



# VOCATIONAL BIBLE COLLEGE

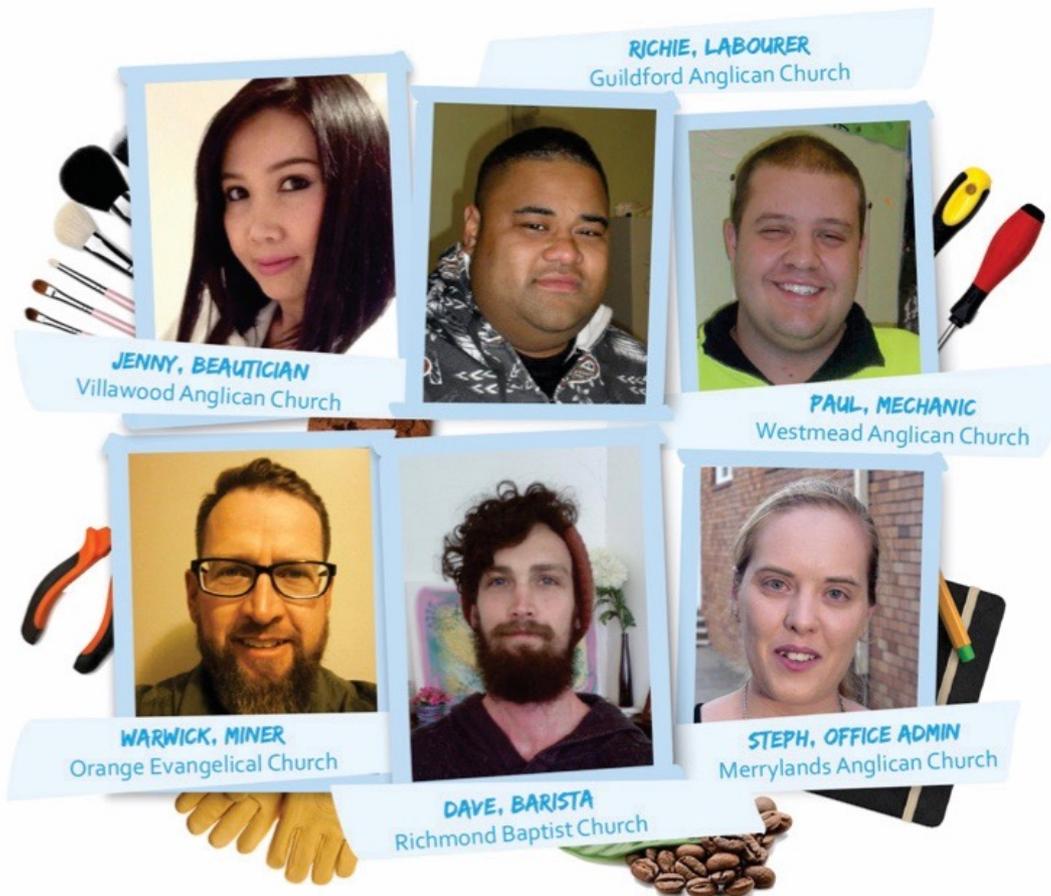
Certificate IV in Christian Ministry & Theology (10433NAT)

Diploma of Christian Ministry & Theology (10434NAT)

Advanced Diploma of Christian Ministry & Theology (10435NAT)



## Prospectus 2017



TRAINING ORDINARY PEOPLE TO DO  
**EXTRAORDINARY THINGS**

[www.vbc.edu.au](http://www.vbc.edu.au)

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ABN: 95 609 027 410

## Who is Vocational Bible College?

In 2015, Vocational Bible College (RTO # 41496) was established to provide non-academic, practical hands-on training in the Bible and Ministry for Everyday Christians. The program was initially trialled with MTS as the Blue Collar Ministry Apprenticeship for 6 years. Training incorporates qualifications from the Vocational and Education Training (VET) Sector and a ministry apprenticeship. Our aim is to equip Everyday Christians to better serve God in their workplace, homes, local Church and community and for some of our graduates to become Pastors of churches.

VBC was established by a group of Protestant Bible believing Christians from a variety of denominations. Our beliefs are best summarised by the International Fellowship of Evangelical Students (IFES) doctrinal statement (see below).

We believe in:

1. The unity of the Father, Son and Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration and entire trustworthiness of Holy Scripture, as originally given, and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness & guilt of all men since the fall, rendering them subject to God's wrath & condemnation.
5. Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead & his ascension to the right hand of God the Father.
7. The presence and power of the Holy Spirit in the work of regeneration.
8. The justification of the sinner by the grace of God through faith alone.
9. The indwelling and work of the Holy Spirit in the believer.
10. The one holy universal Church which is the body of Christ and to which all true believers belong.
11. The expectation of the personal return of the Lord Jesus Christ.

## Our Vision

*Our vision is to see everyday Christians leading God's people in disciple making ministry.*

### Why do we have this vision?

- We long to see **many more people with an everyday background in our churches.**
- We believe an important step to enabling this to happen is to raise up a new generation of **everyday Christian leaders who are uniquely gifted to lead and serve God's people.**
- **We believe the Vocational Education and Training (VET) sector is the best environment to train and equip everyday Christians.** It is not academic; instead training occurs through modelling, discussion and debate and a ministry placement in your local church. Assessments mimic ministry activities, such as preparing Bible studies, giving presentations, and compiling portfolios of ministry activities completed.

## What does the training look like at VBC?

### Full Time Option

You'll be trained for ministry like a building apprentice trains to be a builder. Typically learners will spend:

- Four days a week on-the-job – the Learner will work in their chosen ministry area (church, TAFE, prison etc) under a trained gospel worker.
- One day a week in a small class environment – Bible and ministry training through the VBC College in small groups with other Learners from their local area.

### Part-time Option

Day and Evening courses are available. Each subject is delivered through a blend of classroom training and activities in your local ministry setting. Please contact VET administrative staff at [enquiries@vbc.edu.au](mailto:enquiries@vbc.edu.au) or (02) 9570 5193 for more information on times and subjects being offered.

## What will I develop during training?

Learners will develop:

- Convictions:** Biblical knowledge and understanding.
- Character:** under God, learners will be transformed more into the likeness of Jesus Christ to live loving, sacrificial lives that serve the spiritual, physical and emotional needs of those around them.
- Competencies:** skills to communicate Biblical truth to others and lead God's people in making disciples.

## Training Length and Outcomes

VBC offers three qualifications. Each qualification takes 12 months to complete when enrolled as a full-time Learner.

- **The Certificate IV in Christian Ministry and Theology (10433NAT)** is stage 1 of VBC training and will equip a person with the knowledge and skills to be a key member of their local church and a light for Christ in their workplace.
- **The Diploma of Christian Ministry & Theology (10434NAT)** is stage 2 of VBC training and is designed to equip ministry coordinators (Kids Church, Youth Group, Men's or Women's Ministry etc) within a local church community. We will dig deeper into God's word and develop ministry skills to lead others.
- **The Advanced Diploma of Christian Ministry and Theology (10435NAT)** is stage 3 of VBC training and is designed to be the final stage of training for someone seeking employment in a local Church as an Assistant Minister or parachurch organisation as a chaplain.

## Training Centers

Training Centers are currently located in:

- Fairfield (Sydney),
- Orange (NSW) and
- Adelaide (SA).

**VBC's mission** is to equip churches to train the next generation of Everyday Christian Leaders. If you would like to know more about what is involved in setting up a VBC centre at your church email Andrew Beddoe at [andrewbeddoe@vbc.edu.au](mailto:andrewbeddoe@vbc.edu.au)

## Course Information

### Learner Life

#### Learning Environment

Learning will take place through industry placement with a qualified practitioner (four days per week for full time Learners). This training provides practical opportunities to practice and develop the theology and skills gained from classroom learning. Once per week during term time Learners will have discussion based learning in a classroom environment. Classroom trainers will guide Learners with both their subjects and their own personal growth.

#### Learner Orientation

VBC is committed to ensuring that all new Learners attend an orientation program, enabling the Learner to familiarise themselves with VBC's training program, policies and procedures. An orientation day must be held at the beginning of any intake of new Learners such as at the beginning of a new term, or a new year.

Your Learner orientation program will include:

- Information about the operation of VBC, Learner services, courses and any local training institute information
- Information about VBC's Core Values
- An outline of VBC's Access and Equity Policy, Bullying and Sexual Harassment Policy, Occupational Health and Safety Procedures, Fees and Refunds.
- An introduction to important staff and how to contact them
- Information about training and assessment procedures including Recognised Prior Learning and Mutual Recognition

#### Learner Records

Learners can get access to their personal records through the VBC office on request to the VET manager.

#### Assessment

All Learner assessments will be marked as Competent or Not Yet Competent. If a Learner is assessed as Not Yet Competent, the Assessor/s shall determine what has not been achieved and provide appropriate help towards competency. If after reassessment by the Assessor the participant still does not satisfy the required achievement level/s then the Assessor shall:

- Immediately lodge the assessment tools with the VBC staff and,
- Provide a written report to the Course Trainer / Coordinator within two working days of the re-assessment.

Any Learner who is assessed as Not Yet Competent and wishes to dispute their assessment can do so through a written application to the Principal of the Vocational Bible College, according to VBC's grievance procedure.

## Certificate IV in Christian Ministry & Theology (10433NAT) Course Outline

**Entry Requirements:** In order to enroll in this qualification, Learners must have:

1. Completed year 10 (minimum)/ Higher School Certificate or AQF level 3 qualification (preferred). If an applicant has not completed the minimum entry requirement of completing year 10 they must be able to complete an LLN AQF level 3 activity.
2. Access to a relevant workplace or a good simulation thereof e.g. working as an assistant in ministry or as a volunteer in a community organisation where the practical skills can be demonstrated.

Learners will study the following 9 subjects:

- 1. Introduction to the Bible (CMTTHE402A Interpret theological data)**  
At times it can be quite difficult to understand how the Bible is relevant to us today – particularly when reading the Old Testament. This unit explores how the Bible fits together not just as a collection of stories but as one big story that reveals God's plan to save people through Jesus
- 2. New Testament 1 (CMTTHE404A Gain new personal revelation)**  
New Testament 1 is a study of the Gospel of Mark. This unit investigates the story at the heart of Christianity; the life, death and resurrection of Jesus Christ. As well as gaining an understanding of the contents, meaning and significance of Mark's Gospel Learners will develop the skills needed to read, understand and apply the Bible.
- 3. Old Testament 1 (CMTTHE403A Investigate information within a theological theme or issue)**  
Old Testament 1 is a study of the first five books of the Bible (Genesis to Deuteronomy). These books teach important truths that are critical for understanding the rest of the Bible. They also give a deeper appreciation of Jesus, his ministry and the life he calls us to live.
- 4. Evangelism (CMTMIN402A Communicate theological information)**  
Talking to a non-Christian friend about your belief in Jesus can be challenging. What do you include? What can you leave out? This unit explores the central truths of the Christian message and various ways of explaining these truths simply to others.
- 5. Early Church History (CMTTHE401A Discuss the nature of the Bible & present day Christian life & practice)**  
We might be tempted to think that Church history is all about names, places and dates and hence is boring and irrelevant – but Church History is so much more than this! It's about learning from the successes and failures of those who have gone before us: how Christians have understood their faith, how Christians have lived their faith. Studying Church History will stretch our understanding of God, challenge our ideas of how we should live and encourage us as we see God's sovereignty and His work in preparing Christians for the New Creation.
- 6. Ministry and Life (BSBWOR404 Develop work priorities)**  
We live in a fast paced, product driven society where success is always measured by efficiency and productivity. Are these the values Christians should adopt in prioritising their ministry and life? How do we prioritise the many opportunities presented to us and the demands people place on us with the many responsibilities we have so that we live faithful, godly Christian lives? This unit helps us think through how to manage opportunities, demands and responsibilities at home, at church, in our community; to family & friends so that we might be wise & godly stewards of the time and resources God has given us.
- 7. Discipleship B (CHCORG529B Provide coaching and encouragement)**  
Jesus was a disciple maker and he calls his followers to be disciple makers too (Matthew 28). This unit explores what the Bible says about making disciples and the implications for our lives as we encourage, comfort and urge others to live lives worthy of God who calls us into his kingdom and glory.
- 8. Ministry in Small Groups (CHCGROUP403D Plan and conduct group activities)**  
Bible Study groups are very important in growing a healthy church. This unit provides training in the skills necessary for writing Bible studies and leading small groups. The goal of learning these skills is to equip leaders in developing Christians and extending the gospel of Christ.
- 9. Ethics of Family (CMTMIN401A Explore ideas about God in relation to the way we live as Christians)**  
This unit is designed to help participants live in a way that honours Jesus in their families whether they are married, divorced, single, parentsetc. It gives a Biblical overview of the nature and purposes of marriage and parenting. This provides the grounding for practical instruction on conflict, raising children, living as a single person, courting and homosexuality. It has a special emphasis on how local churches can support couples, parents, and singles. It explores how in each life situation we can follow Jesus and to reach out to others with his love.

## Diploma of Christian Ministry and Theology (10434NAT) Course Outline

**Entry requirements:** In order to enroll in this qualification, Learners must have:

1. Completed a Certificate IV in Christian Ministry and Theology or equivalent,
2. Access to a relevant workplace or a good simulation thereof e.g. working as an assistant in ministry or as a volunteer in a community organisation where the practical skills can be demonstrated.

This course covers the following 10 units:

- 1. Christian Leadership (CHCCD509C Support community leadership)**  
It is one thing to be a youth group leader. It is another to become the leader of the youth group leaders. How do you lead leaders? How do you equip them to lead and serve more effectively? At the heart of Christian leadership is serving people and encouraging others to do so, too, yet sometimes in leadership we find ourselves serving structures rather than people. This subject will help you think Biblically about leadership and give you practical tools to help you lead and equip Christian leaders.
- 2. Doctrine 1 (CMTTHE503A Research and analyse information within a theological theme or issue)**  
Christian doctrine is the explanation of the truth about God as He has revealed it to us. The aim of this subject is to help Learners develop a better knowledge of God and God's revelations to the world. It will enable us to not only increase our knowledge of God but serve Him better. The topics covered will include themes such as creation, God, mankind, Jesus, the Holy Spirit, faith, salvation and the resurrection of life.
- 3. New Testament 2 (CMTTHE504A Identify new theological information)**  
The book of Romans provides an introduction to the teaching of the Apostle Paul. In particular, it presents a comprehensive and systematic exposition of the gospel and its practical implications. It covers the dominant themes within the Bible - concepts such as sin, judgement, salvation, faith, sanctification, election and reconciliation.
- 4. Pastoral Ministry (CHCPAS401B Undertake pastoral care work)**  
All Christians are called to care for one another and for others. This unit will provide you with skills essential for a caring ministry. You will develop an understanding of the basic principles of pastoral care, which will help you love people facing a variety of life's challenges such as illness, grief, pain, depression, abuse, assault, marital breakdowns etc.
- 5. Reformation Church History (CMTTHE501A Analyse and interpret theological beliefs in the light of current thinking)**  
Reformation Church History investigates the events surrounding the greatest split that has ever occurred in the history of the Western Church. A split between the Roman Catholic Church and what has become known as the Protestant Church. Studying the events surrounding the Reformation will not only strengthen our understanding of the gospel but will teach us wisdom to fight heresy outside the church, within the church and even the heresy within our own hearts.
- 6. Co-ordinating a Ministry Team (CHCORG525D Recruit and co-ordinate volunteers)**  
Serving in a church will inevitably require you to work alongside volunteers. If you're given the responsibility to look after a ministry area it will require you to co-ordinate a team of volunteers who will work with you. How do you co-ordinate a team of volunteers so that they work well together with enthusiasm and commitment? This subject will equip you with the skills recruit a team, set direction and provide support so that your team will not only enjoy serving with you but will look forward to it, even when the work is challenging and hard.
- 7. Ethics (CMTMIN501A Relate theological ideas to the Christian way of life)**  
Ethics is the study of right and wrong. In a broken and fallen world it is not always easy to see what is right and wrong. Is abortion always wrong or are there situations where it is the lesser of two evils? Ethics is a subject that requires us to think deeply through the circumstances in which we find ourselves in a fallen world and how God's word applies. In this subject we will discover there are times in our lives where there are no simple answers about how to apply God's word.

**8. Old Testament 2 (CMTTHE502A Analyse and interpret theological data)**

The Old Testament study of the former and latter prophets covers a period of almost 1,000 years of Israel's history. It begins with Israel entering the Promised Land under Joshua. Throughout the ups & downs of this period of Israel's history, God reveals many truths that will ultimately lead us to Jesus.

**9. Preaching (CMTMIN502A Communicate theology in a clear form)**

This practical unit is designed to provide you with an understanding of why we preach and preaching techniques. You will be required to prepare talks from the Bible and explain what the text says and how it applies to the life of your listeners.

**10. World Religions and Worldviews (CHCPOL403C Undertake research activities)**

Sharing the good news of Jesus with someone, not only requires a good understanding of the Christian gospel but a good understanding of the religious views and worldview of the person we speak to. Without understanding the beliefs and values of others our sharing of the gospel may make as much sense to them as if we were speaking in another language. World Religions and Worldviews will give you an introduction to understanding the way different people in our world think so that we are better able to share the good news of Jesus with them. It will also equip you with the skills to do your own research into the beliefs and values held by people in our world so you can more effectively be God's witness in the world.

## Adv Diploma of Christian Ministry and Theology (10435NAT) Course Outline

### Entry requirements:

In order to be enrolled in this qualification, Learners must have:

1. Completed a Diploma of Christian Ministry and Theology or equivalent,
2. Access to a relevant workplace or a good simulation thereof e.g. working as an assistant in ministry or as a volunteer in a community organisation where the practical skills can be demonstrated.

This course covers the following 10 units:

1. **Denominational Studies (CMTTHE601A Analyse and critique religious traditions in the light of current thinking)**  
This course will help you understand the history, practices and theology of the denomination you plan to work in after your training so that you might be adequately prepared you to work within that institution.
2. **Old Testament 3 (CMTTHE602A Analyse and critique theological data)**  
Old Testament 3 studies 'the writings' of the Old Testament. In this course we will be focusing particularly on Job, Psalms, Proverbs and Ecclesiastes. We will wrestle with how to understand and apply the wisdom and poetry of these books. Like in the rest of the Old Testament we will learn more about God, his purposes for his people and ultimately why we need Jesus.
3. **Doctrine 2 (CMTTHE603A Analyse and critique data within a theological theme or issue)**  
In Doctrine 2 we will ponder deeply the Character of God as it is revealed in the Bible. As we see more clearly the depth of God's love, justice and sovereignty we will grow in our love for God and our trust in him. At the same time we will become more aware of our own sin and weakness and so worship God with fear, reverence and praise.
4. **New Testament 3 (CMTTHE604A Critique new insights on theological information)**  
The Book of Revelation describes the last days including God's ultimate plans for our world. Satan is making war against God's people and the temptation for God's people is to give up. Studying Revelation will help us to stand firm amidst the trials and temptations of this life. Pondering again the hope we have as Christians of the new heaven and earth will strengthen us and help us to not give up.
5. **Ethics 2 (CMTMIN601A Synthesise theological ideas and the Christian way of life)**  
Ethics 2 will help us apply the word of God deeply to the lives of those we teach and lead.
6. **Preaching 2 (CMTMIN602A Communicate theology in substantial depth)**  
Building on the foundations laid in Preaching 1 we will further develop and hone our skills as teachers and preachers of God's word.
7. **Christian Leadership 2 (BSBMGT615 Provide leadership across the organisation)**  
Christian Leadership 2 will equip you with the skills to lead the ministries associated with a congregation in a church. The course will help you to love people well, lead by example and grow in your leadership as you follow the example of Jesus.
8. **Sustaining Christian Leadership (CHCPRP003 Reflect and improve own professional practice)**  
Sustaining Christian Leadership will help you understand the dangers and challenges of full time Christian ministry. The aim is to prepare you to develop healthy habits to continue growing your relationship with God and service of others and so stay physically, spiritually and emotionally healthy for a lifetime of ministry.
9. **Pastoral Care 2 (CHCCDE002 Develop and implement community programs)**  
Pastoral Care 2 will help you to lead people through the variety of joys and struggles we go through in life. We will consider how to support individuals and families through baptisms, weddings, funerals, sickness, grief and loss.
10. **Introduction to Biblical Languages (PSPTIS066 Apply theories to translating and interpreting work practices)**  
Introduction to Biblical Languages will equip you with skills to use Hebrew, Greek and Aramaic resources in e-sword and TheWord. These skills will enable you to engage with the Biblical texts in their original languages and be another tool in your toolbox to exegete and teach God's word clearly and faithfully to others.

## VBC Policies

### Learner Welfare and Guidance Services

VBC recognises that Learners will undergo all kinds of changes when they submit themselves to a training program. There are a number of services VBC provides which you can access directly. The Vocational Education administration staff is contactable for any enquiries about your course, questions about the processes of VBC, or for raising issues you may have of a welfare nature which requires assistance. The Vocational Education staff can also give you advice on the progress of your course and keep you informed about competencies you have completed and what areas of the course you still need to complete. The Course Coordinator is also available for you to contact, especially in dealing with any areas of the training process in which you believe you have been treated unfairly.

If in the unfortunate instance, VBC is no longer able to assist you to complete your formal training, Learners can if they wish, continue their study through any other Nationally Registered Training Provider who holds the equivalent qualification, receiving credit for all assessments already covered by the VBC. \*\*Refer to Student services policy.

### Grievances and Disputes

VBC is committed to resolving any difficulties Learners have with VBC procedures and staff. All parties involved in the grievance/dispute or complaint will be expected to maintain confidentiality with respect for all individuals who may be involved in the dispute in any way. Confrontation will be avoided and every effort will be made to reach a conciliatory and satisfactory agreement for all parties concerned. Learners and staff should make every effort to resolve any dispute initially at the level at which the incident occurs.

Any Learner who wishes to appeal against a decision relating to his/her studies shall consult, in the first instance, with the trainer/coordinator concerned. If the matter is not satisfactorily resolved, the Learner may consult the Principal of VBC, who shall refer the matter to the VBC Leadership Group. If an agreement is not reached between the Learner and VBC the matter will be reviewed by an "Independent Mediator". This person will be from outside VBC and independent of VBC staff and training institute. The mediator will have significant experience in mediating disputes within the education industry and must be acceptable to both parties. The decision of the "Independent Mediator" will be communicated to both parties in writing and is final. The RTO will acknowledge your grievance and seek a resolution within 60 days from receipt of grievance and/or appeal. Your appeal must be lodged in written format to the VET Manager via email or mail.

### Recognition of Qualifications Issued by other RTO's

Learners who have completed Certificate IV, Diploma or Advanced Diploma in Christian Ministry study at other training organisations can apply for recognition of their prior training as a part of their application.

### RPL

Recognised Prior Learning (RPL) is available for all VBC Qualifications. RPL is a process through which Learners can apply to have recognised existing competency within a qualification.

To apply for RPL and to receive more information on procedures and cost please contact the VET Manager on (02) 9570 5193 or [enquiries@vbc.edu.au](mailto:enquiries@vbc.edu.au)

### Access & Equity

VBC will ensure programs and services are relevant, accessible, fair and inclusive for all who agree with the philosophy and training levels of VBC by:

- a) Promoting courses to the Christian and wider community in a manner that includes and reflects the diverse nature of Christian denominations by ensuring all prospective participants are well informed on the options available to meet their individual training needs.
- b) Ensuring women, people with disabilities, people from differing age groups, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples and people with differing language and literacy skills are able to gain access to the training.

The Course Coordinator is responsible for making decisions on reasonable adjustments to the assessment of individual subjects to cater appropriately for access and equity issues that may arise with individual Learners.

### Language, Literacy & Numeracy Policy

VBC is committed to the encouragement and support of training staff who will develop, access and maintain a range of quality English language, literacy and numeracy skills that will ensure appropriate learner pathways throughout the training course.

VBC will assist Learners whose 'whole access' to training is limited by language, literacy and numeracy skills and adopt a range of approaches and employ processes to treat each Learner as an individual. Eg the Learner who cannot comprehend written questions or to write an answer, she/he may be assessed orally.

VBC is aware that language, literacy and numeracy skills are part of specific training requirements and are necessary to perform workplace tasks. They are needed during training and assessment. However, the language, literacy and numeracy demands should not be greater than those required in the workplace.

There are a number of ways VBC identifies language, literacy and numeracy needs of the individual Learner.

They include:

- a) During the initial application following the Learner's pre-enrollment
- b) Checking the educational background of the Learner
- c) Conducting an aptitude test if specific needs are identified

Training will accommodate these needs through the following procedures.

### Procedure for accommodating language, literacy or numeracy needs:

VBC will use any of the following specific procedures when/if necessary;

- after the trainer has read the information, s/he will explain what the reading is about
- discuss any reading orally with all Learners and encourage Learner interaction and communication – explaining specific areas in depth orally
- break readings into small sections – read and discuss,
- draw attention to key words
- include OHT's/powerpoint with the main points – use a pointer
- tutoring
- DVD's and CD's and for training
- whiteboard documentation for explanation
- workshops with hands on activities
- group work with peer support
- handouts with diagrams
- oral case studies and scenarios
- question and answer times to discuss main points
- feedback to the special needs Learner
- pictures /posters

### Privacy Policy

VBC acknowledges and respects the privacy of individuals.

### Collection and Use of Information

Collection and use of an individual's private information shall be subject to the following guidelines:

- The individual knows of and consents to the collection.
- The information shall be used for the purposes for which it was collected, e.g:
  - Training methodology.
  - Mailing of information relevant to the person, etc.
- No disclosure to a third-party without the individual's consent.
- No disclosure to other institutions and authorities unless required by law.
- Access by the individual to their recorded information within 14 days of receiving a written request, (an administration fee may apply).
- Information protection and usage restricted to those persons responsible for its maintenance and usage, e.g.,
  - Computer password protection.
  - Hard copies in lockable filing cabinets.
  - Access limited to authorised personnel.
- All transfers and collection of electronic data that is not for general display will be via a minimum 64-bit encryption algorithm

## Fee Schedule

### Course Fees

The course fee for full time Learners for the

- Certificate IV in Christian Ministry and Theology (10433NAT) is \$4000 (\$445 per unit), and
- Diploma of Christian Ministry and Theology (10434NAT) is \$5,200 (\$520 per unit) and
- Advanced Diploma of Christian Ministry and Theology (10435NAT) is \$5,200 (\$520 per unit).

These fees include all course handbooks, notes and materials. They do not include any extra text books Learners may decide to purchase as part of their studies.

**Course fees are charged per unit with full payment due week 6.**

### Certificate IV Course only

Learners will attend 2 weekends away for the 'Ethics of Family' unit. The cost of the two weekends will be \$150 approx. for single Learners and \$250 approx. for families. 50% of this payment will be collected at the beginning of each weekend away and covers accommodation and food costs. This cost is in addition to the course fee.

### Re-enrolment Course Fee

Learners re-enrolling in a subject will be charged the full subject fee with the full payment due week 6.

### Refund Policy

Learners will be refunded the full cost of the course fee for each unit if they withdraw before week 6 except for a \$125 administration fee. After this time no refund will be available.

### Recognised Prior Learning (RPL)

Learners applying for RPL will be charged a fee of \$250 per unit of competency for the Certificate IV and \$320 per unit of competency for the Diploma and Advanced Diploma.

### Application for Credit

An application for credit from other accredited study does not attract any fees.

### Important Contact Details

Andrew Beddoe - Principal of Vocational Bible College  
Email: [andrewbeddoe@vbc.edu.au](mailto:andrewbeddoe@vbc.edu.au) or Mobile: 0425 284 849

Michelle Lee - VET Manager  
Email: [vetmanager@vbc.edu.au](mailto:vetmanager@vbc.edu.au) or Wk Ph: (02) 9570 5193

# Vocational Bible College

## Enrolment Form

**RTO provider Id: 41496**

All sections are to be completed. Incomplete forms will be returned. The completed application form and associated documents are to be submitted to VBC preferably by email.

Email: [enquiries@vbc.edu.au](mailto:enquiries@vbc.edu.au)

Post: VBC Office, PO BOX 978, Hurstville, BC NSW 1481

Website:

### Personal Details (Must be official legal name as found on identity documents)

Mr/Mrs/Miss/Ms	
Family Name	
First Name (legal name)	
Second Name	
Preferred Name	

### Personal Information

Date of Birth	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

### Contact Information

Residential Address	Street Number:	
	Street Name:	
	Suburb/Town/City:	
	State:	Postcode:
Postal Address (if different from above)		
	Suburb/Town/City:	
	State:	Postcode:

Country of Birth	
City of Birth	
If not born in Australia, which year did you arrive in Australia	

## Contact Details

Phone	hm:	wk:
	mob:	
Email (print clearly)		

## Unique Learner Identifier (USI)

### Unique Learner Identifier (USI)

From 1/1/2015 you must have a USI before you can be issued with a qualification. To obtain a USI go to <http://www.usi.gov.au>. Go to create a USI and follow instructions, completing by having your USI emailed through to you. Then forward this USI onto the VET Manager.

USI Code (please place here)
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## Employment History

Current Employment

Select which ONE best describes your current status

<input type="checkbox"/> Full time employee	<input type="checkbox"/> Employed unpaid worker in family business
<input type="checkbox"/> Part time employee	<input type="checkbox"/> Unemployed – seeking full time employment
<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – seeking part time work
<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Not employed – not seeking employment

## Employment Overview

Please show details of the last five years. Use extra pages if needed.

Dates (year)	Position Title	Brief description of role and responsibilities

## Educational Details

School Details

Are you currently at high school?

Yes  No

If **YES**, what is your current VET School Number (VSN) or Learner Identifier (LUI)?

\_\_\_\_\_ NOTE: This refers to a VET Student Number or Learner Identifier applicable to that state education authority requirements for senior certification credit

If **NO**, what is your highest COMPLETED school education level?

Highest Secondary School Level Completed and Year	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or below
	<input type="checkbox"/> Never attended school	
Year completed school education		

**Prior Education** *Indicate if you have COMPLETED any of the following?*

<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Advanced Diploma (or Associated Diploma)	<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Bachelor Degree (or Higher Degree level)	<input type="checkbox"/> Certificate IV (or Advanced Certificate)
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Diploma
<input type="checkbox"/> Miscellaneous education	

## Disability

Do you consider yourself to have a disability, impairment or long-term condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other <input type="checkbox"/> Disability not specified	

## Language and Ethnic Group Details

Select which ONE best describes your citizenship status

<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Temporary Visa Holder <input type="checkbox"/> New Zealand citizen	<input type="checkbox"/> Permanent humanitarian visa holder <input type="checkbox"/> Permanent resident		
If none of the above, please describe your citizen status			
Do you identify as any of the following? <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both <input type="checkbox"/> Neither			
Do you speak a language at home apart from English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If YES, which language?			
How well do you speak English	Very Well <input type="checkbox"/>	Well <input type="checkbox"/>	Not Well <input type="checkbox"/>
	Not at All <input type="checkbox"/>		

## Emergency Contact Details

Emergency Contact	Name:	
	Phone:	Mobile:
Relationship		
Email		

## Medical Information (Optional)

Doctors Name and Contact	Name:	
	ph:	mob:
Medicare Number		
Health Insurer and number		
Allergies and Medication		

## Reasons for Study

reasons for study:

Which ONE statement best describes your

<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To start my business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reason (specify):

## Course of Study

I am applying for enrolment in (specify ONE only):

Please tick the qualification you are applying for:

- Certificate IV in Christian Ministry and Theology (10433NAT)
- Diploma of Christian Ministry and Theology (10434NAT)
- Advanced Diploma of Christian Ministry and Theology (10435NAT)

## Enrolment Details

Proposed commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Enrolment Status:  Part Time  Full Time

Would you like to apply for Credit Transfer or Recognition for Prior Learning?

Yes  No

*Please attached relevant documentation for RPL to this application.*

Learners will be contacted by VBC to discuss their Credit Transfer or Recognition for Prior Learning.

## Instructions for providing a Certified Copy of Identification

For your application to be valid, you must submit a certified copy of your identification.

First, make a photocopy of your identification (Drivers Licence, Passport, Birth Certificate)

Take both the original document and photocopy of the original to be certified by a Justice of the Peace, Police Officer, Notary Public, Lawyer, Accountant, Bank Manager, Minister of Religion or Pharmacist.

NB: The original document must be signed by the person authorised to certify documents. Note that qualifications will only be issued in official names.

I have ATTACHED a Certified Copy of ID that confirms my legal name and date of birth  
 Yes  No

Please specify type of documentation \_\_\_\_\_

## Referees

Referee 1 (Minister of Religion)	Name:	
	Ph:	Mob:
	Email:	
Referee 2	Name:	
	Ph:	Mob
	Email:	

## Background Information (optional)

*Please complete the following with information of your experiences.*

In a few words please describe your reasons for applying for this course?

## Christian Faith (optional)

Please attach a short statement outlining how and when you became a Christian  
(Please attach another page if required)

## Ministry background (optional)

What training for ministry have you completed (e.g. courses, workshops, conferences, seminars, led preaching/bible study groups)?

Please list any leadership experience you have had in the local church, roles or Christian Service activities undertaken

Position/Role	Activities Involved	Duration

What do you think are your personal strengths and weaknesses in ministry?

Strengths:

Weaknesses:

What are your long-term hopes/aspirations/interests/dreams?

## DECLARATION

**For your application to be valid you must complete this section by ticking the boxes and signing. If you are under 18 years old your parent or guardian MUST co-sign the application.**

- I certify that the information on this form and the supporting documentation is correct and complete.
- I authorise the VBC to obtain other details relating to my application and to use personal information to process and effect my application.
- I acknowledge the provision of incorrect information and documentation relating to my application may result in cancelation of my enrolment.
- I have obtained a copy or downloaded, read and understood the VBC Student Handbook
- I agree to abide by the policy and procedure as per the VBC Student Handbook which constitutes my agreement with VBC
- I understand that VBC Training Institute requires me to pay my unit fees - 1 unit paid upon enrolment and remainder between week 1 and week 4 of the unit. I also understand that if I withdraw from a unit after week 21 days there is no refund. I also understand that I can forfeit \$150 per unit for withdrawal for administration costs. If I withdraw I will do this in writing to the VET Manager.
- I understand that in the unfortunate instance, VBC is no longer able to assist you to complete your formal training 'Learners' can if they wish continue their study through any other Nationally Registered Training Provider who holds the equivalent qualification, receiving credit for all assessments already covered by the VBC. \*\*Refer to Student services policy
- I have read and understood the VBC Fees Policy as stated in the VBC Prospectus.
- I have read and understood the VBC Prospectus.
- I hereby authorise VBC staff to use personal information to process and effect my application.
- I **DO** consent to the inclusion of photos of myself in publications including promotional material.
- I **DO NOT** consent to the inclusion of photos of myself in publications including promotional material.
- I **do consent** to receiving SMS marketing or promotion communication on my mobile.
- I have **ATTACHED** a **certified** copy of ID that confirms my legal name and date of birth (e.g. Drivers licence, passport, photo id card).

Please specify type of documentation attached.....

**Signature**..... **Date**.....

## PRIVACY

Vocational Bible College requires the information requested of you in this form in order to provide you with education services and to cater for particular Learners' needs. If you do not provide all the relevant information, then we may not be able to provide such services or assess your academic progress.

*Please also note that VBC may provide the personal information given on this application form to third parties (such as universities, colleges, accreditation bodies and Australian government bodies e.g. Centrelink) in order to provide you with education services and to assess your academic progress or suitability.*

Please indicate, by signing your name, whether you understand and accept this privacy legislation.

**Signature**.....

**Date**.....

Signature of Parent/Guardian in under 18 Years

**Signature**.....

**Date**.....

Please return completed application form to:

Post to: VET Manager  
 PO Box 978, Hurstville BC NSW 1481

Email to: [enquiries@vbc.edu.au](mailto:enquiries@vbc.edu.au)



VOCATIONAL  
BIBLE COLLEGE