



Vocational Education Handbook 2018



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This Handbook is published by the Adelaide College of Divinity Inc. and contains information about ACD Vocational Education and Training (VET) courses. Every effort has been made to ensure the accuracy of the Handbook at the time of printing. Please contact the ACD Student Services or the ACD website for up to date information.

Student Services

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Mission Statement:

ACD is committed to equipping men and women in an environment which fosters mutual learning and dialogue in theological education.

Vision Statement:

ACD VET is committed to developing practical and theological knowledge which has implications in the real world.

Theological Framework:

ACD has always been a place of ecumenical learning, formed in 1979 when several different denominations came together to offer an institution of high quality theological and ministry orientated teaching.

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Welcome to Adelaide College of Divinity Vocational Education & Training (VET) Department

Courses offered by Adelaide College of Divinity Vocational Educational and Training

Overview:

The *Certificate IV in Christian, Ministry and Theology* (10496 NAT – Adelaide College of Divinity 4836). offers students a foundation in Christian ministry as well as the outworking of Theology in practice. It will equip lay people for ministry and leadership within the local church, workplace, and general faith life of the individual as well as enhance personal growth.

Intern Year

Intern Year is a young adult program for 18 to 25 year olds who are active members of their local congregation and seek to grow as a leader, live life with purpose and learn the foundations of Christian discipleship, ministry and mission. Intern Year students join a community of students and undertake units in the nationally recognized Certificate IV in Christian Ministry and Theology. (10496 NAT – Adelaide College of Divinity 4836). Please contact the college on 08 8416 8400 or info@unitingcollege.edu.au for more details.

Application Procedure

Admission and Enrolment

Visit www.acd.edu.au for information and to apply for admission and enrolment. Contact ACD Student Services for further information. 08 8416 8420

Credit Transfer and Recognition of Prior learning (RPL)

Students who have undertaken previous study may apply for credit transfer into the Certificate IV in Christian Ministry & Theology.

Students who bring with them knowledge and abilities gained as the result of work experience and/or life experience may be granted Recognition of Prior Learning (RPL) or credit toward studies in the Certificate IV in Christian Ministry & Theology.

ACD-VET promotes acknowledgement of traditional and non-traditional forms of learning as valid pathways for recognition of competency achievements. RPL is an assessment process that provides acknowledgement of the skills and knowledge gained through like experiences, work experience, previous training, and formal education.

Also, students will gain cross credit for completed units of the previously offered CIV course, Christian Life and Ministry. This may involve some gap training or the provision of further evidence from students dependent on what was previously completed. Credit transfer information and processing forms are in process of development to ensure all students affected can be assisted to carry credit to the new course. Students who have commenced the same course with another RTO receive credit for previously completed units on production of their statement of attainment.

Unit information

CMT CORE UNITS

CMTTHE401 Interpret and discuss Christian Scripture and Theology

This unit applies to individuals working in Christian communities who need to understand and discuss different theological beliefs and issues with others.

Within this unit you will learn about the person, nature and work of Jesus Christ and you will explore methods of evangelism for sharing Jesus Christ with others.

CMTTHE402 Interprets theological data

This unit applies to individuals working in Christian communities who need to interpret and communicate theological information in a specific context.

Within this unit you will study an overview of the Scriptures, with an emphasis on the Gospels. The main aim of this unit is to equip you with strategies for interpretation and application of the Scriptures.

CMTTHE403 Compare and present information on a theological theme or issue

This unit applies to individuals working in Christian communities who need to understand and present information on specific theological themes and issues relevant to the specific community.

Within this unit you will cover the major theological beliefs within Christianity and consider its implications to specific groups.

CMTTHE404 Compare and apply new theological insights

This unit applies to individuals working in Christian communities who need to apply personal insights regarding theological issues from a faith perspective.

Within this unit you will be learning about discipleship and the living out of your Christian faith. This unit will take a personal and practical approach to spiritual formation through the experiential engagement in different spiritual practices.

CMTMIN401 Explain the application of Christian ethics to contemporary life issues

This unit applies to individuals who need to explain and apply Christian ethics to contemporary life issues within a Christian community.

Within this unit you will learn about the formation of the Uniting Church with a particular focus on the Basis of Union and its application to ministry. This unit will also focus on ethics and its implications in practice.

CMTMIN402 Communicate theological information

This unit applies to individuals working in Christian communities who assist other community members to understand theological information through effective presentation.

Within this unit students will be equipped with knowledge and skills to be able to lead a worship service, administer the sacraments and preach a basic sermon.

Completion of CMTTHE402 is an essential requirement to commence this unit.

ELECTIVE UNITS

CHCDIV001 Work with diverse people

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.

This unit applies to all workers but will specifically apply to those working in Christian communities.

CHCVOL002 Lead volunteer teams

This unit describes the skills and knowledge required to lead and develop teams of volunteers using a participative approach and in line with organisation standards for volunteer work.

This unit applies to volunteers and Church staff who are responsible for leading small teams of other volunteers in a range of sectors.

Within this unit you will learn Christian Leadership principles and have the opportunity to reflect and develop your own areas of strength and weakness.

CHCCOM002 Use communication to build relationships

This unit describes the skills and knowledge to apply specific communication techniques to establish, build and maintain relationships with clients, colleagues and other stakeholders based on respect and trust.

This unit applies to work across a range of workplace contexts where workers at all levels may communicate with individuals and/or groups both in person and in writing. Within this unit the specific focus will be on those working in Christian communities.

2019 Timetable

Term 1			
Week	Date	Time: 9:30 – 12:30	Time 1:30 – 4:30
0	31 st Jan	Orientation Day	
1	7 th Feb	'Discipleship' CMTTHE404 Compare and apply theological insights Jessie Sanders	'Scriptures' CMTTHE402 Interprets Theological Data Adrian Blenkinsop
2	14 th Feb		
3	21 st Feb		
4	28 th Feb		
5	7 th March		
6	14 st March		
7	21 th March		
8	28 th March		
9	4 th April		
10	8-11 th April	CHCDIV002 Working with Diverse People Susan Doughty	

Term 2			
Week	Date	Time: 9:30 – 12:30	Time 1:30 – 4:30
1	2 nd May	'Jesus Christ' CMTTHE401 Interpret and discuss Christian Scriptures and theological insights Treena Denny	'Ethics' CMTMIN401 Explain the application of Christian Ethics to contemporary life issues Elaine Ledgerwood
2	9 th May		
3	16 th May		
4	23 rd May		
5	30 th May		
6	6 th June		
7	13 th June		
8	20 th June		
9	27 th June		

Term 3			
Week	Date	Time: 9:30 – 12:30	Time 1:30 – 4:30
1	25 th July	'Leadership' CHCVOL002 Lead Volunteer Teams Stephanie Tai	'Communication' CHCCOM002 Use communication to build relationships Anne Hewitt
2	1 st August		
3	8 th August		
4	15 th August		
5	22 nd August		
6	29 th August		
7	5 th September		
8	12 th September		
9	19 th September		

Term 4			
Week	Date	Time: 9:30 – 12:30	Time 1:30 – 4:30
1	17 th October	'Worship and Preaching' CMTMIN402 Communicate Theological information Treena Denny	'Belief' CMTTHE403 Compare and present information on a theological theme or issue Adrian Blenkinsop
2	24 th October		
3	31 st October		
4	7 th November		
5	14 th November		
6	21 st November		
7	28 th November		
8	5 th December		
9	12 th December		

General information for students

The Adelaide Theological Library at Adelaide College of Divinity

The ATL plays a vital role in the academic and community life of the ACD. The libraries strengths lies in the area of biblical studies, as well as their holdings of theological and ministry journal series. They

have a strong collection of books and online material to support the learning, training, and teaching that happens within the departments of the ACD.

Student ID Cards:

All enrolled students are eligible to be issued with a Student Identification Card from the Adelaide College of Divinity.

Please contact Student Services for Student ID via email college.divinity@flinders.edu.au.

Extensions:

All assessments are due on the dates indicated in your student unit outline and on ACD Online. If you require an extension you will need to abide by the policies and procedures of the ACD in regard to extensions and ensure you request the extension via ACD online. [Extension Form Request](#).

Plagiarism:

Plagiarism is the use of another person's words or ideas as if they were one's own. It may occur as a result of lack of understanding and/or inexperience about the correct way to acknowledge and reference sources. It may result from poor academic practice, which may include poor note taking, careless downloading of material or failure to take sufficient care in meeting the required standards.

Please read the ACD definition of plagiarism. [Link](#)

Referencing

You must reference your sources in all your assessments. Refer to the Assessment Guidelines document for information on how to reference. [Assessment Style Guide](#).

ACD Student Policies

Please view this [link](#) to access policies that are relevant to Student life including:-

- Equal Opportunity Policy
- Inclusive Language Guidelines
- Grievance Procedures.
- Student Fee Policy.
- Students with Disabilities Policy

Fees and Finance

2019 Student fees:

\$430 per unit.

Scholarships:

There are some scholarships available. Refer to the Uniting College website for information about what scholarships are available. You can apply for this as a part of your online enrolment process.

Entry requirements

You will be asked to complete some questions and engage in an activity as part of your enrolment. The purpose of this is to identify if any learning needs you may have so that we may assist you.

In order to engage in this course it is expected that you are an active committed member of a church congregation where you have opportunity to serve and lead.

In order to complete unit CHCVOL002- Lead Volunteer Teams, you will need to have leadership over at least 2 people for 30 hours.

VET Teaching Team



Jessie Sanders

VET Co-ordinator

Unit teacher:

- CMTTHE404: Compare and apply new theological insights. 'Discipleship and Spirituality'



Stephanie Tai

Unit teacher:

- CHCVOL002 Lead Volunteer Teams. 'Leadership'



Adrian Blenkinsop

Unit teacher:

- CMTTHE402. Interpret Theological Data. 'Scriptures'
- CMTTHE403. Compare and present information on a theological theme or issue. 'Christian Beliefs'



Treena Denny

Unit Teacher:

- CMTTHE401 Interpret and discuss Christian Scripture and Theology. 'Knowing and Sharing Jesus Christ'
- CMTMIN402 Communicate theological information. 'Worship and Preaching'



Elaine Ledgerwood

Unit Teacher:

- CMTMIN401. Explain the application of Christian Ethics to contemporary life issues.



Susan Doughty

Unit Teacher:

- CHCDIV001: Work with Diverse People.



Anne Hewitt

Unit Teacher:

- CHCCOM002: Use Communication to Build Relationships.

