



**Adelaide College
of Divinity**

Vocational Education Training Courses VET

Certificate IV in Christian Life and Ministry

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Welcome to Adelaide College of Divinity

The Adelaide College of Divinity (ACD) provides an ecumenical environment for the delivery of accredited VET and higher education teaching, research and resourcing in ministry and theology for the full spectrum of adult learners.

We are committed to being an inclusive learning community that addresses and responds to the needs of individuals in an open and consultative way.

ACD is also Registered Training Organisation (RTO) in the vocational education sector, and we offer accredited courses at Certificate IV level in Christian Life and Ministry.

The ACD is the Department of Theology for Flinders University. This partnership means students may choose from theology and ministry pathways.

What you learn at ACD will benefit your career, your life and your potential for contribution to the world. Students leave us having a greater understanding of ministry, divinity and theology and their importance to the world we live in and make for future generations.



More about the Adelaide College of Divinity



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

ACD is the only college of divinity associated with a South Australian University, The Flinders University Department of Theology.

ACD has one of the largest theological libraries in South Australia.

Students at the Adelaide College of Divinity are exposed to a wide range of faculty from different denominations for example, Anglican, Baptist, The Salvation Army, Lutheran, Uniting Church and Catholic faiths.

ACD has a balance of gender equity across the faculty and in leadership positions.

Objectives of the Adelaide College of Divinity

Preamble

The ACD is committed to an environment that fosters mutual learning, partnership and dialogue in tertiary theological education. The ACD strives for excellence in educational practice in teaching and learning.

Objectives

To provide students with the opportunity to:

- prepare for lay and ordained ministries through the acquisition of the knowledge, skills and attitudes necessary for ministry and mission
- acquire the knowledge and skills which will enable them to take their place confidently in Church and society and to contribute to both
- undertake academic study from Certificate to Doctoral level, whether training for ministry or exploring Christian theology out of interest
- undertake in-service training
- develop the willingness and the ability to examine critically the Christian theological tradition and bring that tradition into dialogue with the issues of contemporary society including:
 - the plurality of Australian life and culture, especially the diversity of its spiritual and religious expressions, and of the opportunities for conversation and dialogue that this offers to Christian theology, ministry and mission
 - The ethical and social justice issues engaging Church and society
 - Embark on a journey of lifelong learning

To provide staff and students with the opportunity to:

- undertake individual and collaborative research and publication that will develop our theological heritage, enrich our teaching and provide resources and insights that will enable the churches and the community to face the scientific, ecological, economic and social challenges of the future
- continue their professional formation
- grow personally and spiritually

Courses offered by the ACD

The Adelaide College of Divinity (ACD) offers VET courses and higher education courses at the undergraduate and postgraduate levels.

Vocational Education Training Courses (VET)

As a Registered Training Organisation, the ACD offers the VET accredited Certificate IV in Christian Life and Ministry.

This course provides foundations in understanding the Bible and Christian teachings, leadership in ministry and growth in Christian discipleship. Details of VET courses are provided in this volume of the Adelaide College of Divinity Handbook.

To achieve the qualification, the learner must complete 13 units, 8 core units equal to 505 hours and at least 5 electives totaling at least 260 hours to bring the volume of learning to at least 765 hours.

Undergraduate

At the undergraduate level the Adelaide College of Divinity offers three courses:

- **Diploma of Ministry**
- 1 year of full-time study or part-time equivalent
- **Associate Degree of Ministry**
- 2 years of full-time study or part-time equivalent, and the
- **Bachelor of Ministry**
- 3 years of full-time study or part-time equivalent

Postgraduate

At the postgraduate level the Adelaide College of Divinity offers:

- **Graduate Diploma in Ministry or Resource Ministry** (exit award from Master's degree) 1 year of full-time study or 2 years part-time
- **Master of Ministry**
- 4 years of part-time study
- **Doctor of Ministry**
- 6 years of part-time study

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 recognised Certificate IV in Christian Life and Ministry. (10496 NAT – Adelaide College of Divinity 4836). Please contact the college on 08 8416 8400 or info@unitingcollege.org.au for more details.



Application Procedures

Admission and Enrolment

Contact ACD Student Services for course information. You may then be referred to the VET Coordinator for advice and discussion.

Complete application for admission and enrolment form. Evidence of any prior study may be attached to the application form.

Credit Transfer and Recognition of Prior learning (RPL)

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

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) credit toward studies in the Certificate IV in Christian Life & Ministry.

Articulation with ACD Undergraduate Courses

Students who complete the Certificate IV in Christian Life and Ministry may meet the admission requirements for entry to the ACD Diploma or Bachelor of Ministry.

Enrolment and Assessment Deadlines 2017

Currently enrolment for study in the external mode occurs every month from February to late October, as shown in the table below. There is a twenty week period of study for each cohort.

Each month there is an enrolment cut-off date and students may not enrol after this date. The cohort of students enrolling by an enrolment cut-off date must submit all their assignments as indicated in their study package and no later than the assessment due date for the cohort.

Please note these dates and the frequency of them is subject to change. Please contact Student Services for up to date information.

External Mode of Study

Cohort	Enrolment Cut-off	Start Date	Due Date
February 2017	30 January 2017	13 February 2017	30 June 2017
March 2017	24 February 2017	13 March 2017	28 July 2017
April 2017	24 March 2017	10 April 2017	25 August 2017
May 2017	21 April 2017	8 May 2017	22 September 2017
June 2017	26 May 2017	12 June 2017	27 October 2017
July 2017	23 June 2017	10 July 2017	24 November 2017
August 2017	21 July 2017	7 August 2017	22 December 2017*
September 2017	25 August 2017	11 September 2017	26 January 2018*
October 2017	22 September 2017	9 October 2017	23 February 2018
November 2017	20 October 2017	6 November 2017	23 March 2018

***Note: assignments may not be marked during December to January due to availability of assessors.**

Face to Face Mode of Study please refer to the ACD website www.acd.edu.au

Units Offered in 2017

The following VET units are planned to be offered in the external mode in 2017.

Please note that the availability of units may change. For up to date information please check the ACD website www.acd.edu.au or contact ACD Student Services.

Unit Code	Unit Title	Hours
Core Units		
CLMCHS401A	Engage in the Christian Scriptures to contribute independently in Christian ministry	60
CLMGOS401A	Engage in the Gospels to contribute independently in Christian ministry	80
CLMCHB401A	Engage in Christian Belief to contribute independently in Christian ministry	60
CLMCHL401A	Engage in the Christian life to contribute independently in Christian ministry	60
CLMCAM401A	Engage in culturally appropriate mission to contribute independently in Christian ministry	80
CLMMIP401A	Engage in ministry practice to contribute independently in Christian ministry	60
CHCCOM403A	Use targeted communication skills to build relationships	55
CHCGROUP403D	Plan and conduct group activities	50
Elective Units		
CLMPMS401A	Engage in the Psalms to contribute independently in Christian ministry	80
CLMCHH401A	Engage in our Christian Heritage to contribute independently in Christian ministry	80
CLMSIT401A	Engage in a special interest area of theology to contribute independently in Christian ministry	50
CLMSIM401A	Engage in a special interest area of ministry to contribute independently in Christian ministry	50
BSBCMM401A	Make a presentation	30
*BSBMGT401A	Show leadership in the workplace	50
*TAEDEL401A	Plan organize & deliver group based learning (delivered as Godley Play training)	30

***Only available as a face to face unit**

Information for VET Students

Advice and assistance regarding enrolment or coursework should be directed initially to the VET Administrator:

- Phone: 08 8416 8400
- Email: VET@unitingcollege.org.au

ACD Website

The ACD website is updated regularly and students should check for updates and any amendments, as well as for events on-campus: www.acd.edu.au

Certificate

A qualification in the VET sector, which can be awarded at levels I, II, III, IV or Diploma. The ACD offers a certificate course at level IV.

Change of Enrolment

Any amendments to enrolment must be advised in writing to the VET Administrator.

Change of Name, Address and Contact Details

The ACD must be notified of any change of address or contact details.

Classes

Most units will be studied by external study. Some classes may be conducted at the ACD Campus, 34 Lipsett Terrace, Brooklyn Park or at local Churches.

Cohort

A cohort is all student enrolments within a prescribed period: each cohort has specific dates set for enrolment, commencement of study and completion of work/assessment requirements. In 2017 there are ten cohorts: one for each month from February to November.

Computer Access

Online components are being introduced in all units: to participate in the online component students must have access to a computer and the internet.

Course

A course is a program of study leading to an award for example a diploma or a certificate. A course comprises specified core units and elective units and a total number of nominal hours. Course requirements, policies and procedures and fees apply equally to all students irrespective of their mode of study: internal or external.

Elective Units

Units which can be chosen to support core units.

Extensions

Students having difficulty in meeting the assignment deadlines must apply for an extension of time as soon as practicable to the VET Administrator.

External Mode

A unit which does not require attendance on campus and is delivered through a learning package: the material is delivered on- line or in printed form, depending on the unit being studied. Enrolment, dispatch of study materials, and marking of assignments will not normally be available during December - January period.

Nominal hours

A measure of total workload in a unit. Each unit has a nominal hour value. Nominal hours includes all time spent by the student in class and private study. Each course has a set minimum and maximum number of nominal hours.

Prerequisite

A prerequisite is a unit or units which must be completed before another unit may be studied.

Results

The result recorded for satisfactory completion of a unit is CA Competency Achieved. CNA indicates Competency Not Yet Achieved.

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.

Unit

A unit is a prescribed amount of academic work for which a final competency result grade is recorded.

Workload

VET units are designated in nominal hours. An 80 hour unit requires about 80 hours to complete, including learning activities and assessment work. However, this will vary depending on the student's initial level of competency and the forms of assessment undertaken. After enrolling and receiving study materials for their unit, students need to plan their studies carefully so that work is finished within the twenty week study period.

Fees and Finances

Tuition Fees

Tuition and other fees for all ACD courses are set annually and are also published on the ACD website. All tuition fees are paid to the ACD at time of enrolment.

In 2017 the tuition fees for VET units of study is \$430.00.

Other Costs

Some units of study have other costs in addition to the tuition. For example, if a unit is taught on an intensive residential basis then students will need to organize and pay for accommodation and transport.

Contact ACD Vet Administrator Officer for information regarding any additional costs.

Austudy/Youth Allowance

Students may be eligible for the above allowances if they are enrolled in at least 75% of the normal full-time work load.

Enrolment in less than 75% of a full-time work load is considered part-time. The nominal hours for full-time and part-time work load is illustrated in the table below.

Workload	Minimum hours per academic year
Normal full-time work load	795 hours per academic year
75% of full-time workload	596 hours per academic year
Part-time work load	Less than 596 hours per academic year

Further information on Austudy and Youth Allowances may be obtained from your nearest Centrelink office.

Students receiving Austudy or Youth Allowance must notify Centrelink if their enrolment falls below full-time load in any half academic year. The national Centrelink contacts are 13 24 90 website www.centrelink.gov.au.

Certificate IV in Christian Life and Ministry

Course National Code: 10496NAT

This course is designed to prepare people in a range of roles in today's Christian churches including:

- Lay Preachers
- Worship Leaders
- Youth and Children's Leaders
- Bible Study leaders
- Ministry of Pastor

Vocational and Educational Outcomes

Students will gain a range of knowledge and skills:

- a broad base of Biblical and theological knowledge including some theoretical concepts
- knowledge of Christian doctrine and features which are distinctive to their own denomination, whilst maintaining a respect for the beliefs of other denominations
- ability to share this knowledge with others in a small group
- experience with a range of spiritual practices
- interpersonal skills for one to one and small group work, and communication skills to guide others
- skills and knowledge to apply in a variety of life and ministry contexts including in depth in particular areas of expertise
- ability to apply solutions to a range of unpredictable problems in a leadership setting

Length of course

The range of nominal hours for the Certificate IV in Christian Life and Ministry is a minimum of 765 hours, up to a maximum of 905 hours. This requires one year of full-time study or the equivalent part-time. The course is available by full-time and part-time study. Students must complete at least the minimum number of hours set for the course in which they enrol.

Course Structure

Students complete eight core units and at least 5 elective units.

The core units comprise theological and ministry units and communication skills units equating to 505 hours.

Electives are then selected by the student to equate to a minimum of 765 hours. Students choose elective units according to their interests or chosen ministry specialisation. Electives can be selected from different course levels, and a higher level core unit may also be substituted.

Nominal Hours for Units

Units are defined in nominal hours. The nominal hours for a unit are the estimated minimum time for all learning and assessment in a unit, including classroom time and private study time.

Flexibility

The course has been designed to allow students to follow their particular interests in ministry, and have the flexibility of including units of competency from National Training Packages.

Prerequisites

When a unit specifies a prerequisite unit, the prerequisite must be completed before the unit can be studied.

This may boost the number of hours that the student needs to complete their course within the range of hours stated.

Ministry Specialisations

Within the general course rules, specialised pathways have been designed to provide a specific focus of interest or preparation for particular roles. Within the Certificate IV course a specialisation is available to meet the Uniting Church requirements for preparation for the ministry of Lay Preachers.

Availability

Please note that not every unit will be offered in a particular year: refer to the list of units planned to be taught in 2017. Please contact the ACD to confirm unit availability.

Certificate IV in Christian Life & Ministry (CIVCLM) Study Program

Must complete 8 Core units (total 505 hours)

Minimum 765 nominal hours required to complete certificate IV. (Core units + electives)

Core - 80 Hour Nominal Units

CLMCAM401A Engage in Culturally Appropriate Mission to contribute independently in Christian Ministry

Core - 60 Hour Nominal Units

CLMCHS401A Engage in the Christian Scriptures to contribute independently in Christian Ministry

CLMCHB401A Engage in Christian Belief to contribute independently in Christian Ministry

CLMCHL401A Engage in the Christian Life to contribute independently in Christian Ministry

CLMMIP401A Engage in Ministry Practice to contribute independently in Christian Ministry

Core – 55 Hour Nominal Units

CHCCOM403A Use Targeted Communication Skills to Build Relationships

Core – 50 Hour Nominal Units

CHCGROUP403D Plan and Conduct Group Activities

Plus one of the following units

Core -80 Hour Nominal Units

CLMGOS401A Engage in the Gospels to contribute independently in Christian Ministry

CLMLOP401A Engage in the Letters of Paul to contribute independently in Christian Ministry

CLMPEN401A Engage in the Pentateuch to contribute independently in Christian Ministry

Elective Units 5 or more units minimum 260 hours – core units not used above may also be counted

Elective – 80 Hour Nominal Units

CLMBOR401A Engage in the book Revelation to contribute independently in Christian Ministry

CLMPMS401A Engage in the Psalms to contribute independently in Christian Ministry

CLMOTH401A Engage in the Old Testament Historical Books to contribute independently in Christian Ministry

CLMCHH401A Engage in Our Christian Heritage to contribute independently in Christian Ministry

CLMCCA401A Engage in Christianity and the Creative Arts to contribute independently in Christian Ministry

Elective – 70 Hour Nominal Units

CHCCD413E Work within Specific Communities

Elective -60 Hour Nominal Units

CLMBTH401A Engage with a Biblical Theme to contribute independently in Christian Ministry

Elective – 50 Hour Nominal Units

CLMSIT401A Engage in a Special Interest Area of Theology to contribute independently in Christian Ministry

CLMSIM401A Engage in a Special Interest Area of Ministry to contribute independently in Christian Ministry

BSMGT401A Show Leadership in the Workplace

Elective – 40 Hour Nominal Units

CHCHILD404B Support the Rights and Safety of Children and Young People

CHCYTH301E Work Effectively with Young People

Elective – 30 Hour Nominal Units

TAEDEL401A Plan, Organise and Deliver Group Based Learning

BSBCMM401 Make a Presentation

Elective – 20 Hour Nominal Units

HLTHIR403C Work Effectively with Culturally Diverse Clients and Co-Workers

Unit Codes

Each unit of competence has a unit code and title. The unit code identifies the area of study with letters and the level of study with digits.

	Unit Code	Letters & digits in the unit code	Example
Area of study	First three letters	The broad area of study CLM Is a Christian Life & Ministry Unit Other letters indicate what National Training package they are from. E.g. CHC is the Community Services Training package	CLMxxxxxxx CHCxxxxxxx
	Next two to five letters	The specific area of study E.g. specific area Letters of Paul in broad area CLM E.g. specific area Communication in the Community Services Training package	CLMLOPxxxx CHCCOMxxxx
Level of Study	First Digit	The course level of the unit 4 represents Certificate IV level	CLMLOP4xxx
Unique Unit Identifier	Next two digits	The unique number of the unit in the specific area of Study i.e. 01, 02 etc E.g. first unit in the letter of Paul specific area	CLMLOP401x
	Final letter	The version of the unit E.g. first version of the Letter of Paul unit	CLMLOP401A

Unit Descriptions

Each unit description summarises the skills and knowledge developed and the essential unit outcomes, the elements of competency.

The Christian Life and Ministry units, those with a unit code that begins with CLM, are relevant for people in a leadership role within a church, para church, community or mission organisation or an informed person who wishes to increase personal knowledge of and gain a greater understanding of Christianity, the Bible, ministry and mission.

Other units are drawn from a range of Training Packages, providing complementary skills and knowledge that can be applied in Christian life and ministry. The Training Packages include Business Services (BSB code), Community Services (CHC code), Health (HLT code) and Training and Education (TAE code).

BSBCMM401A Make a Presentation

Nominal hours: 30

This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience. This unit applies to learners who may be expected to make presentations for a range of purposes, enabling well developed communication skills in presenting a range of concepts and ideas. *The focus of this unit will be on Preaching in the Uniting Church.*

Elements of Competency

- Prepare a presentation
- Deliver a presentation
- Review the presentation

BSBMGT401A Show Leadership in the Workplace

Nominal hours: 50

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values. It applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These managers have a strong influence on the work culture, values and ethics of the teams they supervise.

Elements of Competency

- Model high standards of management performance and behaviour
- Enhance organisation's image
- Make informed decisions

CHCCD413E Work within Specific Communities

Nominal hours: 70

This unit describes the knowledge and skills required to work with individuals or groups in specific communities. The unit is intended for application within a community work or community development work context

Elements of Competency

- Define the issues of specific communities or groups
- Undertake relevant work in the context of specific communities or groups
- Evaluate work undertaken within specific communities

CHCCHILD404B Support the Rights and Safety of Children and Young People

Nominal hours: 40

This unit describes the knowledge and skills required to address duty of care requirements, working within an ethical framework and applying relevant legislation, codes of conduct, international agreements (such as Convention on the Rights of the Child (CROC), policies and procedures in identifying, responding and supporting children's and young people's rights and safety. The unit applies to workers involved in delivering services to children and young people, including in community services, health, policing, youth work, recreation, family services, education, alcohol and/or other drugs work (AOD), mental health, youth work and other services to children.

Elements of Competency

- Implement work practices which support the protection of children and young people
- Identify indicators of abuse and act appropriately
- Apply ethical practices and safeguard the rights and interests of children and young people

CHCCOM403A Use Targeted Communication Skills to Build Relationships

Nominal hours: 55

This unit describes the knowledge and skills required to apply specific workplace communication techniques to build and maintain relationships with clients and colleagues based on respect and trust. The communication skills described in this unit should be applied to target specific communication issues and may be applied across a range of workplace contexts involving application of a range of communication strategies to address specific needs and issues, working with various levels of social and cultural diversity.

Elements of Competency

- Communicate effectively with clients and staff
- Contribute to the implementation of effective communication strategies
- Use specific communication techniques to maintain constructive interaction
- Facilitate discussions
- Identify communication strategies to build relationships with clients who are involuntary or present communication challenges

CHCGROUP403A Plan and Conduct Group Activities

Nominal hours: 50

This unit describes the knowledge and skills required to participate in, establish and lead a range of informal and formal groups in a variety of settings. This unit may be applied to group work in a range of community service settings.

Elements of Competency

- Address resourcing issues for group activities
- Coordinate a group planning process
- Manage group processes including responding to conflict
- Evaluate group activities.

CHCYTH301E Work Effectively with Young People

Nominal hours: 40

This unit describes the knowledge and skills required to work with and for young people within an ethical, social, political and economic context. This unit may apply to community services work in a range of contexts.

Elements of Competency

- Develop a professional rapport with young people
- Address issues associated with the culture of young people
- Recognise that youth culture is distinct

CLMBOR401A Engage in the Book of Revelation to contribute independently in Christian Ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to engage with the Book of Revelation, discover its relevance for today, and be able to communicate this in a small group or one to one setting. It enables the learner to gain a greater understanding of the Bible and Christianity, and improve leadership and group communication skills.

Elements of Competency

- Teach others the distinctive features of the Book of Revelation
- Survey and discuss with others the contents of the Book of Revelation
- Examine and respond to representative passages
- Evaluate and utilise resources appropriate to the Book of Revelation
- Discuss themes derived from the Book of Revelation in a contemporary setting

CLMBTH401A Engage with a Biblical Theme to Contribute Independently in Christian Ministry

Nominal hours: 60

This unit provides the skills and knowledge required for learners to critically explore a Biblical theme and express it in practical actions of Christian ministry. It enables the learner to gain a greater understanding of Christianity, ministry, outreach and mission and improve leadership and group communication skills.

Elements of Competency

- Teach a Biblical theme to others
- Demonstrate the application of the Biblical theme in personal life
- Demonstrate application of the Biblical theme in a group setting

CLMCAM401A Engage in Culturally Appropriate Mission to Contribute Independently in Christian Ministry

Nominal hours: 80

This unit provides the skills and knowledge to engage in culturally appropriate mission, particularly within the Australian context. It enables the learner to gain a greater understanding of cultural and religious diversity, and improve leadership and group communication skills.

Elements of Competency

- Engage in Christian mission, evangelism and discipleship
- Share the Christian faith with people in a culturally appropriate manner

- Communicate respectfully and appropriately in a cross-cultural environment
- Respond respectfully to the cultural and religious diversity of others

CLMCCA401A Engage in Christianity and the Creative Arts to Contribute Independently in Christian ministry

Nominal hours: 80

This unit provides the skills and knowledge required for learners to express and apply an understanding of the relationship between creative arts and Christian Spirituality, in the contexts of prayer, worship, Christian ministry and communication of the Gospel. It enables the learner to gain a greater understanding of Christianity, ministry, outreach and mission and improve leadership and group communication skills.

Elements of Competency

- Teach the place of creative arts in Christian spirituality to others in a small group
- Lead discussion on the role of creative arts within society
- Interpret and create artistic pieces
- Utilise the creative arts in Christian Ministry

CLMCHB401A Engage in Christian Belief to Contribute Independently in Christian Ministry

Nominal hours: 60

This unit describes the skills and knowledge required for learners to engage with and identify key Christian beliefs and doctrines, and apply them to their lives and ministry setting. It enables the student to gain a greater understanding of the Bible and Christianity, and improve leadership and group communication skills.

Elements of Competency

- Outline to others key doctrines of Christianity
- Lead small group discussion on Christian responses to these doctrines
- Select and critique these doctrines to share with others
- Use these doctrines in contemporary Christian practice and worship

CLMCHH401A Engage in our Christian Heritage to Contribute Independently in Christian Ministry

Nominal hours: 80

This unit provides the skills and knowledge required for learners to develop a broad appreciation of their Christian heritage both within and outside their own denomination to inform their ministry practice. It enables the learner to increase personal knowledge of Christianity, ministry, outreach and mission.

Elements of Competency

- Use Church Identity: stories and beliefs to teach others
- Identify and discuss with others the wider Christian Heritage
- Outline distinctive practices and structures in ministry practice
- Apply procedures and protocols commonly accepted within major denominations
- Locate denominational resources (including human resources) for use in ministry practice

CLMCHL401A Engage in the Christian Life to Contribute Independently in Christian Ministry

Nominal hours: 60

This unit provides the skills and knowledge to enable learners to develop personal practices of Christian spirituality and encourage the spirituality of others. It enables the learner to gain a greater understanding of Christianity, and improve leadership and group communication skills.

Elements of Competency

- Outline the current activity of God in one's own life
- Engage in personal and corporate spiritual practices
- Conduct an exercise of Christian spirituality in a group setting

CLMCHS401A Engage in the Christian Scriptures to Contribute Independently in Christian Ministry

Nominal hours: 60

This unit describes the skills and knowledge required for learners to become familiar with different Biblical genres and principles for interpretation of Biblical texts. It provides learners with skills for analysing and evaluating texts and communicating what has been learnt to an audience such as a parish small group

Elements of Competency

- Inform others of distinctive features of Biblical genres
- Explain the impact of Biblical genres to others
- Use appropriate resources to interpret Biblical passages
- Provide insights derived from Biblical texts to contemporary situation

CLMGOS401A Engage in the Gospels to Contribute Independently in Christian Ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to familiarise themselves with the Gospels and their relevance today, and enable them to communicate this in a small group or with another person. It enables the learner to increase personal knowledge of the Bible, and improve leadership and communication skills for use in a small group and preaching ministry tasks.

Elements of Competency

- Use the distinctive features of Gospel literature for sermon and Bible study preparation
- Lead discussion with others on various Christian responses to the life of Christ
- Lead others to examine representative Biblical passages
- Utilise appropriate resources for reading the Gospels
- Lead discussion on applying Gospel themes to contemporary settings

CLMLOP401A Engage in the Letters of Paul to Contribute Independently in Christian Ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to familiarise themselves with the Letters of Paul and their relevance today, and to enable them to communicate this in a small group or with another person. It enables the learner to increase personal knowledge of the Bible, and improve leadership and group communication skills.

Elements of Competency

- Teach others the distinctive features of the Letters of Paul
- Survey and discuss with others the contents of the Letters of Paul

- Examine and respond to representative passages using appropriate reading strategies
- Evaluate and utilise resources appropriate to the Letters of Paul
- Teach others the themes derived from the letters of Paul within a contemporary settings

CLMMI P401A Engage in Ministry Practice to Contribute Independently in Christian Ministry

Nominal hours: 60

This unit provides the skills and knowledge to enable learners to thoughtfully prepare for, conduct and review work in lay ministry involving aspects of leadership. It enables the learner to increase personal knowledge of ministry, outreach and mission, and to improve leadership and group communication skills.

Elements of Competency

- Consider the scope of ministry opportunities within church settings
- Outline and discuss own ministry gifts and callings
- Adhere to procedures, protocols and legal requirements
- Participate in a lay ministry activity

CLMOTH401A Engage in the Old Testament Historical Books to Contribute Independently in Christian Ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to engage with the Historical books of the Old Testament, discover their relevance for today, and communicate this to others in a small group or one to one setting. It enables the learner to gain a greater understanding of the Bible and Christianity, and improve leadership and group communication skills.

Elements of Competency

- Identify and analyse the distinctive features of the OT Historical Books
- Outline the contents of the OT Historical Books
- Examine and respond to representative OT passages
- Evaluate and utilise resources appropriate to reading the OT Historical Books
- Outline themes derived from the OT Historical Books into a contemporary setting

CLMPEN401A Engage in the Pentateuch to Contribute Independently in Christian Ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to become familiar with the books of the Bible identified as the Pentateuch and their relevance today, and to enable them to share this in a small group or with another person. It enables the learner to increase personal knowledge of and to gain a greater understanding of the Bible.

Elements of Competency

- Teach others the distinctive features of the Pentateuch
- Survey and discuss with others the contents of the Pentateuch
- Examine and respond to representative passages using appropriate reading strategies
- Evaluate and utilise resources appropriate to reading the Pentateuch
- Outline themes derived from the Pentateuch into a contemporary setting

CLMPMS401A Engage in the Psalms to Contribute Independently in Christian Ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to engage with the Psalms and discover their relevance for today, and communicate this with others in a small group or one to one setting. It enables the learner to increase personal knowledge of the Bible and Christianity, and improve leadership and group communication skills.

Elements of Competency

- Teach others the distinctive features of Psalm literature
- Explain to others the contents of the Psalms
- Examine and respond to representative passages
- Evaluate and utilise resources appropriate to reading the Psalms
- Outline themes derived from the Psalms into a contemporary setting

CLMSIM401A Engage in a Special Interest Area of Ministry to Contribute Independently in Christian Ministry

Nominal hours: 50

This unit provides the skills and knowledge required for learners to explore a ministry area of special interest and teach it in a small group. It enables the learner to increase personal knowledge of Christianity, ministry, outreach and mission, and improve leadership and group communication skills.

Elements of Competency

- Teach the key issues in this area of ministry in a small group setting
- Lead discussion with others on this area of ministry
- Outline to others changes in directions in this area of ministry
- Develop and use skills in the ministry area

CLMSIT401A Engage in a Special Interest Area of Theology to Contribute Independently in Christian ministry

Nominal hours: 50

This unit provides the skills and knowledge required for learners to explore a special interest area of theology and teach it in a small group setting. It enables the learner to increase personal knowledge of Christianity, ministry, outreach and mission, and improve leadership and group communication skills.

Elements of Competency

- Teach the key issues in this area of theology in a small group setting
- Lead discussion with others on this area of theology
- Discuss changes in directions in this area of theology with others

HLTHIR403C Work effectively with culturally diverse clients and co-workers

Nominal hours: 20

This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures. The workplace context may be: specific community; community or regional service; department of a large institution or organisation; specialised service or organisation.

Elements of Competency

- Reflect cultural awareness in work practice
- Accept cultural diversity as a basis for effective work place and professional relationships
- Communicate effectively with culturally diverse persons
- Resolve cross-cultural misunderstandings

TAEDEL401A Plan, Organise and Deliver Group-Based Learning

Nominal hours: 30

This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group. The unit typically applies to a person working as an entry-level trainer, teacher or facilitator in or with a training and assessment organisation. The person will be working from a learning program developed by someone else, and structuring the learning around that program.

Elements of Competency

- Interpret learning environment and delivery requirements
- Prepare session plans
- Prepare resources for delivery
- Deliver and facilitate training sessions
- Support and monitor learning