of questions. It can be interactive. Formative tests could ask if a student wants to have a fast-track test which contains more difficult but fewer questions. Students can critique questions if something was not clear, the question can be improved. Initially we will use tests as **formative** (they do not count) then later as **summative** tests (they do count). The **CAP** will keep the marks and compare them with assignments to see how fair the human marking was. **Quality** will improve.

Group Discussions ¹⁴

Students do not talk much during lectures, at least not while they should listen to the lecture. But ministry work requires them to know how to talk — to have **believability**, **connection** and **argument**. They also learn to have **1 content** — key points, detail, examples; **2 organization** — flow, pacing, structure; **3 delivery** — effective presentation, engaging, be understandable; with **4 benefit** — it can be applied. They need a lot of practice to get used to be heard, make their point, and think on their feet. Their careers will be determined largely by how well they **speak**, by their ability to **write**, and by having quality **ideas**. It will take them three years of tripping, trying again and triumph in speaking. All this time they will also find the pitfalls of writing **clearly**, **strong** and **well**, the dilemma of how meaningful **data** is, and to sort out the **logical order** of their arguments. It will take time to learn to speak, and for that they need **faith** in themselves, understand the **people** they interact with, and know **the field of ministry**.

Disciple Making ¹⁵

The last command of the Lord Jesus was to "**Make Disciples**". In the Greek the other three verbs are not in the imperative mood, but rather spell out "as you **go**, as you **baptise**, as you **teach** ...". In the mission field we have seen some drastic changes since people are putting the emphasis, not on converts or church planting, but on **disciple making**. Every ministry student must now make **three disciples**, and at the end of **Phase 3**, the diploma is issued **when** this practical task has been fulfilled. Take note, we do not say "converts", but *disciple making* takes a long time of dedication and then there are definite and lasting results. Then the disciples also **duplicate the action** by having disciples of their own. That becomes **really** effective!

4. Practice

Use of Praxis ¹⁶

The Praxis book is a work book in which several practical aspects of ministry are performed, such as mini reports on Bible chapters **reading**, learning to do research on a topic (**values**), and then writing half a page on it, and recording your experiences with the learning of the **memory verses**. There are also four tests on **skills**, one being an IT skill, and three practical **tasks**. The praxis ends with a detailed report on the student's **disciple making** activities, the results of the disciples themselves, and when they met others.

Experience Hours ¹⁷

The CLT curriculum is a very practical one. We require 160 hours of practical experience apart from the academic learning which comes from working through the text books and the class lectures. This is recorded on four A5 pages over 30 of the weeks. (The academic year is ± 40 weeks). The student records all possible **hours of practical experience** which includes **group** discussions, time spent with the **tutor** (coaching), time spent with the student's **disciples**, and **ministry** time in church. That adds up to 120 hours. The other 40 hours are for other arranged **outreaches** such as mission trips, soup kitchens, ministry to the elderly or children, etc. It adds up to ± 160 hours.

Task Evaluation ¹⁸

The Praxis book contains **three tasks** for every year. The student's **tutor** is responsible for **marking** these three tasks. Alternately the Leader of the discussion group can mark the task which has to do with **group participation**. A task does not take up the time of the lecturer but must still be implemented.

5. Fees

Paid Lecturers ¹⁹

Some TC's have been paying their lecturers for many years. With the platform you can now formalise this and calculate it in as part of your **budget**. The **CAP** will provide a *budget calculator* where you can see what the lecturer fee can be. We suggest you set up three different **levels** of remuneration according to the qualification of the lecturers. You may also just use one or two. You can for instance use someone from outside to offer the **IT classes** who charges a specific fee. Perhaps you want to use a diploma **student** for a few lectures. The dean may perhaps get a different fee when he or she lectures, i.e. the fees could be **X**: R100, **Y**:R110 and **Z**: R125 per lecture. Then you can indicate on what level each of your lecturers are.

Paid Tutors ²⁰

This is a new idea. Some of the practical marking and monitoring will be performed by the tutor. It will pave the way to have some distant students as well. Correspondence training is not an option. It is un-Biblical. **Character forming** is an integral part of [ministry training](#). If a student lives at a distance from the TC, then at least he or she has close contact **with the tutor**. The principle of a tutor is perhaps a strange one although if it seen as **academic discipleship**, then it is not so strange after all. The tutor is to the student a pillar of strength, who can help **academically**, **spiritually** and also give **emotional** support. There could be dozens of small villages without a TC, but mentored by tutors who each have a few students registered at a Bible School in a nearby town. You have to be consistent — **in principle** every student must have a tutor, and those tutors **should ideally be paid**. We suggest **R500** per student per year, but you may determine this amount yourself. The contributions made by **Calvary University** as an incentive, will cover this cost.

Paid Quality Officer ²¹

CLT will send out a few quality officers who will do some liaison and make reports. They cannot do this for every TC each year. For this reason, every TC **must** have a quality officer to put his or her **signature** on the **student results record** to verify that everything was done according to the requirements. You should plan to invite the Quality Officer twice during each academic year, once just after all students have **enrolled** and once when the marks are ready for CLT to **issue the certificates**. The QO should be paid for these visits. We suggest **R150 per visit**. The QO must have a B.Ed or HDE.

ABC Bursaries ²²

Many TC's give bursaries. Giving bursaries is a way to differentiate **how much students pay** for their studies. Having a bursary does not mean that the student does not pay anything. We therefore suggest three bursaries, and you may determine what the structure is of each. Let us call them A, B and C. A is for your Academic **A-level** student. B can pay for his/her **basic needs** but needs a **bit** of support. C simply **Cannot afford** to pay much, except for a token payment. Let us say your fees are **R3,700** per year. Your deposit is about **R500** (to cover most of the initial books) and a monthly fee of **R320**. Your bursaries then reduce the monthly costs to: **A: R260**, **B: R200** and **C: R90**. The bursary student must still pay the normal **registration fee**, since this is for books. Although the platform offers standard possibilities, it is up to the TC to determine for themselves what the fees are for each full paying student as well as the different levels of bursaries. It is **up to the TC** to issue bursaries.

To Sponsor Untrained Pastors ²³

From our side, CLT would like to promote the training of pastors. There are thousands of pastors in Africa who do not have training, yet they are running a church for some years already. Should a new Bible School be established in a new area, we would like to **sponsor up to five students** who ARE pastors for two years or more, having had no training before. In such cases, there should be at least more than **eighteen** students in the Bible School who are paying the full fees. Looking at the **budget planner**, you will notice that the viability of running a Bible School increases as the number of students increase. The lecturers have to be paid from the fees of **paying students**. When selecting deserving pastoral students, the TC overseeing the setting up of the new Bible School should help in **screening students** on the basis of their **financial needs** as well as their **success as pastors**.

The **CAP** Handling Payments ²⁴

Having dealt with all the fees matters, we can just announce that **1** all **fees can be collected** by **CAP** on an on-line basis from the bank account of the student (if the student has one) and **2** all **payments can be made** to Tutors, Lecturers, the Quality Officer, CLT (books) and even the rent of a lecture hall. Students will sign a **debit order** and the administrator will indicate which lecturers presented how many lectures. As all the students are allocated to **tutors**, monthly payments of (say) R50 per student, will be paid out into the tutor's account. All this will happen at a fraction of the normal costs. This is of course also **optional**, but doing so, Centres will have far less work to do.

Accreditation and Qualifications

Accreditation for Ministry Training ²⁵

Accreditation shows that a qualification is offered at an acceptable **quality** standard, which is consistent with other qualifications, locally and internationally. Theological programmes have been accredited as these are known by the authorities, but theology often fails to get the student ready for **ministry**. A **body** has now been formed which will address **accreditation for ministry**. This may take another 10 to 18 months. Phase 2 and 3 students will benefit.

Ministry Vocational Certificates ²⁶

Initially this will be the **vocational certificates** from level 5 to level 8 (also known as the levels for First Certificate up to Honours). The names the certificates will bear will only be "Vocational Certificate in Ministry level 5" or whatever level. These names might not be so interesting for students, but they are officially **accredited**. It shows that the programme the student took was accredited. Being vocational means even more — that students can really **do the work**. The certificates are issued per 120 credits. A CLT Phase is 80 credits, therefore every time the total credits pass the 120, 240, 360 or 480 mark, a qualification is reached (Phase 2 & 3). The vocational certificates also require an **external exam**.

Calvary University Qualifications ²⁷

As soon as **CU** is registered locally, they will be able to issue a **qualification** to any student having reached any of the 120-multiple marks, from 240 onwards. For such a qualification a student must write a **CU exam**. But with **CU**, students can get further, also doing **Masters** and **Doctoral** studies.

Calvary Financial Support ²⁸

As we mentioned, that we have negotiated with Calvary to finance your libraries and Tutor payments, they want to **give** to have a **quality** assurance from all participating Bible Schools for **three** reasons: **1** to help TC's to finance quality of education such as **infrastructure**, **2** bridging the expansion to grow from small to **larger** schools in order to become **financially viable** and **3** to make Calvary University known as the **Christian University** here in Africa.

Finally: Your Response

Enough said. Over 200 TC's do participate.

That includes you. Please respond to orders@clt.org.za **Calvary Academics**

