

# **CALVARY**

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## **A C A D E M I C S**

*Jan 2017 Update*



*Church Training Programmes:  
Certificate and Diploma Level*

# *Centre Guide*

**2017**

**CTG**

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*Mentoring through Advanced e-Learning Technology*

# *Centre Guide Index*

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# *Centre Guide Intro*

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## **The Handbook of the Dean and Administrator**

Welcome to the **Centre Guide**. If you are new to education in a broad sense, you will find much valuable information in this Guide. We also have Calvary-specific information that you need in order to run a Tuition Centre successfully.

## **Calvary Character**

Who we are and whom you represent will become clear throughout the Guide. The **TC Agreement** (page 3) as well as the **Statement of Faith** in the Student Prospectus should be consulted. It all comes down to living out the **Great Commission** responsibly within the **higher education** environment through the **Mentoring concept**, whilst utilizing advanced **e-learning technology**.

## **Resources and Student Services**

We first give guidelines to the Dean and Administrator as to what the local Tuition Centre should offer. A **TC** may be a Church with a Bible School, or **guiding** learners towards college acceptance. Certain **facilities** (library) or services (student counselling) are offered at the TC within its rooms. The staff each have their **functions** and are organised within an effective organisational structure.

## **Learning Methods**

Calvary offers a **unique learning concept**. Its *Programme Structure* is accepted on international standards, it has a variety of **learning steps**, a range of **evaluation methods** and puts the right emphasis on **practical** learning components.

## **Programme Descriptions**

There are several pages dedicated to describe the various **programmes** in terms of courses, modules, their credits, and codes. The order and levels are clearly indicated. A list of **skills** (and where these are applied) is given.

## **Quality and Rules**

Acceptance of the **qualifications** go hand in hand with **quality control**. To achieve this, the rules for sound administration and student behaviour are to be adhered to. **Reports** are required and a **Quality Officer** plays a role.

## **Financial Information**

Finally, a few pages are dedicated to the question of **Fees** for the programmes, the **arrangement** Tutors can make with individual students, and the **accountability expected** of the Tuition Centre towards your account with us. We sincerely hope that **the running of the TC** will become clear to you in this guide.

# Tuition Centres

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## UNDERTAKING OF A TUITION CENTRE

The following is an extract from the agreement:

### Tuition Centre Agreement

To offer tuition ...

- Upholding the objectives of **Calvary Life Tutors (CLT)**.
- Subscribing to the **student rules** and other **guidelines** of the **Centre Guide** as updated from time to time.
- Using the **Calvary Academics** lecture books (as accepted by **Calvary University**) in order to **set a high standard**.
- Following the **Method of Tuition** — outlined in the prospectus  
Provide **Lecture Books** and/or lectures for each student ...  
Make provision for **group discussion** of the course contents
- Have a long-term plan to **promote a learning ambience**, typical of a higher educational environment, at the Tuition Centre.
- Encourage students to pursue **further studies**.
- Convey to lecturers the need for their furtherance of skills and qualifications, through **Calvary University**, for the sake of the students' upliftment. To develop **writing skills**, **public speaking skills**, and to **encourage research**.
- Promote the **establishment of facilities** such as access to books, tapes, DVD's, the Internet and the like; to research material with a ministry content which would be of benefit to the learners.
- Have a plan for **bursaries** or similar support for those students who, at the discretion of the local Tuition Centre, would need this help in order to fulfil their **calling to the ministry**.
- Honour the Lord Jesus Christ in all they do, **obeying His command to teach** in order to make **disciples** (workers, leaders, evangelists, pastors, and teachers) who will equip others also.

# Staff Functions

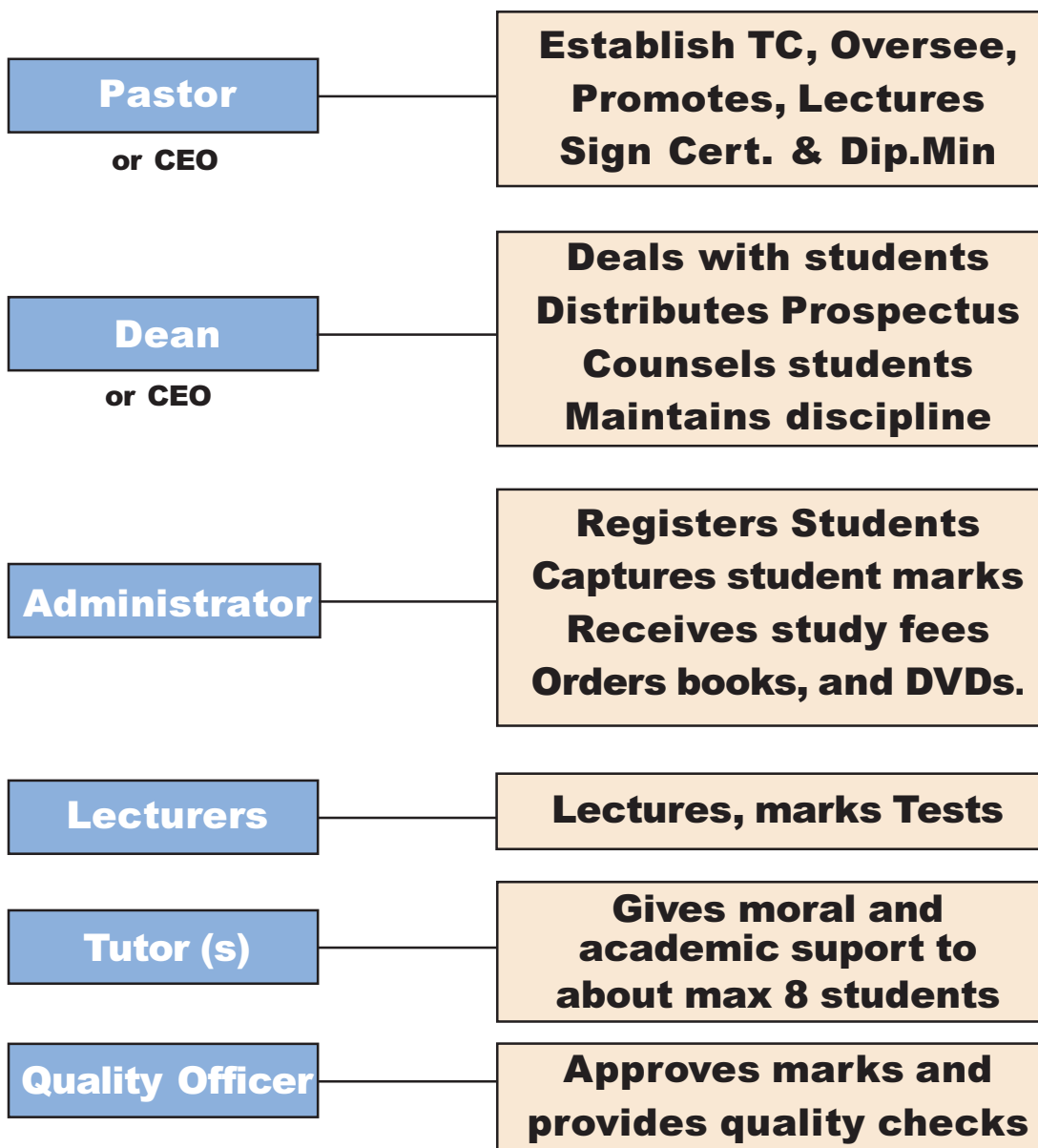
*A diagrammatic illustration of the delegation of tasks in the Bible School*

## JOB DESCRIPTIONS FOR TUITION CENTRE STAFF

The CEO of the Tuition Centre (who could be the Dean) appoints a Dean (with academic qualification - Ministry or Theology), Quality Officer (Education), Lecturers (who can teach), an Administrator and a Class Captain. These officers each have a job description which can be outlined as follows:

### OFFICERS

### FUNCTIONS



# Research Library

*The Library Category System is based on available books and the function of the five-fold ministry.*

**Note:** The local Bible School may allocate these numbers <sup>32</sup> to categories of books for indexing their shelves.

## BIBLE SCHOOL LIBRARIES:

Bible Schools gradually build up their libraries and should **categorise** them:

### Referencing

BIBLES, <sup>01</sup> PARALLEL BIBLES <sup>01</sup>  
NEW TESTAMENTS <sup>01</sup>  
STUDY BIBLES <sup>02</sup>  
DEVOTIONAL BIBLES <sup>02</sup>  
CONCORDANCES <sup>03</sup>  
TOPICAL REFERENCE <sup>04</sup>  
BIBLE DICTIONARIES <sup>05</sup>  
BIBLE HANDBOOKS <sup>06</sup>  
BIBLE TIMES CUSTOMS <sup>06</sup>  
ARCHAEOLOGY <sup>07</sup>  
BIBLE LANDS ATLAS <sup>07</sup>  
DICTIONARIES & THESAURUS <sup>08</sup>  
OTHER SECULAR REFERENCE <sup>09</sup>

### 1 Leading

BIBLE **TEXT** DEVELOPMENT <sup>11</sup>  
CHURCH HISTORY <sup>12</sup>  
CREEDS & DENOMINATIONS <sup>13</sup>  
TEXTUAL CRITICISM <sup>14</sup>  
THEOLOGIANS <sup>15</sup> CHARACTERS <sup>15</sup>  
PIONEERS <sup>16</sup> LEADERS <sup>16</sup>  
LEADERSHIP (CHURCH) <sup>17</sup>  
LEADERSHIP (GENERAL) <sup>18</sup>  
MANAGEMENT <sup>19</sup>

### 2 Speaking

OLD TESTAMENT (**INTRO**) <sup>20</sup>  
NEW TESTAMENT (INTRO) <sup>21</sup>  
COMMENTARIES (**OT**) <sup>22</sup>  
COMMENTARIES (NT) <sup>22</sup>  
ETHICS <sup>23</sup>  
10 COMMANDMENTS <sup>23</sup>  
HOLINESS <sup>23</sup>  
GREEK, <sup>24</sup> HEBREW <sup>24</sup>  
HERMENEUTICS <sup>25</sup>  
HOMILETICS <sup>26</sup>  
PREACHING HELPS <sup>26</sup>  
APOLOGETICS <sup>27</sup>  
PROPHECY <sup>28</sup> PROPHETIC ART <sup>28</sup>  
CLASSICS, <sup>29</sup> STORIES/NOVELS <sup>29</sup>  
TESTIMONIES <sup>29</sup>

### 3 Proclaiming

MISSIONS (PRINCIPLES) <sup>31</sup>  
MISSIONS (TARGETS) <sup>31</sup>  
EVANGELISM, <sup>32</sup> REVIVAL <sup>32</sup>  
SALVATION, <sup>33</sup> BAPTISM <sup>33</sup>  
CHURCH <sup>34</sup>  
CHURCH DEVELOPMENT <sup>34</sup>  
DEVOTIONS, <sup>35</sup> PRAYER <sup>36</sup>  
WORSHIP, <sup>37</sup> MUSIC <sup>37</sup>  
SPIRITUAL WARFARE <sup>38</sup>  
FASTING <sup>38</sup>  
RELIGIONS, <sup>39</sup> CULTS <sup>39</sup>  
THE OCCULT <sup>39</sup> SATAN <sup>39</sup>

### 4 Caring

CHURCH GROWTH <sup>40</sup>  
DISCIPLESHIP, <sup>41</sup>  
SHEPHERDING <sup>42</sup> CELL GROUPS <sup>43</sup>  
WOMEN & MEN <sup>44</sup> MARRIAGE <sup>44</sup>  
CHILDREN, <sup>45</sup> YOUTH <sup>45</sup>  
COUNSELLING (GENERAL) <sup>46</sup>  
COUNSELLING (SELF-HELP) <sup>46</sup>  
HEALING, <sup>47</sup> FAITH <sup>47</sup>  
CHRISTIAN LIVING <sup>48</sup>  
FINANCES <sup>49</sup>

### 5 Equipping

PENTECOSTAL <sup>50</sup>  
THEOLOGY – CLASSICS <sup>51</sup>  
SYSTEMATIC THEOLOGY <sup>51</sup>  
DOCTRINE (SINGLE TOPICS) <sup>52</sup>  
GOD, <sup>53</sup> CREATION <sup>53</sup> JESUS <sup>53</sup>  
HOLY SPIRIT <sup>54</sup>  
END TIMES <sup>55</sup> ISRAEL <sup>55a</sup>  
DISPENSATIONALISM <sup>55</sup>  
BIBLE/GROUP STUDIES <sup>56</sup>  
ADULT EDUCATION <sup>56</sup>  
CHRISTIAN EDUCATION <sup>56</sup>  
ENGLISH (GRAMMAR/USAGE) <sup>57</sup>  
WRITING SKILLS <sup>57</sup>  
IT (COMPUTER), <sup>58</sup> RESEARCH <sup>59</sup>  
THEOLOGICAL JOURNALS <sup>59</sup>

# Organising a Community College

Initiated by **three leaders from different churches.**



May be students

Advised by **CLT area Support Centre:**



**Function: Liason, training, quality**

40 Centres: each set up 10 colleges

Establish a: **Calvary College [Town-name]**



Lecturer

Lecturer

Student body from **all churches of the community — fraternal.**



5 Students study free of charge

Untrained Community Pastors

## Study Fees structure (2017):

Fees & books: R3,700 per year

Per student cost breakdown:

● Registration	400
● CLT SC	150
● Rent/electr	150
● Lecturers	870
● Tutor	500
● Textbooks	1470
● e-Learn CAP	140
● DVD	20

**Total 3700**

Total: R62,900 from 17 students

Paid out: [per various ways or terms]

● Administrator	900 x 10
● CLT SC	250 x 10
● Rent/electr	350 x 10
● Lecturers	120 x 120
● 4 Tutors:	500 x 17
● Textbooks	1470 x 17
● e-Learn CAP reg:	0

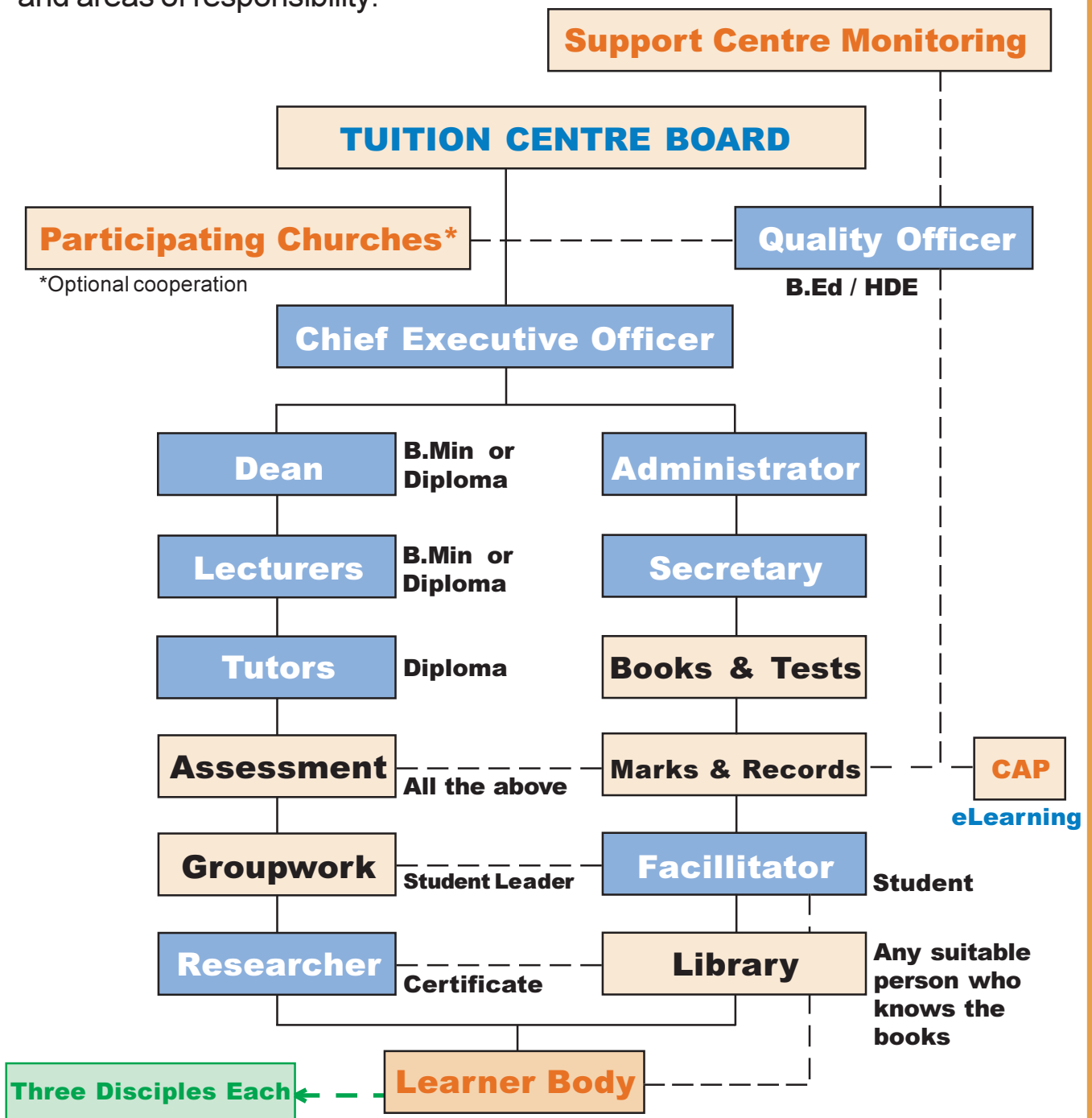
**Total 62,890**

**Note:** One admin person as part time service attends weekly meetings to collect funds, make announcements, keep record, and organise lecturers: R700 per month. Tutors each have max 7 students and get R430 per student per year. Lecturers each receiver R120 per lecture.

# Organisational Structure

## ORGANISATION OF A TUITION CENTRE

The Church board is ultimately responsible for the Tuition Centre and appoints a **C**hief **E**xecutive **O**fficer who places all role players into a clear organisational structure. The following example indicates lines of authority and areas of responsibility:





# Study Materials

*All orders must make use of the correct codes to ensure accurate invoices*

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## HOW STUDY MATERIALS ARE CODED

Study materials are ordered by the Tuition Centre where students are mentored. All the materials are coded. These codes generally appear on the back and the front of the books. Sets also have codes: **PM1** (Phase 1 Ministry)

Every four or five topics form a **module** which is then bound together in one A4 book of about 160 to 220 pages. It has a code by which it is ordered. The code is derived from the title. The first English textbook **Christian Basics** (one of two volumes) and is coded **CHB1**. There is also a Workbook which has the code: **WCHB1**. Many smaller modules (having one of the MBC books) have a **life skill** incorporated of which one is an **IT skill**. A Resource DVD is prepared for Ministry Phase 1: = **RPM1**. The Afrikaans books have their own codes. Mention **code first**, then quantity: **CHB1 x 7**

## TUITION CENTRES ORDER CERTIFICATES

When the Tutor/Lecturer has completed the assessments of all the modules of any student's programme, the Tuition Centre applies for the 80 credit **attendance certificate**. The student's full name, initial and surname (as it should appear on the certificate) must be sent to us on the **Class Results Record**. The **CRR** also contains the **student number** and **module marks** (with the calculated average). This student number must also appear on all **evaluations**.

## STUDENT NUMBER — EXAMPLE: 456,045 (Allocate 456,001 to Dean)

When the office of the registrar at the Tuition Centre receives new student applications, a student number is assigned using the Tuition Centre number, and a follow-up number between 001 and 999 as above.

Students' records are kept and maintained by the local administration under this number. All the marks will be placed on the **Calvary Academic Platform** data-base (**CAP**) – indexed by using this number. Should any student enquire, years later, for a duplicate of the certificate or transcript of the qualification, this will be possible, even if the Tuition Centre has closed.

Students who continue studies at another Tuition Centre, **keep their first CAP number**, in order to link all the different earned course credits.

# ***New Format Books: A4***

*The A5 format booklets will not be available for new TC's as they are being phased out.*

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## **New Improved e-learning Technology**

The Calvary curriculum has been greatly improved according to the latest educational methods. This has been made possible largely due to advances in information technology. The advent of low-cost DVD disks can make information available to the student in large chunks. Colourful pages can be stored in the form of pdf files. PowerPoint slide presentations are now possible in various degrees of sophistication. Audio and video files can be presented embedded in the extremely flexible html-type web pages. Never has so much improved technology become so rapidly available to learners than now.

## **Larger Format Books: A4**

The Lecture Books we have been printing in A5 format will still be available for a few years. A **new sequence** has been worked out for the books. **Topics that belong together** are grouped together in a more logical order. This is introduced with our glue-binding of A4 pages of 7 books in one text book. Two of these books are meant to be ordered together, e.g. the **text book** and its **workbook** or the **full-text books** paired with a **skill**. To understand the course, you have to know the content of these modules. See the next page for a module list, showing the old book numbers.

In industry this is sometimes known as perfect-bind. Our system is somewhat different and has a few advantages over the commercial method. The books can open **completely flat**. When they are stacked on top of one another they do not tilt to one side since they are the same thickness all round. Due to a cloth insertion at the two ends, books do not split.

## **Delivery of e-learning: DVD and CAP**

A Phase may be provided with a **resource DVD** which contains various resources. These are pdf, MSWord and html format, audio mp3 files (which may eventually contain the lectures being read by a presenter), compact video files (for short personal instruction or special features), and PowerPoint files to outline the main points of a lecture.

We have made a lot of effort to gather **web pages** and whole books from the Internet, as well as **free software**, for students to use in their studies.

# A4 Book Codes

The new A4 curriculum combines the old A5 books in new logical combinations.

## Old Certificate in Ministry books in 10 new books:

Each topic has two modules: **CHB1** and **CHB2**. To compare, the old book numbers follow.

Christian Basics	<b>CHB1</b> 01, 02, 03, 20, 21, 24, 25	<b>CHB2</b> 06, 37, 38, 39, 26, 27, 28
Discipleship Growth	<b>DGR1</b> 19, 30, 31, 04, 15, 22, 23	<b>DGR2</b> 07, 08, 40, 41, 42, 45
Equipping for Victory	<b>QPV1</b> 18, 09, 10, 05, 16, 17, 13, 64	<b>QPV2</b> 44, 47, 48, 49, 50, 46
Christian Maturity	<b>CHM1</b> 29, 33, 34, 56, 57, 32, 35, 36	<b>CHM2</b> 43, 118, 65, 51, 52
Ministry Princpls & Prxs	<b>MPR1</b> 53, 54, 61, 62, V1, V2, V3, V4	<b>MPR2</b> 11, 12, 14, 55, 58, 59, 60

Phase 4

## Old Ministry Diploma books in 12 new books:

Most topics have two modules: e.g. **CHL1** and **CHL2**. The old book numbers follow.

Christian Leadership	<b>CHL1</b> 72, 73, 74, 66, 67, 68, 69	<b>CHL2</b> 75, 76, 79, 80, 81, 82, 77, 78
Pastoral Training	<b>PTR1</b> 83, 84, 85, 86, 87, 88, 89, 89B	<b>PTR2</b> 90, 91, 92, 93, 94, 63, 70, 71
Systematic Theology	<b>STH1</b> 95, 96, 97, 98, 99, 100	<b>STH2</b> 101, 102, 103, 104, 105, 106
Old Testament Books	<b>OTB1</b> 107, 108, 109, 110, 111, 112, 113	<b>OTB2</b> 114, 115, 116, 117, 119, 120, 121
Bible Introduction	<b>BBI</b> 122, 123, 124, 142, 143, 130 (course has one module)	
New Testament Books	<b>NTB1</b> 125, 125B, 126, 127, 128, 129	<b>NTB2</b> 131, 132, 133, 134, 135, 136
	<b>NTB3</b> 137, 138, 139, 140, 141, 144	<b>Phase 5</b>

## The Mini Bible College (Bible reading) text book codes:

This Mini Bible College course consists of surveys, verse by verse studies and explaining Biblical principles and values. They have been grouped together in **A4 format** as follows:

Old Testament	<b>OTS1</b> Gen-Josh	<b>OTS2</b> Jud-SS	<b>OTS3</b> Isa-Mal
Values of Christ	<b>VCH</b> Various Biblical Principles		
The Gospels and Acts	<b>GSA</b> Matt, Luke, John, Acts		
Survey of the Letters	<b>SLT</b> Romans to Revelation (Survey)		
Marriage & Family	<b>MRF</b> Biblical Marriage and Family Principles		
Study of Romans & Corinthians	<b>SRM</b> verse by verse: Romans &	<b>SCR</b> Corinthians	
Prescriptions of Christ	<b>PCH</b> Various Biblical Principles		
The Gospel of John	<b>GJH1</b> John 1-10	<b>GJH2</b> John 11-21	

## Combined for Programmes

The above are combined with eight groups of skills, Bible Readers and Praxis workbooks to establish 80-credit programme "Phases". The skills are: Study Skills, Interpersonal Communication, **IT Skills**, Personal Skills, Human Relations, Leadership Skills, and Work Skills.

(See pages 8 to 10 for their codes & phases). See the **Ministry Prospectus 2016** for details.

# Skills: Courses & Modules

*The various Phases use Life Skill Courses as part of our practical programmes.*

*See separate price list for TC's (2016)  
Student fees are calculated per credit*

## Life Skills

Skills training has lately received a new emphasis in modern education which it highly deserves. Skills help people to **do a job**. A skill is the ability or talent to perform a task **well** or **better than average** gained through **training** or **experience**. There are eight groups:

Study Skills	Code	Credits	Used in Phase
How to Learn	LRN	2	Phase 1
Remember Facts and Figures	RFF	2	Phase 2
Keeping Well Informed	KWI	2	Phase 3
How to Read Faster	RDF	2	Phase 6
Critical Reading	CRD	2	Phase 6
Sharpen your Thinking	STH	2	Phase 7
Working Under Pressure	WPR	2	Phase 8

## Interpersonal Communication

How to Listen	LSN	2	Phase 1
Improve your Conversation	ICV	2	Phase 2
Say a Few Words Effectively	SWE	2	Phase 3
Create the Right Image for Yourself	CRI	2	Phase 3
How to Teach Others	TCH	2	Phase 5
Solving Problems	SPR	2	Phase 5
Getting your Ideas Across	GYX	2	Phase 6
Handling an Audience	HDA	2	Phase 7

## IT Skills – Information Technology

Microsoft Word	MSW	4	Phase 1
Windows Basics	WNB	4	Phase 2
Computer Basics	CMB	3	Phase 3
Microsoft Excel (2)	MSE	5	Phase 4
Microsoft PowerPoint (2)	MPT	4	Phase 5
Microsoft Office	MSO	3	Phase 6
Internet Browsing	IBR	4	Phase 7
Internet Safety	INS	3	Phase 8
e-Mail Basics	EMB	2	Phase IT
Microsoft Access	MSA	5	Phase IT

# Skills: Courses & Modules

The various Phases use Life Skill Courses as part of our practical programmes.

Personal Skills	Code	Credits	Used in Phase
Use Spare Time Effectively	UST	2	Phase 1
Increase your Self-confidence	ISC	2	Phase 2
How to be a Self-starter	SST	2	Phase 4
Discover your Hidden Abilities	DHA	2	Phase 5
Maximizing Opportunities	MXP	2	Phase *
Mastering Figures	MFG	2	Phase *
Strengthen your Will Power	SWP	2	Phase *

## Human Relations

Improve Personal Relations	IPR	2	Phase 2
Be Effective on the Phone	EPH	2	Phase 4
Plan & Lead Meetings	PLM	2	Phase 5
Get Ahead with your Boss	GBS	2	Phase *

## Leadership Skills

	Code	Credits	TC Cost
Managing People	MNP	2	Phase 3
Making Decisions	MDS	2	Phase 5
Project Planning	PLA	2	Phase 6
Leading a Team	LTM	2	Phase 6
Mastering Leadership	MLD	2	Phase 8
Delegating Authority	DLA	2	Phase 8

## Work Skills

Improve your English	ENG	2	Phase 3
Increase your Word Power	IWP	2	Phase 4
Handling Responsibility	HRP	2	Phase 5
Creating Good Ideas	CGD	2	Phase 6
Mastering Salesmanship	MSM	2	Phase *
Writing Business Letters	WBL	2	Phase *
Getting Value for Money	VFM	2	Phase *

# Life Skills Development

The various Phases use Life Skill Courses as part of our practical programmes.

Basic Office Skills	Code	Credits	Used in Phase
Career Development	CDV	4	Phase 3
Business Office Skills	BFS	2	Phase 4
Business Meetings	BMT	2	Phase 4
Financial Bookkeeping	FBK	1	Phase *
Business Planning	BPL	4	Phase *
Negotiation Skills	NGS	4	Phase *
Workplace Ethics	WPE	5	Phase *

## The Practical Aspect of Calvary Programmes

Workers, Leaders and Pastors need these skills to function effectively. At first they need the **Learning Skills** for their training years. Life long learning is our future. Ministry is the field that works with people and therefore communicates **with other people** – now also electronically. Students need the skill of **Interpersonal Communication** and **IT Skills**. Dealing with people's problems will require a lot of strength in one's own person. As you also have to give advice to people with problems, both spiritual and otherwise, the above modules for **Personal Skills** and **Human Relations** will prove to be very necessary. A church requires management of *people* and *finances* like any other organisation. **Basic Office Skills** are in demand everywhere. These are provided through 7 modules to complete our range of skills training.

### The first 3 foundation Phases diversify into 6 Professional fields:

- **Ministry** — Higher Diploma, Bachelor, Honours **Start in:**
- **Counselling** — Higher Diploma, Bachelor, Honours (2016)
- **Bus Leadership** — Adv Dip, Higher Dip, Bachelor, Honours (2016)
- **Education** — Higher Diploma, Bachelor, Honours (2017)
- **Bus Administration** — Higher Diploma, Bachelor, Honours (2018)
- **Bachelor of Arts** — Higher Diploma, Bachelor, Honours (2019)

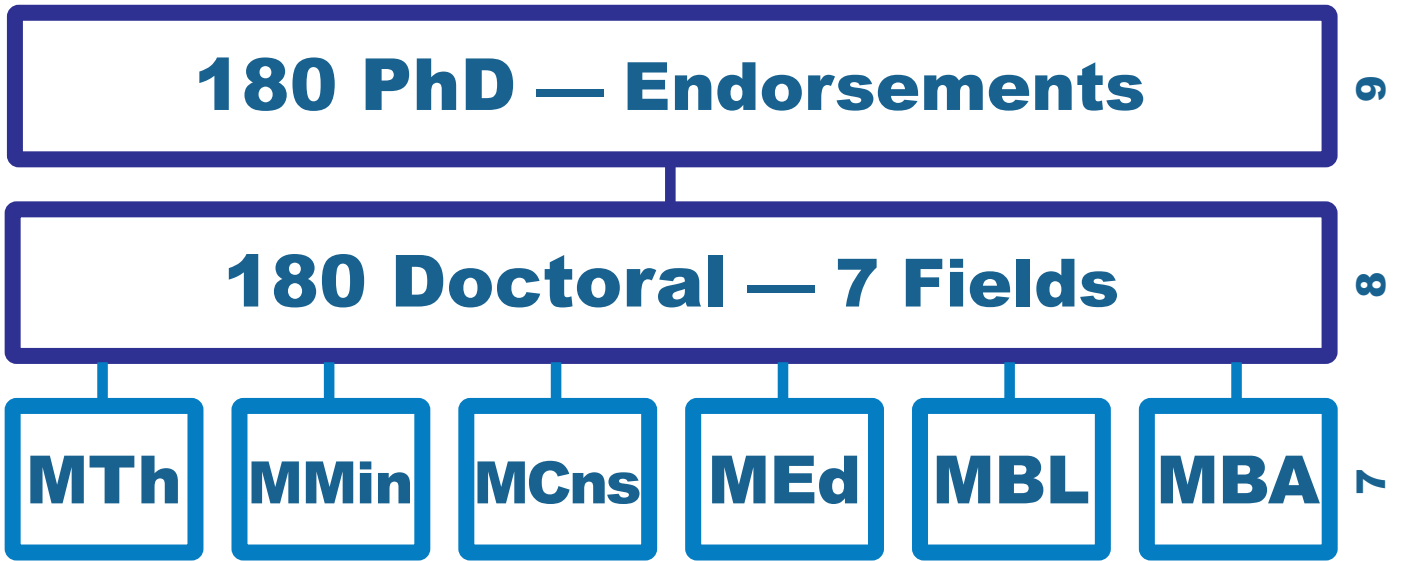
### Structure of Degree Courses

A Diploma or Advanced Diploma (240 credits total) is followed by a Higher Diploma of 80 credits (short course). It is named appropriately for the field it is taken in and forms the first part of the Bachelor (short course) of one of the five professions or a general direction (Arts). The second part of the Bachelor (short course) carries the name of the profession and has a workload of 80 credits. At completion the Bachelor is **RPL**'ed by Calvary University.

The next qualification is the Bachelor (Honours) in the same field. Students over 40 with 10 years+ of experience in the field, combine Honours with a Masters and then do Doctoral studies at CU.

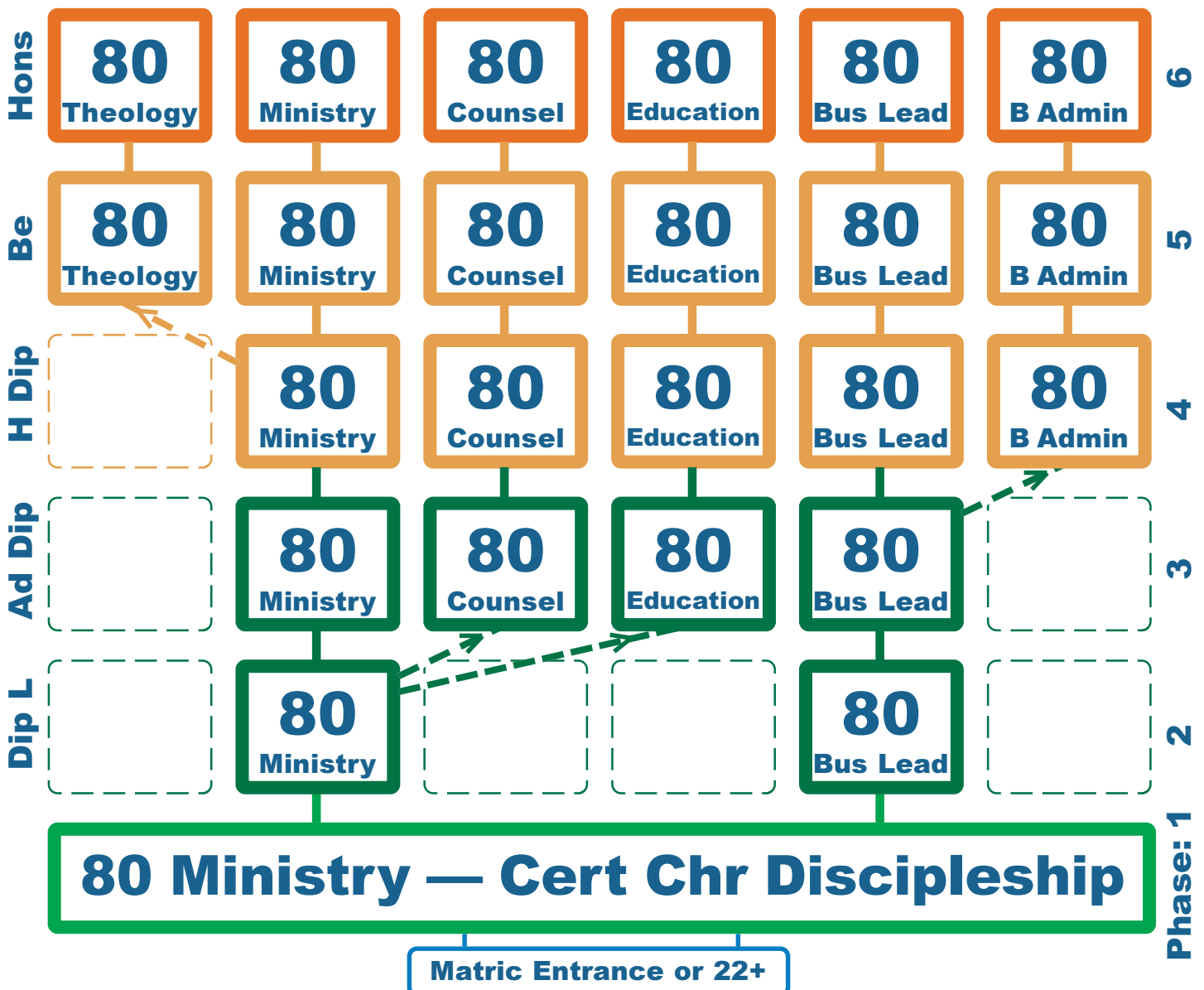
# RPL Short Courses to Qualifications

Complete an M at University, do short courses at a community college!



[at 2017]

Save 85%! Do your life-long training from R3700 per year. Then get RPL.



# **Recognition for Prior Learning**

*Applied principles to preserve the learning gains and efforts of the past.*

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## **WE ADHERE TO THE PRINCIPLE OF RPL**

**Recognition for Prior Learning** assures that students do not lose credits for completed courses or equivalent life experience when applying to enter the third academic phases, the Bachelor of Ministry. For recognition one can only count training and experience **relevant** to our *Ministry programme* as valid.

## **A PROGRAMME FOR ENTERING THE MINISTRY**

To be trained for **Ministry** we have put together a special course which contains all the necessary academic, practical and attitude-building elements. It is a wide field which is also very practical. A student who already has a traditional seminary Diploma in Theology may have missed some vital elements. To make up the difference we have designed two bridging courses to add the right emphasis. These form the **core curriculum** of past academic years (completed in Phases 1-3) which outside students will have missed.

## **BRIDGING FROM THEOLOGICAL COURSE – Phase A [BCA]**

If students have followed a course, without the required academic outcomes, or if it was completed more than 7 years ago, **Bridging Course Phase A**: code **BCA** must be prescribed. This contains 80 credits of our most important material including the normal skills and Bible Chapter readers.

## **BRIDGING FROM INFORMAL COURSE – Phase A + Phase B**

If their course was an informal Bible School course which was attended for three years and led to a Diploma which does not give entry to a B.Min year, then an additional course is added and Phase A + B should be prescribed. Perhaps further credits may be granted for the B.Min programme itself. This is determined by the Dean in an interview. All lecturers and pastors who lecture in the Bible School are given credit for their lecturing & marking experience.

## **MAKING DECISIONS AT BIBLE SCHOOL LEVEL**

The Tuition Centre has contact with students, knows them personally, and their abilities intimately. By taking all factors into account, the TC is expected to determine which bridging course (**BCA** or/and **BCB**) a student should follow.



# Bridging Courses

Two courses filling the gaps present in other Ministry or Theological programmes.

For Certification: **Diploma in Ministry** Phase A

Starting books: **Study Guide** (Phase 1-3) **MSG**  
**Ministry Praxis Vol 1** **MPX1** **7**  
**Calvary Disciple 1** (group guide) **CVD1**  
**Ph 1 Reader A** (Bible chapters) **P1Ra** **Credits**

Module

**1** **Christian Basics Vol 1** **CHB1** 11  
 Companion Workbook **WCHB1**

**2** **Study of Romans** **SRM** 10  
 Improve your Conversation **ICV** 2

**3** **Gospel of John Vol 1** **GJH1** 6  
 How to Listen **LSN** 2

**4** **Christian Basics Vol 2** **CHB2** 10  
 Companion Workbook **WCHB2**  
**Ph 1 Reader B** **P1Rb**

**5** **The Gospels and Acts** **GSA** 8  
 Improve Personal Relations **IPR** 2

**6** **Christian Leadership Vol 1** **CHL1** 11  
 Companion Workbook **WCHL1**

**7** **Survey of the Letters** **SLT** 9  
 Use Spare Time Effectively **UST** 2

Resource DVD (Phase A) **RPHA** (Optional) **80**

Note: Entry level: **Diploma in Ministry or Theology** from other training source.

## SELECTING A BRIDGING COURSE

By examining a student's previous course material, the Dean of the Tuition Centre decides which course the student must first enrol for. The previous course may have been completed a long time ago. The student may recognise some of the topics listed in the bridging programmes. Although course topics may be similar, they are often taught at a lower level.

### TWO COURSES: Phase A and Phase B BCA + BCB

The person examining the applicant's **prior learning** must decide whether the bridging course should contain **Phase A** or **Phase A + B** or just **Phase B**. On page 33 we have listed **Phase A** and below follows **Phase B**.

#### Starting books:

<b>Study Guide</b> (Phase 1-3)	MSG	
<b>Ministry Praxis Vol 2</b>	MPX2	4
<b>Calvary Disciple 2</b> (group guide)	CVD2	
<b>Ph 2 Reader A</b> (Bible chapters)	P2Ra	<b>Credits</b>

#### Module

<b>1</b>	<b>Ministry Principles &amp; Praxis</b> Vol 1	MPR1	8
	Companion Workbook	WMPR1	
	Managing People	MNP	2
<b>2</b>	<b>Evangelism Kit: New Life in Jesus</b>	NLJ	4
	Say a Few Words Effectively	SWE	2
<b>3</b>	<b>Gospel of John</b> Vol 2	GJH2	8
	Improve your English	ENG	2
<b>4</b>	<b>Study of Corinthians</b>	SCR	6
	IT Skill: Microsoft Word	MSW	4
	Bible Chapters: <b>Ph 2 Reader B</b>	P2Rb	
	Resource DVD (Phase B) RPHB (Optional)		<b>Total: 40</b>

At completion, Calvary will issue a **Diploma in Ministry** to allow students to register for a **Bachelor of Ministry** or any other Bachelor programme for which **Calvary University** gives entry to for an Advanced Diploma in Ministry.

# Skills in Programmes

A list of Skills allocated to each RPL'ed Programme level to be completed

## PROGRAMMES: QUALIFICATIONS

### Life Skills Development

#### Certificate Qualification

	Code	Credits	Phase
How to Listen	LSN	2	1
How to Learn	LRN	2	1
Use Spare Time Effectively	UST	2	1
Microsoft Word (IT Module)	<b>MSW</b>	4	3

#### Diploma Qualifications

	Code	Credits	Phase
Improve your Conversation	ICV	2	2
Improve Personal Relations	IPR	2	2
Increase your Self-confidence	ISC	2	2
Windows Basics (IT Module)	<b>WNB</b>	3	2

Say a Few Words Effectively	SWE	2	3
Managing People	MNP	2	3
Improve your English	ENG	2	3
Computer Basics (IT Module)	<b>CMB</b>	3	1

#### Bachelor Qualifications

	Code	Credits	Phase
How to be a Self-starter	SST	2	4
Be Effective on the Phone	EPH	2	4
Increase your Word Power	IWP	2	4
Remember Facts and Figures	RFF	2	4
Microsoft Excel (IT Module)	<b>MSE</b>	5	4

Handling Responsibility	HRP	2	5
How to Teach Others	TCH	2	5
Solving Problems	SPR	2	5
Plan and Lead Meetings	PLM	2	5
Making Decisions	MDS	2	5
Microsoft PowerPoint (IT Module)	<b>MPT</b>	4	5

#### Honours Qualifications

	Code	Credits	Phase
Critical Reading	CRD	2	6
Creating Good Ideas	CGD	2	6
Leading a Team	LTM	2	6
Microsoft Office (IT Module)	<b>MSO</b>	3	6

#### Masters Qualification

	Code	Credits	Phase
Sharpen your Thinking	STH	2	7
Handling an Audience	HDA	2	7
Internet Browsing	IBR	4	7

#### Doctoral Qualification

	Code	Credits	Phase
Delegating Authority	DLA	2	8
Mastering Leadership	MLD	2	8
Working under Pressure	WPR	2	8
Internet Safety	INS	3	8

# Materials Supply

## HOW MATERIALS ARE ORDERED

Your main link to us is your regular **order** for material. Somebody who is well aware of the **ordering conventions** should be asked to phone us. By **phone** we are able to respond to your needs, and quickly correct misunderstandings to ensure that you order what you need. Please always give your **account Number!**

## EXAMPLE: THE FIRST FEW ORDERS — ACCOUNT NO: **789**

### Starting Books

**MSG x 20**

**MPX1 x 20**

**CVD1 x 20**

**PHB1 x 20**

**P1Ra x 20**

There are 7 modules, each with 2 books (usually). **Starter books** are needed throughout the year. The **Study Guide** used for 3 years. They are ordered first.

The **Ministry student Study Guide** is called **MSG** for short. Use each book's code to order them. First use the **code** THEN the **quantity** your order.

This is an order for **20** sets used by 20 students. Students **must** own the whole set.

The workbook in which the student does all the practical work (**Ministry PraXis** for phase 1) is called **MPX1** for short. The topics for the group work are given in **Calvary Disciple Vol 1 – CVD1**. Phasebook One is the paper tutor for the student guiding them through the course. Students read 28 chapters of the Bible each year. Two readers each provide 14 chapters. Phase 1: **P1Ra** and **P1Rb**.

### Module One:

**CHB1 x 18**

**WCHB1 x 20**

**RPH1 x 12**

Now you can order the first module and perhaps also the second module:

**Christian Basics part one** printed in the **A4** format. **CHB1** followed by part 2. **WCHB1** is the code for the **Workbook** for **CHB1**. **BCB1** is the Afrikaans version.

You will notice that 20 students have enrolled but there are 2 couples, who share text books but not workbooks. (4 share 2 sets – order 2 less for the class)

Placing an R before the phase code gives the code: **RPH1**. We now have the newly published DVD's. 12 students decide to have an optional **Resource DVD**. We will also notify you of any new Afrikaans translations when ready.

### Module Two:

**OTS1 x 18**

**LSN x 18**

**OTS1** (Old Testament Survey) is ordered.

**LSN** (How to Listen) is the companion book for **OTS1**. Four books have a **skill** as a companion book to make a module. Each **phase** (year) has one **IT skill**. The codes are really **logical**, easy to understand and to remember.

**E78 x 1**

Want to order a single book from the old A5 books e.g. book no **78**? The English book has the prefix **E**, therefore ask for **E78**. Soon to be out-dated!

Do you have students interested in being mentored for a B.Min? Give us the name of a Tutor who has at least a Bachelor qualification to be registered as a Tutor. You can download the applicable registration forms. You should encourage your Tutors to study further ... yourself included.

## MANAGING (PAYING) THE ACCOUNT

Each TC is required to pay soon for the regular large orders. Other small orders may be paid within 30 days (pay end of the month). By the end of the study year the account **must** be cleared before graduation certificates will be issued.

# Student Records

*Administrative standards to manage basic student records for transcripts*

## INFORMATION MUST BE PERMANENT

A Tuition Centre staff should not rely on their personal knowledge of students. The TC will put all personal details and earned credits onto a permanent paper-based set of documents. This should be backed up by a computerised database system. There are at least **two basic forms** for recording students' vital permanent information (**registration** details and course **marks**):

### 1. STUDENT APPLICATION FORM (Registration details)

1

All the basic personal information needed. Issue the Student number which depends on TC number, and the follow-up number between 001 and 999.

### 2. STUDENT AGREEMENT (On the bottom left of the above form)

Students must first read the prospectus, and the **Student Agreement**, before signing this binding statement. There cannot be any complaints later should the student want to withdraw, or claim to be ignorant of the rules.

### 3. ASSESSMENT RECORD (Certificates & Diploma) (Course marks)

All the marks of the three phases (completed over three years) are recorded. The **7 modules** in a phase form **courses** of **80** credits each. Should any student wish to register for a B.Min course, this form, together with a copy of the issued Diploma, will provide the transfer credits.

### BRIDGING COURSE REPORT (Green – for B.Min)

Students who hold a Diploma from another training organisation, need to complete a bridging course **Phase A** or **Phase A + B**.

2

### TUTOR PROGRESS REPORT: Phase 27a/b (Yellow) Phase 4/5 (Blue)

Used for calculating RPL for a student who has done other courses and degrees, or has years of Professional experience, to apply for B.Min credits. The Dean/Tutor will examine the B.Min student's claims to help with the application.

### STUDENT PROFILE (Optional, Master available as a pdf, see Website)

A self-evaluation **character profile** form for third year students to assist the Tutor in counselling. The Calvary courses also deal with **character development**.

# Class Results

*Marks are gathered, managed and stored to be presented on a CRR to us.*

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## HOW WE ISSUE ATTENDANCE CERTIFICATES

A student has to achieve specified outcomes for a course to receive recognition and to pass with sufficient credits. Assessments are the **measuring instruments** used to determine this. There are three kinds:

### 1. TESTS

Each module has a test which is evaluated. The raw score must be reduced to a percentage. (Divide by full marks and multiply by 100 [e.g.  $\div 1.20$ ])

### 2. REPORTS OR ESSAYS

Assignments for each module are required from the student to prove ability to integrate knowledge. The **Writing Guide Vol 1** and others explain how the student must do the assignments. See the **CLT Admin** Excel programme.

### 3. PRACTICAL TASKS

The Task books MPX1-3 contain **marking schedules** for evaluating Tasks and Skills. The task schedules have 20 questions with a maximum of 5 points per question. Add up the three tasks for an average mark. Also add up the skills test for a skills mark. The student also reads Bible chapters, memorises verses, researches Christian values and makes 3 disciples within 3 years.

## MODULE MARKS

Each module has a composite **module mark** by adding percentages obtained from the assignments and tests. These are averaged for a pass mark.

## CLASS RESULTS RECORD – CRR

The **CRR** shows all the module marks for up to three Phases (years), an average, a date and two signatures. This is faxed and becomes the student record. The students' names should appear clearly as they must appear on the **attendance certificates**. It will be made out for the **Graduation date** you indicate, and you will then provide one signature. The two other signatures will be provided by the University. Any qualifications obtained by the students through Calvary Life Tutors' mediation will also be **announced** to the students at the TC graduation as they appear on stage.

# NQF Unit Standards

*A comparison indicating the correlating of NQF Unit standards to CA material*

## Executive Summary

Recognition of Prior Learning (RPL) in South Africa is critical to the development of an education and training system that is fair to all. Most importantly, it must meet the needs of the learners. RPL is part of the law. It is **defined** in the **National Standards Bodies Regulations** (No 18787 of 28 March 1998, issued in terms of the SAQA Act 58 of 1995) as follows:

### The principles of RPL are:

- Learning occurs in all kinds of situations – **formally, informally and non-formally**;
- Measurement of the learning takes place against **specific learning outcomes** required for a specific **qualification**; and
- Credits are awarded for this if it meets the requirements of the qualification.

Therefore, the **process** of recognising prior learning is about:

- Identifying what the candidate **knows and can do**;
- Matching (assessing) the candidate's **skills, knowledge and experience** to specific standards;
- Crediting the candidate for what occurred in the past.

## Comparison: Our Certificate in Ministry to Unit Standards

Unit Standard No	Unit Standard Title	Credits	NQF level	Book codes
116724	Describe the background, contents and formation of the Bible	8	4	01, 20, 122, 123
116725	Describe Christian foundations in the early centuries	10	4	41, 90,91, 124, 128, 142
116742	Describe and explain the theology of baptism and the baptismal practices of the learner's faith community	5	4	03, 05, V1,V2, 99,100
116744	Describe and apply Christian pastoral counselling skills	10	4	V1-V4, 39, 70,71
116745	Describe and apply Christian Education	10	4	V1, 32, 40, 46
116726	Demonstrate an understanding of Christian Spirituality	10	4	07,08, 22,23, 40, 41,42
116727	Communicate personal faith in a range of contexts	3	4	04, 05, 15, V2
116743	Build relationships with children	15	4	56, 57, 58, 59, 60
116737	Apply key Christian doctrines	5	4	02,03, 06, 95,96
116723	Apply Christian ethical decision-making to current situations	10	4	46, 51,52, 118
	<b>Total Number of level 4 Credits:</b>	<b>86</b>		
115913	Apply basic skills of pastoral care	12	5	V3,V4,20,21,37,38,39,61,62
115919	Conduct a prescribed course for inquirers which promotes Christian belief and discipleship	12	5	24,25, 29-31, 33,34, 39
115970	Develop healing ministry in the church	12	5	04,05,09,10,11,12,13,14,15
115984	Engage in the study and practice of the basics of Christian Spirituality	12	5	16,17, 18, 19, 20, 21
115988	Explain and communicate personal and corporate salvation for the transformation of individuals and communities	6	5	V1-V4, 26-28
116038	Work collaboratively with others towards Christian ministry	12	5	53, 54, 61,62, 79,80
117572	Examine understandings of the Christian Church	6	5	45,47-50, 103
	<b>Total Number of level 5 Credits: (72 required)</b>	<b>72</b>		
	<b>Number of Credits for the qualification (120 required):</b>	<b>158</b>		

## Comparison: Our Diploma in Ministry to Unit Standards

Unit Standard No	Unit Standard Title	Credits	NQF level	Book codes
115909	Access, interpret and apply information in theological contexts	10	5	85,86, 90,91
115924	Demonstrate understanding of mission throughout church history and define personal mission	8	5	92, 106, 128, 130
115932	Describe and apply basic Christian leadership and management	12	5	66,67, 68, 72-74
115910	Describe and apply key Christian teachings of faith communities	12	5	92, 93,94, 105, 133,134,
115956	Describe and implement a Christian management philosophy in the Church in the light of one's theological perspective	12	5	68,69 75,76, 81,82
115959	Describe the theology and practice of Baptism, Eucharist and Ministry and hence the Church's role in society	12	5	79,80, 97-103
115983	Engage in the caring and pastoral ministry of the church	10	5	70,71,88,89,89B, 137,138
115987	Evaluate and understand views of the end times (last things) in order to develop an appropriately goal-orientated Christian life	6	5	100, 104, 136, 144
116000	Interpret the Bible and other Christian sources in their contexts	18	5	85-87, 95, 107, 122-124
116006	Investigate and apply New Testament letters	12	5	129-141
116010	Investigate and critique biblical and modern prophecy	12	5	65, 120,121, 144
116016	Investigate Christian Foundations in the Early Centuries	6	5	90, 91, 103, 128
116018	Investigate Gospels and apply them in context	12	5	124, 125, 125B, 126, 127
116019	Investigate the life and ministry of Jesus of Nazareth	12	5	124, 126,127, 142,143
116022	Lead worship	12	5	35,36, 64, 77,78, 119
<b>Total Number of level 5 Credits: (72 required)</b>		<b>166</b>		
<b>Number of Credits for the qualification (120 required):</b>		<b>166</b>		(Total 324 credits)

## Comparison: Our Bachelor of Ministry to Unit Standards

Unit Standard No	Unit Standard Title	Credits	NQF level	Book codes
115985	Engage with issues of death and life	12	5	43, V2, 70,71
115992	Explore biblical poetry as creative response to God	12	5	119
116025	Outline and apply basic Christian ethics	12	5	46
116034	Work in a local church under supervision	12	5	54, 55, 60, 61,62, 68
<b>Total Number of level 5 Credits:</b>		<b>48</b>		
115906	Analyse and apply key Christian doctrines in context	12	6	95, 96
115914	Analyse and evaluate approaches to church growth in relation to Christian mission	12	6	26-28, 63, 69, 79,80, 117
115917	Analyse and facilitate Christian leadership in church and social contexts	12	6	66, 67, 72-74, 114-116
115921	Apply pastoral counselling skills	12	6	70, 71
115926	Critique and practise models of Christian leadership and management	12	6	66,67, 75,76, 117
115927	Describe and evaluate the life and ministry of Jesus of Nazareth	12	6	98, 124, 135, 142, 143
<b>Total Number of level 6 Credits: (72 required)</b>		<b>72</b>		
<b>Number of Credits for the qualification (120 required):</b>		<b>120</b>		(Total 444 credits)
				(Total required: 360 credits)

## Proof of Prior Learning

The above is proof of what a CA student with a Certificate, Diploma or Bachelor has learned. A transcript and any other evidence necessary, should be acceptable for a qualification to be conferred. This evaluation has in fact been done by SAQA in February 2000 and again on several occasions for individuals seeking a nomination to become a **Chaplain** in the forces.

Should a student therefore seek recognition in the light of the above mentioned **regulation** (No 18787 of 28 March 1998, issued in terms of the SAQA Act 58 of 1995), the above three tables should conclusively illustrate that a repeated evaluation is against the spirit of the RPL principle. The ministry courses were acceptable in 2000. Current students (8500) as well as the 57,000 students of the past, now have the proof in their hands. **What SAQA says about RPL** is made clear in these tables and should be helpful in the process of **recognition** as upheld by the Law.



# Recognition

## UNIVERSITIES

When a student presents any qualification to a University or College (locally or abroad) for evaluation, four factors are usually considered:

- What was the student's **school qualification** (e.g. Matric)
- What was the **content and purpose** of the programme (character and field)
- Is the institution accredited to align to internationally **accepted standards**
- Can the University determine the **content of the curriculum** for RPL

We are making our Ministry programmes known to the various universities. We have developed part-time courses which lead to a Bachelor and Honours programmes, which are recognised by Calvary University (a South African accredited e-Learning University): our students holding these excellent qualifications may continue with an Honours or Masters. Since the B.Min. is a very practical course, it would need a theoretical bridging course into a Theological course. Vice versa, a B.Th. would need supplementing with a **Ministry bridging course** to slot into our typical Ministry training.

The approach that most universities take is that every student is considered on his or her own merit. The arrangement with all co-operating institutions is that for selection they would refer any Calvary student back to us, and we would respond with our recommendation.

Each CLT course has its specific application, and is therefore best suited to train members to be **workers** and **leaders** in a church. Many pastors feel that, having trained their own **leaders**, the B.Min is an excellent finishing course, particularly for **Pastors** of the Pentecostal-Charismatic persuasion.

## CHURCHES

Most churches are now very aware of our Calvary programmes; which some institutions have recognised or accredited through RPL into qualifications. It is up to each Denomination to determine which **induction course** is expected from a pastoral candidate before his or her **ordination**. As time goes by, more and more students achieve the outcomes of our excellent material. The conferred **Bachelor of Ministry** qualification has taken its rightful place as acceptable training for ordained ministers across the world.

# Master Forms

## FORMS DESIGNED TO MAKE LIFE EASIER

Forms give us a standard way of doing repetitive things, especially when academic data is concerned. Some forms are **official documents**\* i.e. the Class Results Record – **CRR**. Others are there for your convenience (draw up your own):

FORMS	THEIR PURPOSE
Registration: Student Details	Gather info & Student signs
Lecture Schedule, Order Record	To plan lectures & books required
Student Computer Record, Learning & Attendance Record, Assignment Marks.	Calvary Academic Platform, Study quality assurance
Class Results Record (CRR)*	Summary of marks: fax through for us to issue Certificates
Tutor Registration	Register on CAP
Student Registration	For degrees at CU

\* This is the only one we need to receive

# Quality Officer

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## THE ROLE OF THE QUALITY OFFICER

It is the normal practice in Distance training organisations that tests and assignments are marked centrally where suitable qualified personnel are available to do learner assessment. Calvary, however, follows a decentralised system where there are about 240 delivery points with officials having specific qualifications. One is called the **Quality Officer** and has an Educational qualification. Due to negotiations in 2000 with SAQA for accreditation (to issue a B.Min), we at that time obtained permission to have a network of delivery points, with assignments and tests marked locally at the delivery point – provided that a **Quality Officer** is on staff.

## QUALIFICATIONS

An acceptable qualification for a Quality Officer is not a Theological one but an Educational qualification, such as is required for a High School teacher: a Bachelor in Education (B.Ed.) or a B.A. plus Higher Diploma in Education (HDE). This officer, together with the Dean (who must be qualified in Ministry or Theology), form the minimum academic personnel requirement for a Tuition Centre to qualify as a **Calvary Tuition Centre**.

## JOB DESCRIPTION

The **Quality Officer** is not required to mark tests but should be well informed about all the educational principles, methods and policies which are prescribed. He/she should be able to advise on solutions to **educational problems**, and be satisfied that all educational requirements have been adhered to. No Academic, Theological or Ministry input is required from the Quality Officer.

## RESPONSIBILITY

All important documents such as the Blue Book (Registration), the **April Report** (numbers of students) and the **Class Results Record** (applying to be evaluated for credits) must be **co-signed by the Quality Officer**. The Dean must, therefore, provide sufficient proof for the Quality Officer to be convinced that these documents are, indeed, a true reflection of the facts.

# *Quality Management*

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## **THE TC NEEDS TO DO SELF-EVALUATION**

Any organisation should regularly look at performance of personnel and the effectiveness of their systems. Evaluation instruments have been developed along **CQA** lines, to interview the lecturers, admin personnel and the Quality Officer – and to place these interviews on record.

## **REFLECTING ON PERFORMANCE**

Students should have the best opportunity for improving their skills and academic competence. Leadership of the Tuition Centre can achieve this by looking at how well the lecturers/facilitators fulfil their task of developing the student's skills as they convey the essence during the various sessions. Lecturers have to be able to communicate, teach, facilitate group discussions, inspire students towards ministry, to correct, counsel and interpret.

## **PLANNING FOR IMPROVEMENT**

This healthy exercise, which should take place on a yearly basis, also results in effective plans for improving personnel – both academic and administrative. Those who are assessed will look forward to work on **capacity-building plans** which they, together with the Dean, have put on paper. Some might be advised to enrol for an IT or Internet training course. Others might enrol for a B.Min programme at the **Calvary University** in order to be able to facilitate training of advanced students.

## **EVALUATE HOW WELL THE PLAN WAS FOLLOWED**

Each previous year's progress will be evident as agreed upon plans are revisited. Everyone involved in the Tuition Centre, (not only the students) will appreciate the growth they experience in various aspects of their lives. This is the essence of the **Quality Management System** – it has a definite and positive purpose. Evidence will also be gathered from the students in their final weeks of study – how well they thought general **information** was communicated to them and how well the **courses** were handled.

# *Yearly April Report*

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## **YEARLY FEEDBACK THE TC GIVES**

On a yearly basis we must receive feedback through a quality review, and this means that some basic information has to come from the Tuition Centres to CLT Administration. Please tell us about:

## **NUMBERS HAVE CHANGED**

There is **no longer any need** to communicate gender and race statistics. Calvary does not discriminate in any way. Some years ago, in CLT across all our Tuition Centres we had approximately 18% Black, 12% Coloured, 7% Indian & 63% White students. We will not enquire about race any more.

## **LECTURERS AT EACH LEVEL**

The Dean is usually also a lecturer. Please include any other pastor who lectures in the Bible School. All other tutors who lecture on an occasional basis should not be forgotten. Count each one only once.

## **CERTIFICATES ISSUED IN 12 MONTHS**

Each issued certificate of 80 credits counts as one. Simply write down the number of successful students in each group from last year until April.

## **RESOURCES AND LECTURER TRAINING**

This gives us an indication of the improvement you are making to the Bible School in the two areas where it counts most. Plan to fund these and encourage colleagues to study further, even if it is a short skills course. Twelve graded question will help us to determine where we can improve.

## **CQA – BLUE BOOK REGISTRATION FOR ACCREDITATION**

CQA sets and operates on 12 clear **Standards for Accreditation**. We have drawn up the **Blue Book** according to those standards, asking 122 questions. We have left out questions which relate to the **Calvary programme** you follow. You are, as a TC by agreement, bound to follow the curriculum and to offer it in the way we prescribe, with each student having their own full set of text books to refer to in their future ministry.

# ***Financial Information***

*The rules governing financial arrangements as students understand them*

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CLT's policy is to provide instructional materials at the lowest possible cost to students. The majority of church members should, therefore, be able to study with their own books, in order to fulfil their calling.

1Tim 4:13; 2Tim 2:14,15; 3:16,17; Rom 15:4; Heb 5:12

## **APPLICATION AND TUITION FEES**

A registration fee, as determined by the Registrar of the local TC, must accompany the application form. When a student is accepted for mentoring, this fee becomes non-refundable.

The monthly fee per single student, and for couples, is limited by CLT at a recommended ceiling fee (R3,700 total), but is determined by local administration (TC) and is paid off over ten months.

The fees include tuition, lecture books, work books, readers, evaluation and certification (but not gowns). This excludes the cost of other recommended books, which is sometimes an optional choice. Since these kind of books were often used when compiling the lecture books it may be wise to consider obtaining such books as well for the library.

## **CANCELLATIONS AND REFUNDS**

We believe that each student will be completely satisfied with their studies. If it is necessary for a student to discontinue studies, the following refund policy will apply:

1. A **written request** for a refund must be received by the TC administration.
2. A valid **reason** must be given for the discontinuation.
3. The student will be refunded for monthly fees for months in **which he has not yet started** studying. We estimate a student to be able to complete 10 credits per month. The registration fee is non-refundable.
4. No refund will be made more than **three months** after the date of withdrawal from studies, or 8 months from date of first registration.

# ***Fees & Refunds***

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## **FINANCIAL ARRANGEMENTS**

Ministry training also involves **character building**. How we handle our financial business is a very important dimension of a Christian's life. The student receives very clear guidelines as to his or her financial commitment during the academic year. Before committing to a series of payments, the students must be sure of their ability to follow through on their undertaking.

## **RECOMMENDED FEES PAID TO THE TUITION CENTRE**

Students study part time – completing one phase per year, equivalent to a qualification after a year and a half and a Diploma after three years. Our fee for each year is split up as a registration fee, and ten monthly payments during the year. This is then repeated for each subsequent year (phase) of study.

## **FEES STRUCTURE 2016: (All fees are finalized at the TC)**

The costs **per phase** (Cert/Dip) are determined by the Centre, e.g.:

- **R3,700** tuition fees, (for example: R500 registration + 10 x R 320)

This brings the total for mentorship for the Cert. and the Diplomas to:

- **Three phases: Cert.Dis. + Dip Lead. + Adv.Dip.: R3700 x 3 = R 11,100**

The B.Min (not issued by us) is mentored by TC tutors in two parts:

The **Shepherding** course and the completion of the **B.Min** course:

- **R9,000 total** (25% on registration, plus 3 payments, including books)

**Note:** These fees do not include any extra offerings a school may arrange

## **REFUND POLICY**

Students are not made liable for their **whole tuition fee** in the event of early cancellation. Only their registration and **past** monthly fees are **not** refunded. Should they decide to stop their studies at any time, and for any reason, they will be able to do so **without paying any future payments**, but must still pay amounts owing up to that date. Books may be withheld if a student's **tuition fee payments** are constantly in arrears.

# ***Financial Accountability***

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## **CONDITIONS FOR HAVING AN ACCOUNT**

We invest great trust in an established Tuition Centre, **allowing some credit** for running the Centre. This trust comes with a few clear conditions.

## **THE CHURCH MUST TAKE ON FINANCIAL RESPONSIBILITY**

We have no contact or recourse to students. It is therefore understood that the local Church will ensure that for large orders the account will be **paid within 7 days of invoice**. Small orders to make up for a few extra students or lost books are consolidated on the statement and are paid 30 days or "early next month". Please withhold textbooks from students "*who did not pay*".

## **THE PASTOR MUST COMMUNICATE**

Every account **statement** is addressed to the Pastor or Dean. This is often passed from one hand to the other, and filed without clear instructions. Non-payments are often due to misunderstandings. Please **communicate!**

## **STUDENTS MUST HAVE A CLEAR UNDERSTANDING**

Students should **sign an undertaking** to submit to the rules of the local TC. The rules should clearly define the expectations you have concerning payment of monthly study fees. **No** books should be issued until paid for!

## **THE MEANING OF 30 DAYS (up to an agreed credit limit)**

A statement is sent out **at the end of the month** indicating invoices made out. When you receive the statement 4 days later and you pay any time during that month you pay 30 days. To pay current you have to pay before the statement is made out. Therefore to pay on 30 days means to **clear the entire account in the month you receive the statement**. We have the policy of **not issuing certificates** to Tuition Centres who are in arrears. **Please note:** we only issue attendance certificates of short courses (not accredited) which are then **RPL**'ed.

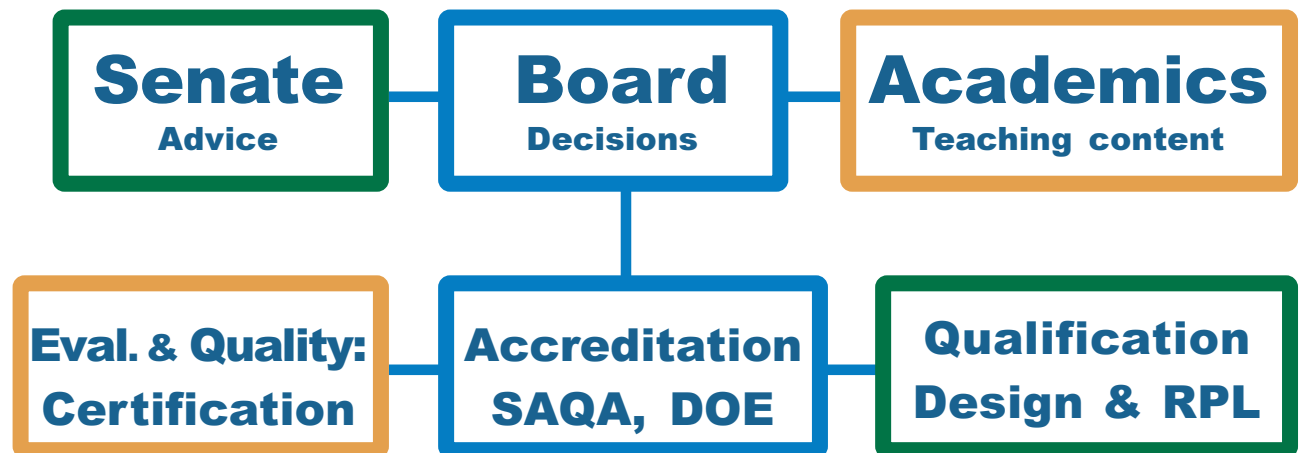
## **AN ACCOUNT MAY BE SUSPENDED (Temporarily no sales)**

We have decided to suspend accounts that drift away despite this clear request. **No** material will be issued until the situation is brought to normality.



# Structure of Calvary University

Governed by leadership structures:



Country-wide training through: **Calvary Colleges**



**Pretoria — HQ**  
Cape Town  
Durban  
Port Elizabeth



Krugersdorp  
Germiston  
Bloemfontein  
East London

An Admin Office sets up on average 5 **CLT area Support Centres** (40):



An SC sets up on average 10 **Calvary Colleges for 23 students** (400):



Up to 150 students

# Area Support Centre

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## Covering South Africa

Nine Campuses are envisioned to serve students and faculty in the major Cities and by 31 Support Centres in towns across the country. They will promote, plan, organise, recruit Tutors, and register students in several Bachelor programmes.

## Promotion

The range of programmes to be offered as Diplomas and Bachelors which are based upon the 3 foundational **Bible School Phases** will be promoted from these 40 support centres (including the 9 campuses).

## New Bible Schools

Since all training starts in Church-based Bible Schools, these kind of Tuition Centres will receive priority in promoting. Attention will be given to towns where there is no presence of any CLT Bible School yet. **Starting support** will be given.

## Recruiting Tutors

Every Calvary student must be allocated to a Tutor which may or may not be a teacher. The Tutor will give academic, moral and spiritual support. Some tutors will also have the opportunity to lecture a selection of lectures for the advanced students who are in **Phase 4 and 5** for a **Bachelor** or **Ph 3 & Ph 4 Skills profession**.

## Bachelor Students — mentored on short courses for RPL

Students who have completed Phase 3 or Phase A (or A + B) may enrol in any one of six Bachelor programmes: Ministry, Counselling, Education (2015), Business Leadership (2015), Business Administration and Arts (a mix) (2018).

## 80 Yearly Lectures

To serve Bachelor students who must attend 30 lectures per Phase of 80 credits, the Support Centres will arrange for **8 lectures** to be offered on one Saturday during **10 months** of the year. Students can select 6 of the 8 lectures on **five** of these Saturdays to fill their quota of class attendance. Some of the lectures will have a spiritual content. The **Support Centre** will pay the lecturers.

## General Area Support

All Tuition Centres will be attached to the Support Centre in their area which is run by an "administrative" person (not a tutor) who works on a part-time basis. TC may obtain support from there and be visited. The Centre will initially be a rented office with one **administrator** and will organise a **library**, **set up Community Colleges**, register **students**, help with the **CAP** and invigilate some **tests**.

# ***Statement of Faith***

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## **PREAMBLE**

Calvary University holds to the  
**fundamental principles of Christian doctrine.**

## **WE BELIEVE ...**

- The Bible, in its entirety, is the fully inspired and only infallible, authoritative Word of God. We accept it as the final authority in all matters of doctrine, faith and life.
- There is one God, who is self-revealed in three persons: the Father, the Son, and the Holy Spirit. These are the three eternal distinctions in one Divine Being.
- The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of God the Father in Heaven, His personal future and visible return to reign in power and glory.
- Man was created good and upright in the image of God, but man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ, the Son of God.
- The only means of being cleansed from sin is through repentance toward God, and faith in the finished work of the Lord Christ Jesus. Man is justified by grace alone and this through faith.
- Those who receive Jesus Christ as Lord and Saviour by faith, are born again by the Holy Spirit and become children and heirs of God receiving eternal life.
- In sanctification through the Word of God, and by the Holy Spirit; by Whose indwelling the Christian believer is enabled to live a life of righteousness and true holiness.
- The bodily resurrection of both the saved and the lost; those who are saved to the resurrection of life and those who are lost to everlasting damnation.
- The Lord Jesus appointed two ordinances – believer's baptism by immersion in water as a public witness and confession of faith and identification with Christ declaring that we have died with Jesus and have also been raised with Him to walk with Him in union and newness of life, which is also symbolical of our being baptized into one body – and the Lord's Supper is the partaking of the emblems, bread and the fruit of the vine, as a memorial of the suffering and death of our Lord Jesus Christ, and a prophecy of His second coming, by all believers, until He comes.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by Whom the Church, the Body of Christ is edified and empowered to carry out Christ's great commission.
- The redemptive work of Christ on the cross provides healing for the whole man – it is the privilege of all believers and as a sign following to confirm the preached Word of God to unbelievers.
- The Church is the body of Christ, the habitation of God through the Spirit, with divine appointment for the fulfilment of her great commission. Each Christian believer who is redeemed by Jesus Christ and regenerated by the Holy Spirit is part of that body. The new birth and a personal confession of Christ are essentials for membership of the local church.

# Key Words

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## TERMINOLOGY IN THIS DOCUMENT

Certain 'educational' words have been used to bring out specific meanings. These will help you to understand some of the unique Calvary concepts.

### **TUITION CENTRE (abbreviated TC)**

Broadly used in place of Bible School, which is commonly the term used for Church-based centres. A **TC** has an identifying 3-digit code, e.g. **789**

### **STUDENT(S)**

Is used in preference to Learner(s); someone who is enrolled for a course.

### **MENTORING**

Is the single most important descriptor in our vocabulary and methodology. It underscores the very heart of our philosophy and methodology. Every student having a **Calvary tutor**, experiences a process of being mentored. To us, the Biblical way of learning is through **disciple making** which is by means of contact to transfer character, life principles and faith. It entails far more than subject tutoring.

### **LECTURER(S)**

They facilitate Certificate, Diploma and Advanced Diploma in Ministry students in classes. They must, themselves, have an Adv.Dip. to lecture to Certificate students, and a Bachelor to lecture to Advanced Diploma students. This rule applies to a Tuition Centre, **5 years** after it has started up.

### **TUTOR(S)**

Guide individuals or group sessions for Bachelor studies, or others who need a tutor. They must have a Bachelor degree as well as teaching skills.

- The name **TUTOR** is also used to describe those who mentor students far away from a TC. This prevents those students falling into common errors of distance students. At least a Diploma is required to qualify as such a Tutor (who is registered at a Tuition Centre).
- **Calvary Area Mentors** are coaches appointed at Support Centres, who are in a servant-leadership capacity – most of them are directly active in the TC system as deans of a successful Tuition Centre, and are available for counselling or advice to new Tuition Centres.

# *Calvary Life Tutors*

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The *Calvary Academics* programme offered by CLT consists of about 5,800 pages of material which is used in part time lectures over three years at over 240 local Bible Schools. Three years (phases) lead to an Advanced Diploma in Ministry, and open the way to six accredited Bachelor degrees (one being Ministry) offered by Calvary University.

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 make disciples and train pastors for their ministry.

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

With students enrolled throughout SA, courses are now on an accepted standard for a Certificate, Diplomas and Bachelor of Ministry. We mentor students to earn a Bachelor of Ministry degree and in Bible Schools we offer undergraduate short courses *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 accreditation (No 19604/2C/12) in 2012. 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 leaders.”

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