Calvary Academics

5 Admin Pack

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Administering a Tuition Centre

The most important administrative documents to use when you start

1 Survey: Pre-Register Students

Make a contact list of interested and prospective students for the year ahead – with their cell/phone number.

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2 Open: Student Record

This is a hard copy of each student's own record of the marks data-base should they move to another Tuition Centre. Used for initial registration & signature.

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3 Finalise Students: Agreement

This is a separate Student Agreement for your own protection or model your own one after this example.

⇩

4 Admin: (Bookkeeping) Get Study Fees

Use this simple form to record each student's payment or use a computer package to enter monthly payments.

⇩

5 Plan: Lecture Schedules

We have worked out a **proposed schedule** for facilitating the lectures of the different phases.

⇩

6 Supplies: Order Materials

To receive your material in time is of the utmost importance for the smooth running of the classes.Order in time!

⇩

7 Studies: (Life-long) See Next Steps

See what the programmes and the fees are for future studies and inform students of the possibilities.
Enclosed: Calvary Univ Registration

Use this form when recruiting for next year. Issue new students with numbers. Enroll more fully later.

Student Pre-Registration List

TC No: | | |

Student Names and Surname	Phone No.	Student No.					
			TC No.		Range no		

Registration: Student Details

Student Number:

Personal:

Are you also a Tutor?

Title: _____ Yes ☐

Initials: _____ Are you French? ☐

Preferred Name: _____

First Names: _____

Last Name: _____

ID No: _____

(Provide photocopy of ID for TC file)

Date of Birth: _____

Day Month Year

Photo: (Black & white or colour, normal 38x38mm)

Attach photo here please

This page must be on file at the responsible **T**uition **C**entre. The **TC** admin will be responsible to update all marks.

This form must be on file as a student **document of proof** to maintain a complete learner portfolio and to regulate the supply of curriculum.

Contact:

Work No: _____

Fax No: _____

Cell Phone: _____

Home No: _____

e-mail: _____

AGREEMENT

I understand and accept the conditions of training at Calvary University as set out in the Student Agreement. I will abide by these rules and regulations which safeguard the ideals of discipleship and the moral atmosphere.

I will be an example of good Christian character and conduct at all times and places while I am enrolled as a student.

I hereby **indemnify** my Tutor and Calvary from any claims of compensation (outside of undue fees paid) that may occur during my studies.

Signature: _____

Completed this date:

Calv Univ. Student Number:

Date Reg. with CU: Day/Mo/Yr

Provide above if you have a Calvary University student number.

Address:

We will send post to this first address:

Postal address: _____

_____

_____

Country: _____

Physical address: _____

_____

_____

Tutor:

Who will act as your Tutor?

Name: _____

Your tutor must register on the same kind of form.

Highest previous qualification: _____ Transfer Credits ☐

e.g. Matric or Diploma. State also place and date. Provide copy of diploma

Programme enrolling for:

Certi, Dip. etc. in ...

Prog: _____

Programme Code

Specialization: _____

(If any)

Subjects:

Graduate at: CLT ☐ CUniv ☐ Other ☐

1 .....

State course names, or description, or RPL (if any)

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

Praxis .....

Final Mark

Tuition Centre: _____

This area for student marks

The original of this completed document must be faxed under letter cover to **Calvary** to apply for the **certificate** or **qualification**.

Excel Programme: Tuition Centre Administration

The programme has an introduction and buttons that take you to several pages to perform useful functions such as registration, payments, marks and orders.

CLT Administration System

Welcome to the Calvary Life Tutors Administration System. Some of the most often used tasks have been enclosed in this Excel file which is meant to help you to make all these tasks as smooth as possible and save you precious time. Please make a backup copy of this file first.

Make File Back-up

The first five pages are going to be of the most help and the other pages are of a supportive nature. **Registration** allows you to enter student information, save it, retrieve it again and edit it for corrections and changes. You will use your beginning student number which goes into the very last page called "settings". Always call up data using the unique student number. These details are saved on the "data" page.

Student Registration

During one academic year of a student's studies you may record twenty-five lines of entries such as fees and payments of various things. If you wish you can save your own code system on the codes page to save yourself a bit of typing. The first two fields are for code and quantity (which will mostly be 1) but you may overwrite the code to record anything that has to do with the student's **financial record/History**.

Student History

The Student Marks are very important for any learning institution. The page called "**StuMarks**" captures all these throughout the year and will make it very easy for you. You can save it and recall them at will. Later you can consolidate them on a **Class Results Record** page which will read it automatically for the whole class who do the same academic year.

Student's Marks

Speaking of which, the CRR is not meant to be filled in but to be a summary of all the records you have created by means of the student marks form. Each class has a certain phase code such as "**CDIS**" or "**DIPL**". Type in the code and press **Retrieve Class Marks** and all the marks from the same class will be retrieved on as many pages as necessary.

Class Results

Lastly, we have made you an order form which will instantly show you how much you will pay and an estimation of postage costs. Our own system is more accurate and will work it out closer to the real costs. You have an indication of the codes in English and Afrikaans on the side. When you type it in it will also show you in which Phase the book is that you order. With this you will make less mistakes and have an idea of the costs involved. Please remember that we are phasing out the A5 books. These prices are for 2012 and we will send you an update page on January 1, 2013. Please copy the section of the page in which your order apears with the TC number and paste it in the body of your email, not as an attachment. We hope this will be really helpful.

Textbook Order

Some fields have codes in them which can be overwritten and the makro's will again replace them (as in Registration). Mostly, you should only write in the **code** and **qualtity** or **marks** fields which will call up the data automatically. Should you have made a mistake, you can always copy the page from your backup file. This takes some Excel knowledge.

Set Default Data

Excel Programme: Student Registration

This form captures all the personal data from the student and will also display it as you need it to look up details or to edit mistakes and changes. Other forms also use the data. It is very easy to use. First go to **settings** to make changes.

Calvary Life Tutors

Student Registratio

Student Number: 39064

Title:	Pastor
Initials:	F.
Preferred Name:	François
Full Names:	François
Last Name:	N'deckere
ID Number	
Date of Reg:	15-07-2012
Work Number:	
Fax Number:	
Cell Phone:	
Home No:	
e-mail address:	
Postal address:	
line 2:	
Town City	Paris
Country:	France

French: Y

Code:

Street Address:	
line 2:	
Town Suburb:	
Name of tutor:	Emmanuel Tshilenga
Highest Pr. Qualification:	Master in Forrestry Engineering
Study Details:	Programme Code:
Name of Programme:	Certificate in Leadership
Specialisation:	in Christian Politics
Tuition Centre:	Operaf Academic Centre

Tutor No: 39065

(Postgraduate only)

Centre No: 549

Tutor Status: N Enter 'Y' if tutor

Certificate Date 10 October 2012

The Dean must have the first number. If your TC number was 123, the first number is **123001**.

Change the student number on the **settings** page to the first or next number. When you have already entered some students you can type in a student number and retrieve the data for that student. You do not need to press save if you have not made changes.

One you saved data you should **clear** the form.

If you type an existent student number in the student number field and all the fields are blank, you will **overwrite all the data** of that student with blanks. Gone forever!

Rather give new student an **new/next** number.

This programme has most of the **postal codes** you might need. You can add a few yourself if you want to.

First register all the tutors on the system. Complete the first five fields and type a "**Y**" in the bottom block for **Tutor Status**.

Keep a list handy of Tutor numbers and assign a tutor to every student.

Look on the **StuMarks** page for the three codes used for Phase 1 to 3 students. Once you changed the code for your **TC** on the **settings** page, you have less work. Enjoy!

Student Agreement

A **student** or as he/she is also going to be referred to, **the learner**, enrols with Calvary (CLT) and signs this agreement only after he/she is fully informed of all the rules and regulations as contained in the **Student Registration Guide** which is made available from the local Tuition Centre or by the student's **personal Tutor**. The learner is aware of the fact that all administrative matters have been delegated to one such local organisation such as a Tuition Centre or through a personal Tutor associated with a Tuition Centre.

The learner is therefore fully informed of the rules and regulations with respect to the following matters:

- Entry level of each academic programme or course
- The nature, content, and requirements for each programme
- The admin fees set by the local Tuition Centre or personal Tutor
- The costs (student fees) of each of the modules of the programme
- The expected kind of behaviour and specific rules applying to the Tuition Centre (Bible School) where application is made
- The available facilities and conditions of access to them
- The nature of the **O**utcomes **D**irected **L**earning offered by Calvary

The Tuition Centre is a ministry of excellence which aims to establish Christian standards. As such we ask students to adhere to the same standards of excellence. The student therefore agrees to the following:

I understand the objectives of **Calvary Life Tutors** (CLT). I am prepared to engage in serious study and application of God's Word in my life. I understand the tuition requirements and the responsibility involved.

I have read the **Ministry Prospectus** and understand all the policies and rules therein. I make a commitment to abide by them. I will be an example of **good Christian character and conduct** at all times and places during the time that I am enrolled as a student. I understand that studying through CLT is a privilege and that the TC administration and CLT have the right to require withdrawal of a student at any time to safeguard the ideals of **discipleship** or the **moral atmosphere**. I hereby indemnify the Tuition Centre and CLT from any claims of compensation that may occur during my studies, outside of my study fees paid in advance. I understand that SAQA does not accredit short courses but that the law requires all organisations to acknowledge my earned credits.

I will allow my name and earned credits to be placed on a qualification generating **Data Base**. X

Applicant's Signature: _____ Name: _____
(Please print clearly.)

Date of Application: | | | | | | | | | Tutor Name: _____

Applied at Tuition Centre: _____

Signature of Acceptance of Dean or Tutor: _____

FEES REGISTER		Register	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
No	STUDENT Fees:												

Ministry Programme

Educational principles and features built into the new A4 Calvary curriculum.

During the past seven years we have constantly worked on improving the curriculum. We could not see in advance where these changes would lead to, but in retrospect it is just as well we did not realise how different it would become. Here are, in summary, the improvements we have achieved.

Format

The textbooks are now all in A4 format. This gives a better reading experience with the larger font. The books lie flat and handle easily. Seven A5 books have been put together in one book. The grouping of topics have been improved. This makes administration easier. Some of the newly written books are now also incorporated. A few books are now in Afrikaans.

Presentation: points or written out

In Phase 1 to 3 we have incorporated 12 new books. Whereas the old CLT books present **facts under points** for lecturing, these books have the lectures written out in full. This means the student can pre-read for class discussion.

Skills

Every Phase now has three **life skills** and one **IT skill** included as part of the curriculum. These are essential skills chosen as suitable for each Phase.

Praxis – Practical Workbook

To complement academic learning, we have now included some practical things that the student must **do** or **complete** in a practical workbook: **Praxis**.

Readers – Bible Chapters

Over three years the student must read 84 important Bible chapters. The Readers each contain 14 chapters in a special student translation, with commentary, articles, illustrations, summaries and **poems which teach**.

Ministry — Groupwork, Practical

Every student must participate in group discussion. A topical resource book is provided to get the conversation going in this important learning activity.

Administration

Special **Excel software** has been developed to register the student, store marks, place book orders, and summarise class results — saving you time.

So let us explain the administration programme which is in Ecxel format.

Registration

The second tab (page) of the programme is the entry form for the names and address or phone details of the student. It is only the entry page and this is where the mistakes or changes can be edited. First of all you must clear the previous record off the screen. Presumably it was saved before. To do this, you press the "New Student" button. All the lines are blanked out and the working formulas are newly put in place. There are four formulas that do some of the work for you by looking up values for you.

Now you will see that the next empty student number is displayed. If you just started to use the programme and your Bible School's centre number is '123' then the number in the settings page should be 123000. When you press "New Student" on the registration page, the next number is 123001. Give this number to **the dean** and the next few numbers to **the lecturers** and tutors. List them somewhere after they are registered. You only need to enter name and surname and 'Y' at the tutor field at left bottom, for a tutor to be saved. Press the save button each time before you clear the form for the next tutor or student to be registered. Oh yes, complete the Bible School name by entering the **TC number** near the bottom, on the right, and you will see the Bible School name displayed as on the list and settings page.

Completing Registration

When more correct information is given to you about a student, you should update the data base. Type in the student or tutor number at the top right and press the "Retrieve Data" button. All the available data will flow into the form. Whatever is still missing will be blank. Add or change what you need and then press "Save or **Post Data**". If you fail to save, the changes will be lost. However, the data which was there, is still in the database unchanged.

Working with the Data

There are other forms which use this data by calling it up with reference to the student number. Once you type in the student number (if required), the other data will come up for that student. For some forms it is important that you type in the correct programme code of the programme the student is studying. The first code is "**CDIS**" – short for Certificate in Chr. Discipleship.

Data Entry in Red

In some forms you must not write anywhere except in the blocks as indicated — and they will come up **in red**. Such is the Student Mark form. After clearing the form, you must fill in the student number at which his or her name comes up, the programme code and the names of all the courses.

Student Marks

This form has on the left a collum (E) of fields indicating assignments for seven modules. Seven assignment marks must be added. This is a mark out of 100, which is an average of the one, two or three required assignments. Then on the right there are eight blocks for test marks. First is the total of the skills marks tests (from the Praxis book, second last page). The next seven marks are for the seven module tests. The marks must count as a percentage (out of 100). The average is weighted according to the credits. This is a very complex formula, only possible by computer. **Fail**, **Pass** or **Cum Laude** is also indicated, based on the average limits of 49,5%, and 79,5%.

Assignments and Tests

This form tels you what the recepe is for any given course. Only one field is entered (I5) and you can then print out the page for your records. The Praxis field has no block, indicating that there is no assignment for Praxis. All the other assignment numbers and the pages required are in rows E and G. If there is a requirement of 3 assignments and twelve pages, it means that **the total number of pages** for those three assignments should add up to about 12. It is only a guideline to set for you and the student. Collumn L indicates the number of questions to be set for each test or tests in each module. The skills also show test question numbers in colls. G & N below.

CLT Curriculum

This is a Prospectus page which will be further developed for the future. If you print it out after changing B4, then you will have all the details of that course, with its order codes, sequence, textbook costs and total cost.

Address List

This list allows you to make a printout of all the details of the students in a particular class. Just change L4 with the course code and there you have it!

Class Results

To submit the marks to CLT at the end of the year you have to enter the course code in L4 as above and press retrieve class marks as with the above. Fill in the name of the Quality Officer, date, then printout and sign.

Student History

At the entry tab you find a "Statement" of any student regarding fees, payments and any recorded events such as registration, qualification and dismissal. A very handy form, but it gets better. You can use Invoice to produce a list of charges which is then added here. This form must be saved, it can be cleared (restore the codes) and you can retrieve a student's History.

Phase 1

Everyone starts here!

CCD1

Using Calvary Academics courses in A4 format books within an e-learning environment.

1st Year: Certificate in Christian Discipleship

Starting books: *80 credits*			
	Study Guide (Phase 1-3)	MSG	
	Ministry Praxis Vol 1 + CVD1	MPX1	7
	Phasebook Ministry 1 (tutor)	PBM1	
	Ph 1 Reader A (Bible chapters)	P1Ra	Credits

Module				
1	Christian Basics 1	CHB1	11	[BCB1]
	Companion Workbook	WCHB1		
2	Old Testament Survey 1	OTS1	5	
	How to Listen	LSN	2	
3	Values of Christ	VCH	7	
	IT Skill: Microsoft Word	MSW	4	
4	Christian Basics 2	CHB2	11	[BCB1]
	Companion Workbook	WCHB2		
	Ph 1 Reader B	P1Rb		
5	The Gospels and Acts	GSA	8	
	How to Learn	LRN	2	
6	Discipleship Growth 2	DGR1	12	[GRD1]
	Companion Workbook	WDGR1		
7	Survey of the Letters	SLT	9	
	Use Spare Time Effectively	UST	2	
	Resource DVD/USB Flash Drive (Phase 1)	RPH1 (Optional)	80	

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Note: Entry level: **Grade 10. Matric only required if not over 22 years old**

Ministry Schedule Example: First Phase Lectures

WEEK	Session 1	page	Session 2	page	Session 3	page	WEEK
1	Welcome & Orientation	MSG	Foundation Doc 1	33	Personal Dev 1	86	1
2	The Godhead 1	2	Foundation Doc 2	41	Personal Dev 2	97	2
3	The Godhead 2, 3	11	Foundation Doc 3	51	Personal Dev 3, 4	107	3
4	The Godhead 4	25	Foundation Doc 4, 5	59	Personal Dev 5	123	4
5	Christian Char 1, 2	141	Foundation Doc 6	75	Personal Dev 6	131	5
6	Christian Char 3, 4	157	OT Survey 1 - 1	1	MPX1: Testimony Salv.	8	6
7	Christian Char 5, 6	171	OT Survey 1 - 7	13	CMB 1	2	7
8	Christian Char 7	187	OT Survey 1 - 11	25	CMB 2	10	8
9	CHB1 Test		OT Survey 1 - 16	37	CMB 3	18	9
10	Values of Christ 1.1	1	OT Survey 1 - 20	51	CMB 4	31	10
11	Values of Christ 1.6	18	OT Survey 1 - 23	63	New Covenant 1	2	11
12	Values of Christ 1.12	33	OT Survey 1 - 26	75	New Covenant 2, 3	11	12
13	Values of Christ 1.18	49	OTS1 Test		New Covenant 4	27	13
14	Values of Christ 1.25	64	Prayer 1	128	How to Listen 1	1	14
15	Values of Christ 2.1	79	Prayer 2, 3	139	How to Listen 2	14	15
16	Values of Christ 2.4	97	Prayer 4, 5	155	Financial Wisdom 1	38	16
17	Values of Christ 2.6	114	Prayer 6, 7	169	Financial Wisdom 2	49	17
18	VCH Test		Prayer 8	189	Financial Wisdom 3	59	18
19	Priorities of Life 1	108	MSG - Disciple Making 1	60	Financial Wisdom 4	71	19
20	Priorities of Life 2	117	Practical - Disc Making 2		Financial Wisdom 5, 6	81	20
21	MPX1: Pers Development	26	CVD1 - Disc Making 3	40	Financial Wisdom 7	89	21
22	Gospels & Acts 1	1	CVD1 - Disc Making 4	47	CHB2 Test		22
23	Gospels & Acts 2	11	How to Learn 1	1	Faith 1, 2	88	23
24	Gospels & Acts 2.6	27	How to Learn 2	14	Faith 3	103	24
25	Gospels & Acts 2.9	43	The Whole Man 1	2	Faith 4, 5	111	25
26	Gospels & Acts 3	54	The Whole Man 2	11	Faith 6	127	26
27	Gospels & Acts 2P	69	The Whole Man 3	19	Faith 7	135	27
28	Gospels & Acts 4	83	Holy Spirit - Fruit 1, 2	28	MPX1: Group Participation	38	28
29	Gospels & Acts 5	104	Holy Spirit - Fruit 3, 4	43	Holy Spirit - Leading 1	142	29
30	Gospels & Acts 5.4	116	Holy Spirit - Fruit 5, 6	53	Holy Spirit - Leading 2, 3	151	30
31	Gospels & Acts 5.6	127	Holy Spirit - Fruit 7, 8	65	Holy Spirit - Leading 4	167	31
32	GSA Test	1	Holy Spirit - Fruit 9, 10	77	Holy Spirit - Leading 5	177	32
33	Survey o/t Letters 1	17	Survey o/t Letters 2	12	Holy Spirit - Leading 6	187	33
34	Survey o/t Letters 2.8	29	Survey o/t Letters 2.5	45	DGR1 Test		34
35	Survey o/t Letters 3	57	Survey o/t Letters 4	68	Use Spare Time 1	1	35
36	Survey o/t Letters 6	85	Survey o/t Letters 8	96	Use Spare Time 2	14	36
37	Survey o/t Letters 13	111	Survey o/t Letters 15	124	MPX1 - 4 Skill Tests	Back	37
38	Survey o/t Letters 16.3	140	Survey o/t Letters 19	153	SLT Test		38

38 WEEKS

On the far right we have attached (Wednesday) dates to the group of 3 lectures which have a **week number** indicated on the left. This week number can be used in your diary or in a lecturer's schedule. We have used this number in Phasebook One, which is your weekly guide. You can also move the whole programme forward, if another set of dates suit you. Fill in the dates as they work out or according to your given shedule. In this way **the program remains flexible.** We have combined short lectures and you may split long or important ones.

Find the meaning of the codes in the **Ministry Prospectus or Centre Guide, e.g. VCH** - Values of Christ. The page numbers are indicated in a collumn to the right of the lecture list. Colours indicate semester breaks for holidays.

This is a suggested schedule which works together with Phasebook One. In January the schools start but the Bible school may start later (in February) and breaks up before each holiday. Classes **finish early** in the year in order to have some free time when other year-end activities mount up at that time. You can still have a graduation.

Phase 2

Ministry – New A4

HCL2

Using Calvary Academics courses in A4 format books within an e-learning environment.

2nd Year: Diploma in Leadership

Total of 160 credits

Starting books:			
	Study Guide (Phase 1-3)	MSG *[from phase 1]*	
	Ministry Praxis Vol 2 + CVD2	MPX2	7
	Phasebook Ministry 2 (tutor)	PBM2	
Module	Ph 2 Reader A (Bible chapters)	P2Ra	Credits

Module			Credits	
1	Equipping for Victory 1	QPV1	12	[TGO1]
	Companion Workbook	WQPV1		
2	Old Testament Survey 2	OTS2	7	
	Improve your Conversation	ICV	2	
3	Marriage and Family	MRF	5	
	Improve Personal Relations	IPR	2	
	IT Skill: Windows Basics	WNB	4	
4	Christian Maturity 1	CHM1	11	[CHV1]
	Companion Workbook	WCHM1		
	Ph 2 Reader B	P2Rb		
5	Study of Romans	SRM	11	
	Increase your Self-confidence	ISC	2	
6	Christian Leadership 1	CHL1	11	[CHV1]
	Companion Workbook	WCHL1		
7	Gospel of John 1	GJH1	6	
	Resource DVD/USB Flash Drive (Phase 2)	RPH2 (Optional)	80	

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Note: Entry level: **Matric or over 22** + ***Certificate in Christian Discipleship***

Ministry Schedule Example: Second Phase Lectures

WEEK	Session 1	page	Session 2	page	Session 3	page
1	Welcome & Orientation		Armour of God 1	27	Believer's Authority 1	97
2	The Name of Jesus 1	2	Armour of God 2	37	Believer's Authority 2	109
3	The Name of Jesus 2	11	Armour of God 3	45	Believer's Authority 3	119
4	The Name of Jesus 3	19	Armour of God 4	53	Believer's Authority 4	127
5	Confession 1	73	Armour of God 5	59	Healing 1	138
6	Confession 2	81	Armour of God 6	65	Healing 2	147
7	Confession 3	89	MPX2: Ministry: Group Test	8	Healing 3	157
8	OT Survey 2 - 1	1	Marriage & Family 1	1	QPV1 Test	
9	OT Survey 2 - 6	19	Marriage & Family 4	17	Impr. Yr conversation 1	1
10	OT Survey 2 - 9	33	Marriage & Family 6	32	Impr. Yr conversation 2	14
11	OT Survey 2 - 13	51	Marriage & Family 8	51	Improve Pers. Relations 1	1
12	OT Survey 2 - 17	67	MRF Test		Improve Pers. Relations 2	14
13	OT Survey 2 - 21	85	Family Life 1	28	The Love Walk 1	2
14	OT Survey 2 - Ps 100	105	Family Life 2	37	The Love Walk 2, 3	11
15	OTS2 Test		Family Life 3	47	Raising Children 1, 2	84
16	Life of Adoration 1	127	Family Life 4	55	Raising Children 3	99
17	Life of Adoration 2	139	Family Life 5	63	Raising Children 4	107
18	Life of Adoration 3	153	Family Life 6	71	Raising Children 5, 6	119
19	Study of Romans 1	1	MPX2: Ministry Project	26	CHM1 Test	
20	Study of Romans 3	16	Windows Basics 1	2	Incr. Self-Confidence 1	1
21	Study of Romans 5	28	Windows Basics 2	21	Incr. Self-Confidence 2	14
22	Study of Romans 7	41	Windows Basics 3	43	Training for Leadrshp 1, 2	2
23	Study of Romans 9	55	Ministry of Leadership 1	110	Training for Leadershp 3	19
24	Study of Romans 10	73	Ministry of Leadership 2	125	Training for Leadershp 4	29
25	Study of Romans 11	91	Ministry of Leadrshp 3, 4	141	Home Cell Leadershp 1	38
26	Study of Romans 12	104	Ministry of Leadership 5	163	Home Cell Leadershp 2	47
27	Study of Romans 14	119	Church Administration 1	178	Home Cell Leadershp 3	59
28	Study of Romans 15	137	Church Administration 2	187	Home Cell Leadrshp 4, 5	67
29	Study of Romans 16	155	Church Administration 3	197	Home Cell Leadrshp 6.1	87
30	Study of Romans 17	161	Leadership & Motivatn 1	204	Home Cell Leadrshp 6.4	98
31	Study of Romans 18	180	Leadership & Motivatn 2	213	Leadership & Motivatn 3	223
32	SRM Test		MPX2: Gosp. presentation		CHL1 Test	
33	Gospel of John (Vol 1) 1	1	Gospel of John (Vol 1) 3	15	CVD2 - Disciple Making 5	56
34	Gospel of John (Vol 1) 6	31	Gospel of John (Vol 1) 9	43	CVD2 - Disciple Making 6	64
35	Gospel of John (Vol 1) 12	60	Gospel of John (Vol 1) 15	78	Practical - Disciple Making	7
36	Gospel of John (Vol 1) 17	91	GJH1 Test		MPX2 - 4 Skill Tests	Back

36 WEEKS

On the far right we have attached (Wednesday) dates to the group of 3 lectures which have a **week number** indicated on the left. This week number can be used in your diary or in a lecturer's schedule. We have used this number in Phasebook Two, which is your weekly guide. You can also move the whole programme forward, if another set of dates suit you. Fill in the dates as they work out or according to your given shedule. In this way **the program remains flexible.** We have combined short lectures and you may split long or important ones.

Find the meaning of the codes in the **Ministry Prospectus or Centre Guide, e.g. SRM** - Study of Romans. The page numbers are indicated in a collumn to the right of the lecture list. Colours indicate semester breaks for holidays.

This is a suggested schedule which works together with Phasebook Two. In January the schools start but the Bible school may start later (in February) and breaks up before each holiday. Classes **finish early** in the year in order to have some free time when other year-end activities mount up at that time. You can still have a graduation.

Phase 3

Ministry – New A4

DM3

Using Calvary Academics courses in A4 format books within an e-learning environment.

3rd Year: Advanced Diploma in Ministry

240 credits

Starting books:

Study Guide (Phase 1-3)	MSG	*[from phase 1]*
Ministry Praxis Vol 3 +CVD3	MPX3	7
Phasebook Ministry 3 (tutor)	PBM3	
Ph 3 Reader A (Bible chapters)	P3Ra	Credits

Module				
1	Ministry Principles & Praxis 1	MPR1	12	[BBP1]
	Companion Workbook	WMPR1		
	New life in Jesus Workbook	NLJ		
2	Old Testament Survey 3	OTS3	6	
	Say a Few Words Effectively	SWE	2	
3	Pastoral Training 1	PTR1	11	[PSO1]
	IT Skill: Basic Computer Training	CMB	3	
4	Prescriptions of Christ	PCH	8	
	Ph 3 Reader B	P3Rb		
5	Study of Corinthians	SCR	6	
	Improve your English	ENG	2	
6	Christian Leadership 2	CHL2	12	[CRL2]
	Companion Workbook	WCHL2		
7	Gospel of John 2	GJH2	8	
	Managing People	MNP	3	
	Resource DVD/USB Flash Drive (Phase 3)	RPH3 (Optional)	80	

Afrikaanse kodes:

Note: Entry level: **Matric or over 22 + *Diploma in Leadership***

Ministry Schedule Example: Third Phase Lectures

WEEK	Session 1	page	Session 2	page	Session 3	page
1	Welcome & Orientation		Supportive Gifts 1, 2	31	Evangelism Training 1	112
2	Analysis of Ministry 1	3	Supportive Gifts 3	43	Evangelism Training 2	127
3	Analysis of Ministry 2	11	Supportive Gifts 4, 5	52	Evangelism Training 3	141
4	Analysis of Ministry 3	19	Practical Ministry 1	64	Evangelism Training 4	153
5	OT Survey 3 - 1	8	Practical Ministry 2, 3	73	Evangelism Training 5	161
6	OT Survey 3 - 4	1	Practical Ministry 4	89	Soulwinner's Guide 1	176
7	OT Survey 3 - 7	16	Practical Ministry 5	99	Soulwinner's Guide 2	185
8	OT Survey 3 - 10	28	MPX3: Gospel Outreach		Soulwinner's Guide 3, 4	193
9	OT Survey 3 - 13	39	CVD3 - Disciple Making 8	50	Soulwinner's Guide 5	207
10	OT Survey 3 - 18	51	Prescriptions of Christ 1	1	MPR1 Test	
11	OT Survey 3 - 22	62	Prescriptions of Christ 5	22	Say Words Effectively 1	1
12	OT Survey 3 - 25	79	Prescriptions of Christ 7	36	Say Words Effectively 2	14
13	OTS3 Test	93	Prescriptions of Christ 11	58	CMB 1	2
14	Art of Interpretation 1	1	Prescriptions of Christ 15	75	CMB 1	15
15	Art of Interpretation 2	11	Prescriptions of Christ 17	94	CMB 1	31
16	Art of Interpretation 3	20	Communicatn in Context 1	0	PCH Test	
17	Art of Interpretation 4, 5	26	Communicatn in Context 2	0	The Effective Pastor 1	72
18	Art of Interpretation 6	39	Communicatn in Context 3	0	The Effective Pastor 2	88
19	MPX3: Testim. of Ministry	26	Communicatn in Context 4	0	The Effective Pastor 3	100
20	The Art of Preaching 1	46	Communication Today 1	0	The Effective Pastor 4	109
21	The Art of Preaching 2	52	Communication Today 2	0	The Effective Pastor 5	121
22	The Art of Preaching 3	60	Communication Today 3	0	Improve your English 1	1
23	Leadership Profile 1, 2	2	Study of Corinthians 1	1	Improve your English 2	14
24	Leadership Profile 3	19	Study of Corinthians 8	15	PTR1 Test	26
25	Leadership Profile 4	29	Study of Corinthians 17	30	School of Obedience 1	86
26	Excellence of Ministry 1, 2	40	Study of Corinthians 25	44	School of Obedience 2, 3	93
27	Excellence of Ministry 3	53	Study of Corinthians 33	60	School of Obedience 4	103
28	Excellence of Ministry 4	61	Study of Corinthians 41	74	School of Obedience 5, 6	109
29	Excellence of Ministry 5	69	Christlike Leasdership 1	130	School of Obedience 7, 8	119
30	Excellence of Ministry 6	77	Christlike Leasdership 2	143	SCR Test	
31	Gospel of John 2 1	1	Christlike Leasdership 3	157	Managing People 1	2
32	Gospel of John 2 4	20	Christlike Leasdership 4	175	Managing People 2	21
33	Gospel of John 2 6	35	Christlike Leasdership 5	189	MPX3: Pastoral Duties	43
34	Gospel of John 2 7	46	CHL2 Test		Practical - Disciple Making 9	
35	Gospel of John 2 8	61	Gosp of Joh 2 10 FutMin	82	MPX3 - 4 Skill Tests	
36	Gospel of John 2 12	95	Gospel of John 2 15	114	GJH2 Test	

36 WEEKS

On the far right we have attached (Wednesday) dates to the group of 3 lectures which have a **week number** indicated on the left. This week number can be used in your diary or in a lecturer's schedule. We have used this number in Phasebook Three, which is your weekly guide. You can also move the whole programme forward, if another set of dates suit you. Fill in the dates as they work out or according to your given shedule. In this way **the program remains flexible.** We have combined short lectures and you may split long or important ones.

Find the meaning of the codes in the **Ministry Prospectus or Centre Guide, e.g. GJH2** - Gospel of John 2. The page numbers are indicated in a collumn to the right of the lecture list. Colours indicate semester breaks for holidays.

This is a suggested schedule which works together with Phasebook Three. In January the schools start but the Bible school may start later (in February) and breaks up before each holiday. Classes **finish early** in the year in order to have some free time when other year-end activities mount up at that time. You can still have a graduation.

CLT Phase 1-3 Shedules

How to fit in the new Calvary curriculum within the school terms: 36/38 weeks.

We have prepared three excel sheets to indicate the exact dates and lecture slots of every lecture which is to be presented in the 3 Phases. This is quite an improvement on the previous ones. Several changes were made:

Combining Lectures

You will have noticed that some lectures are only 6 or even 4 pages, whilst others are up to 20 pages. Many lectures have been **combined** to make space for other activities not scheduled but expected to be performed.

Orientation

The first lecture of the first day is now reserved in every Phase for Welcome & Orientation. The MSG study guide should be used to fill the hour with explanations for Tutor, discussion groups, the **resource DVD**, the year calendar, monthly payments, discipline, praxis, assignments, etc.

Tests

A test covering the whole module is written the week after the last lecture of the module is presented except for module 7, where the test is written on the same day (year end). There are seven such tests, coloured in red. When we move on-line, students will then write tests in their own time.

Tasks

Every Phase has **3 tasks** and they now have one lecture slot in order to inform, explain, teach or organise the marking of the tasks. The Tutor can mostly be the invigilator of the task, which measures ability to do something.

Skills

The **three skills**, other than the **IT skill**, now each have two lectures for presenting the material to the student during two consecutive weeks. The students must still implement the practice cards during those two weeks, and the tutor is responsible that this is actually done to gain the full benefit.

IT Skill lectures

Each IT skill now has **its own three or four lectures**. Many students will claim to know the subject area fully. These include programmers and office workers. The ten questions of the test should then be no problem to answer. We hope to do this on-line by special request for such students.

Colours to differentiate

The lecture ranges from one module are given the same colour to show to the administrator which textbook is needed for those lectures.

Page numbers

A separate column to the right of each lecture, indicates the starting page of each of the listed lectures. This is for your handy reference.

Date format

The 38, 36 and 36 weeks for the Phases 1, 2 and 3 are fitted to a suggested range of dates, indicated by month numbers from 2 to 11 (Feb to Nov) and in the next collum **the Wednesday date number** for each week. The four background colours indicate the 4 school terms. (For Tue or Thu -1 or +1.)

Modules

Many modules overlap since we try to present a subject in the same time-slot (except for module 7 each year). Lecturers then can arrange their lives more efficiently since they know at what times they have to lecture a series.

Orders

On the right are the codes of the text books on the same line the first lecture of the textbook is started. A "**W**" indicates its workbook. The prices are listed in the same order as the codes and are bundled together with %.

Lecture or Section numbers

The old CLT material indicates a lecture number whereas the **MBC** material indicates section numbers. Some sections are offered together in one lecture.

Disciple making lectures

Disciple Making is now mandatory for all 3rd Phase students. Phase 1 now has 4 lectures, Ph 2 has 3 (one practical) and Ph 3 has 2 (1 pr). The lectures are in the DVD books and in MSG, with page numbers indicated.

MPX – 4 Skill tests

One time-slot at the end of the year is given for writing the 4 tests to give marks for the IT and other skills dealt with throughout the year. This is for a Praxis mark, together with the 3 tasks. See the 4th point about **Tasks**.

Textbook prices indicated

On the right side of the page we have indicated which textbooks are needed for the starting week and the prices are indicated next to it. A book with its workbook are next to each other and the prices are in the same order. ■

Ministry Textbooks – 2016 Pricelist: Cost to Centres

The **Cert in Christian Discipleship** and **two Diplomas** are achieved over 3 phases:

Certificate in Christian Discipleship

First Phase

All certificates now cost R140 each.

Textbook	TC Cost	Extra Item	TC Cost	Credits
MSG	R47	CVD1	R32	-
MPX1	R40	P1Ra	R36	7
CHB1	R138	WCHB1	R41	12
OTS1	R74	RPH1 (DVD)	R17	5
LSN	R44	PHB1	R62	3
VCH	R102			7
MSW	R47	P1Rb	R38	2
CHB2	R140	WCHB2	R39	12
GSA	R110			8
LRN	R46			2
DGR1	R135	WDGR1	R41	11
SLT	R127			9
UST	R42			2

Total cost of textbooks: R 1,398 [80]

Diploma in Leadership

Second Phase

Textbook	TC Cost	Extra Item	TC Cost	Credits
CVD2	R48	P2Ra	R34	
MPX2	R42	RPH2 (DVD)	R17	7
QPV1	R116	WQPV1	R34	11
OTS2	R110	WRG1	R50	7
ICV	R49	PHB2	R62	2
MRF	R63			5
WNB	R80	P2Rb	R34	2
IPR	R47	WCHM1	R33	11
CHM1	R114			11
SRM	R142			2
ISC	R45	WCHL1	R33	12
CHL1	R159			6
GJH1	R86			4

Total cost of textbooks: R 1,398 [80]

Adv.Diploma in Ministry

Third Phase

Textbook	TC Cost	Extra Item	Centre Cost	Credits
CVD3	R33	P3Ra	R34	
MPX3	R36	RPH3 (DVD)	R17	7
MPR1	R148	WMPR1	R57	12
OTS3	R86	NLJ	R80	6
SWE	R47	PHB3	R62	2
PCH	R105			8
CMB	R45	P3Rb	R34	4
PTR1	R166	WPTR1	In Book	12
SCR	R76			6
ENG	R46			2
CHL2	R142	WCHL1	R36	11
GJH2	R107			8
MNP	R41			2

Total cost of textbooks: R 1,398 [80]

H.Diploma in Shepherding

Phase 27 / 4,5

2 Parts of **Bachelor**

Phase 27	TC Cost	Phase 4,5	TC Cost	Credits
RegCal	R950	RegCal	R950	
B27aS	R455	B4S	R430	
B27aT	R935	B4T	R1315	
B27aF	R1000	B4F	R1000	
Tut	(R1200)	Tut	(R1200)	[80]

The Tutor must collect the tutor fee from the student: 2x R1200

B.Min 2nd study year: Phase 27b or Phase 5:

B27bS	R478	B5S	R478	
B27bT	R435	B5T	R1210	
B27bF	R1000	B5F	R1000	[80]
Tut	(R1200)	Tut	(R1200)	
RPh27 (DVD)	R17	RPh45 (DVD)	R17	
	R 7,670		**R 8,800**	[160]

All the above codes first indicate the **Textbook** and then the code for the Reader, Workbook or DVD. Courses are colour coded to indicate the course family: **Blue** for the ministry **topical courses** and **orange** for the **Reading Courses**. Each **DVD** sells for **R17** to the Centre.

Excel Programme: Textbook Orders or Invoices

The Prospectus gives you all the codes to order books, but this form goes a few steps further. On the right side it gives a few lists of codes. When filled in you can confirm which Phase it is in, what each book costs and the order value.

No: 100

Calvary Life Tutors

Order

Centre: Example Centre Name

Number: 123

12/08/01

	Code	Qty	Module Name	Phase	Price	Total
1	OTS1	4	Old Testament - a Survey 1	1	91	364
2	PTR1	1	Pastoral Training 1	3	180	180
3	MRF	2	Marriage and Family	2	86	172
4	BCB2	1	Basiese Christel. Beginsels - De	1	218	218
5	P1Rb	5	Phase 1 Reader B	1	32	160
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Post estimate

R 25

P.S. For each 25 lines we print one invoice.

Total Cost: R 1 094

Save Data, retrieve Data Each order you make will have an individual order number. You can recall all your individual orders to see what you ordered and when.

Today's date will be displayed and also saved for future reference.

You only need to fill in the first two columns: the code and the quantity — all else is filled in automatically.

You may write a note on the lines but then the code is deleted **for only that order**.

Once you clear the form, all the formulas are replaced for the next order to look up values and descriptions.

The **Phase** is also displayed. You may skip a line to keep the orders for one phase together for clarity.

Remember, this form is a **communication tool** and a **record**. Use it as you feel you must and as you want — to explain what you want.

We are going to add **postage** if you ask us to post the order, but this form cannot work out what that extra cost will be. It makes a good guess.

There are 25 lines. This should be enough for one order. Otherwise make two.

Highlight the top part and the lines with codes in (not empty lines) and PASTE it in the body of an e-mail — **please** do not send the file or the page as an attachment.

Remember to save. This will prevent many mistakes. Using **student number** you can make invoices for them!

CTL Admin: 10 Rules

Matching Educational principles and financial necesities in the Tuition Centre.

The programme deals with data — Knowing Excel

Everything you do on this programme becomes data. Data means it can be called up. Data is stored logically in order, usually with a "handling" code.

1. A Dean and the Tutors must first be registered

Every student has to have a tutor. By citing the number of the tutor, that tutor is known and can automatically be called up – that is, if he/she is registered.

2. A student must be registered indicating a Tutor

You can charge a student with fees he has to pay for, only after registration.

3. Student data can only be updated on Registration

On various forms student data may appear, but you cannot correct errors on these forms because they are only lookup formulas. Do no harm them!

4. A student number calls up everything

The computer offers you a new number when registering a student. Then that number is saved with all the correct (as entered) data. Use that number.

5. A course code must be used

Whenever a course must be indicated, rather type in the code – the whole course name will come up. Only works the first time when the formula is still there.

6. For Orders and Events a product code must be used

You can create **codes** with **descriptions** and **prices**. For repeated work use codes.

7. Data must be saved (or stored)

You may have typed it, but if you did not **save** it, you will never see it again.

8. All data can be retrieved

If you have the right code, you can get the right details. Correct the **origin**!

9. Formulas do the work

Except for some formulas who get replaced, be careful where you type and what you may accidentally destroy. The formula will tell you the origin.

10. Backup this CLT Admin file first

You will probably make one massive mistake. First backup. Then you can fix!

CTL Admin: Invoices

Matching Educational principles and financial necesities in the Tuition Centre.

Charging a student

A business always makes out some kind of invoice if it wants to receive money — even a till slip at the supermarket or a meal at a fast-food outlet. They also use codes and the quantity of each (usually one off each) and the totals of the items; and all the items together are shown on the document. We have such a computer programme for you. Let's discuss how it works.

Many items make one Invoice

Whatever you sell or charge at one occasion, even if it is one item, it must go onto this dated and totalled **document**. You must be able to call it up later, so for that reason it must have an **identity number**. It must also indicate for which student, so it must have the student number displayed. Have a list of student numbers ready. Have also the different **codes** ready for the charge items. Each item's name and cost is **called up** as you type in the code.

All of one student's invoices together

When the codes and their quantities have brought together the total of the costs you want to charge them with (you can make your own codes very simply) then save the invoice form and two things will happen: It will be saved **as invoice** which can be called up (by number) and the total will be saved as **an event** of that particular student. This is explained in the next point.

What about the payments – History (The Statement)

Now imagine that the student pays at the same time as the invoice is made out, but not the full amount, or she pays extra. Then this is done on the **events tab**. After the invoice is made out and saved. Call up the Student's History. The invoice number, total and date of the invoice will already show. Type in the code you have set up for a payment and make the quantity **1**. Change the standard amount if you have to, or leave it as is. **Save** the event record.

Balancing it all out

Look at the balance. It is a true reflection of the student's position. It shows that she is ahead with her payments or that he still owes the Bible School. Notice our use of both genders! ;-)

Try it all out before the big rush, stepping carefully not to demolish formulas but realising that some formulas are **written back** onto blank lines! Use it.

Academic Planning

Planning the academic year — the elements to be taken into consideration.

Lectures

It takes quite a bit of effort to work out how many weeks you need to go through all the lectures. Take into account the school- and public holidays .

Pre-reading

Students should come to class prepared, having read the textbook. Order the textbooks in time to hand out. Make sure they don't owe on their account.

Holidays

People book holidays to go away with their families. Close the Bible School during this necessary time of family fellowship. Arrange for ±39 weeks.

Working at Home

Some of the work is done at home, not needing lectures: skills, study, research.

Assignments

Knowing that an assignment may take a long time, offer some help as to when students should start to work on each assignment: planning, reading, etc.

Tests

If a student pre-reads, takes part in discussions, uses the workbook, does some research, less time is needed to learn for the test. A test needs a time slot.

Skills

Discuss every skill by way of introduction and – after self-study – a summary.

Group Discussion

Sessions of group discussion should be planned as is convenient for all.

Extra Saturdays

Lectures will often go wrong and time is lost. One Saturday can make up for a lot of mishaps and unplanned delays. Plan these well ahead so all will attend.

Graduation

This is a very important social aspect of the Bible School's academic year. Family will want to attend as well as prospective students. It will be made known by word of mouth, but make sure you do not change the date. To get a social VIP to be the speaker also takes good planning and professialism.

Starter Quick Tips

Use the Admin Pack, the Centre Guide and the Ministry Prospectus to get further details

Admin Pack

How to start at the beginning of the year: a few tips to get you going ...

Advertise and Inform

Let people know what you are offering by means of a brochure. The minimum information should be the name of the **qualification**, a list of **topics**, and it should give them an idea of the **fees**. Also, you should tell them the payments, venue, times and duration of the programme.

Certificate in Christian Discipleship:
7 Modules (List)
R3,600
R500 Reg + 10 x R310
Wednesday 6:30 pm

Take Names and Register

Student Pre-Registration List TC No.

Student Names and Surname	Phone No.	Student No.

As people indicate that they are interested, list their names to show them they are '**on the list**' and you will then know whom to contact when you start with **Internet registration**. Do registration any time of the year as the CAP will help you to get their **registration payment** at a later time.

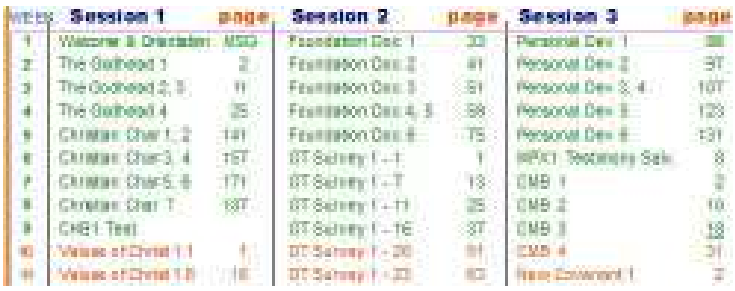
Skills: Unique to the Course

The students will grow as they study. One of the most remarkable changes will take place through the **skills training** which is part of the course. You may make a point of it when you advertise. Here is a list of the first phase skills. We include an IT skill in each phase.

Microsoft Word	**MSW**
How to Learn	**LRN**
How to Listen	**LSN**
Use spare Time Effectively	**UST**

Plan the Lectures

To run the Bible School, one of the most important things to do is to plan the lectures and arrange for lecturers to offer them. Here is a list of the first 11 weeks, should you offer **three lectures per night**, during one night of the week.



Week	Session 1	page	Session 2	page	Session 3	page
1	Welcome & Orientation	MSG	Foundation Doc 1	33	Personal Dev 1	88
2	The Godhead 1	2	Foundation Doc 2	41	Personal Dev 2	97
3	The Godhead 2, 3	11	Foundation Doc 3	51	Personal Dev 3, 4	107
4	The Godhead 4	25	Foundation Doc 4, 5	58	Personal Dev 5	123
5	Christian Char 1, 2	141	Foundation Doc 6	75	Personal Dev 6	131
6	Christian Char 3, 4	157	BT Survey 1 – 1	1	IMPact Testimony Sch	8
7	Christian Char 5, 6	171	BT Survey 1 – 7	13	CMB 1	2
8	Christian Char 7	187	BT Survey 1 – 11	25	CMB 2	10
9	CHB1 Test		BT Survey 1 – 16	37	CMB 3	18
10	Values of Christ 1.1	1	BT Survey 1 – 20	51	CMB 4	31
11	Values of Christ 1.11	16	BT Survey 1 – 23	62	New Covenant 1	2

Schedules are also available for Phase 2 and 3

Order the First Books

Each student should have their own books. The lecturer uses the same books (as they are very comprehensive). Module one and two should be ordered together. **Five** starter books come separate from the modules:

1. Student Guide [MSG]: Contains a lot of **study information** and the complete list of Christian Virtues, Bible Chapters to read and Memory verses.

The Practical Aspects of the Programme

2. Ministry Praxis 1 [MPX1]: The practical workbook for the required **tasks**

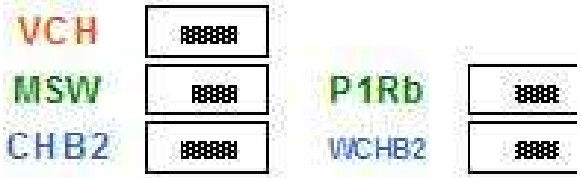
3. Phasebook One [PHB1]: Guides the student through the seven modules

4. Calvary Disciple [CVD1]: Contains seven articles of a Christian nature and seven on educational matters. **One of each** of these should be worked through during each module as a topic in the **discussion groups**. (Separate from classes)

5. Phase 1 Reader [P1Ra]: Students must read 4 Bible chapters per Phase. These are in the **Readers**. It is a translation especially meant *for students*: The **C**alvary **L**iteral **T**ranslation: **CLT**. It contains commentary, graphics and explanatory (theological) poems.

Centre Guide Price List page 17

The Second Order – for Week 12



The main body of the course consists of A4 books containing seven of the old CLT A5 books (three of these coloured in blue); **Reading** curriculum from the *Mini Bible College* (four of them coloured in orange); four Skills, one of them an **IT skill** (Microsoft Word **MSW**).

The same code principles apply for Phase 2 and 3

Modules — Combined items

The three A4 books are now **CHB1**, **CHB2** and later in the year **DGR1**. They each have a WorkBook with an added '**W**' added to the code: **WCHB1**, **WCHB2** and further on **WDGR1**. These are ordered, each together with their workbook. *See the list of modules on page 8 of the Ministry Prospectus.*

The four **MBC** reading-type textbooks are each grouped together with a Skill (as their companion book). Therefore **OTS1** is ordered together with **MSW**. We have a resource DVD for **Phase1** and the letter '**R**' is added to the phase code: **RPH1** (**Thousands of files are on these disks.**)

All this information is available in the **Packs** you received by e-mail/DropBox.

The 3 Postal Options

If you use a Courier, give our negotiated price a thought — its the best deal!

Postage/Courier

This page is not for you if you plan to pick up your books personally.

1. Use the Post Office

We've used the Post Office for 30 years. It is in trouble, but still delivers cheaper.

2. Use your own Courier

With your own courier you must have an account with them, give them our street address, telephone number to ask if the parcel is ready, and dimensions.

3. Use PostNet — Special Service

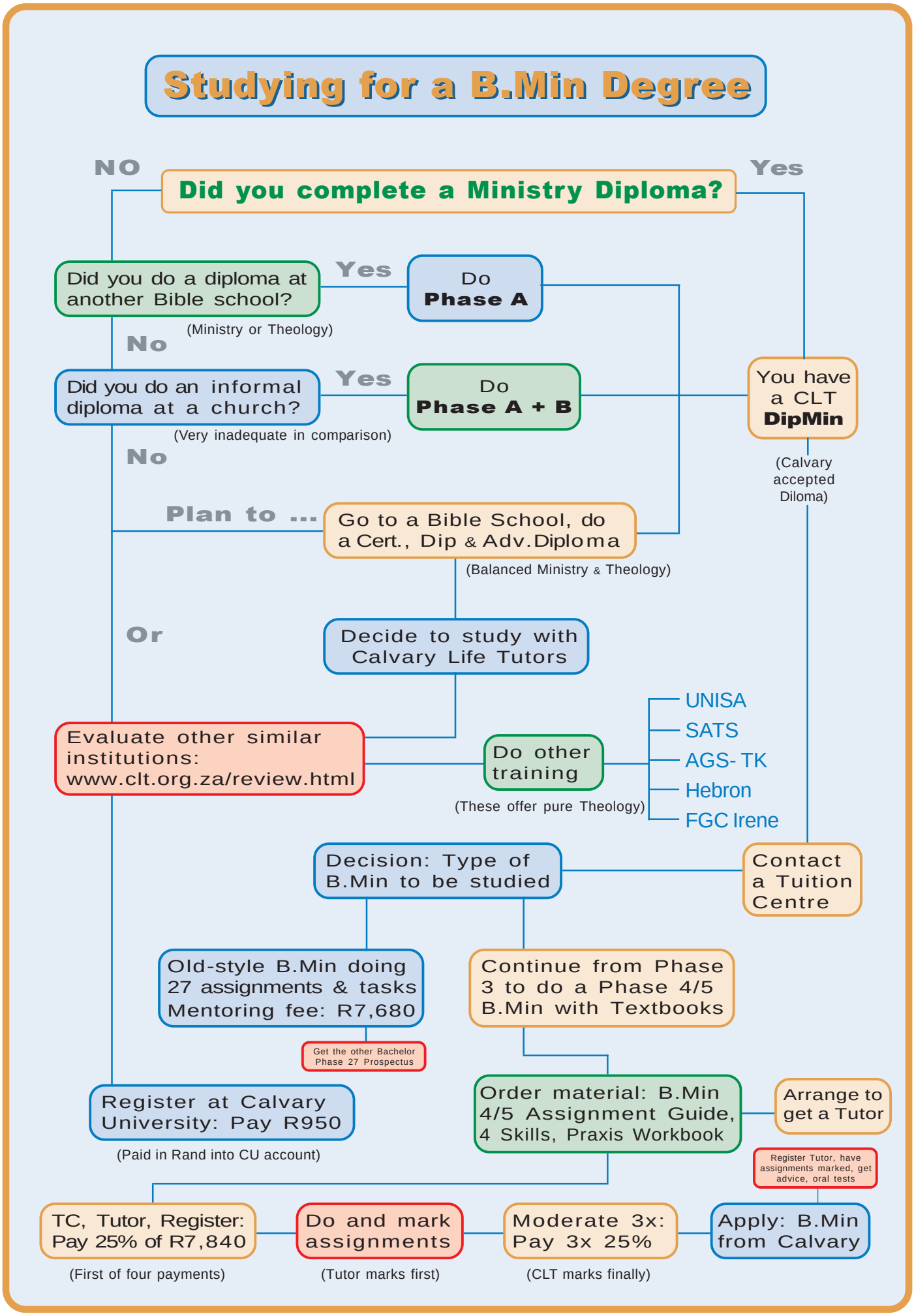
We are also recommending a service which PostNet offers. One of their most active branches are situated in Montana, which is near Sinoville and Magalieskruin. They will pick up from us and charge us special rates to any **PostNet** office. You have to pick up.

We have negotiated the best rates they can offer. We have stated clearly that we are interested in a cheap and slow service, rather than an expensive and fast one. One student's books weigh less than 5 Kg and will cost only R75. (We pay R79). Every extra Kg costs R15 more. So 10Kg costs R150. (The Post Office charges R54 for 5Kg and R78 for 10Kg, increase in April, 2016)

Posting Directly to Students

In a few cases students live a distance away from the Bible School. The Bible School must have appointed a Tutor that lives near the student. Whatever **arrangement** the TC may have made to deliver lectures to the student, is up to the Bible School. One problem may be to get the books to the student. In such cases, after a student has paid the full R1400 **textbook fee** to CLT, we are prepared to send the parcel with all the books to the nearest **PostNet**, where the student will pick it up. **Name** and **cell no**. needed.

Studying for a B.Min Degree



CU **Registration** for each graduate+ programme: R **950**

In S. Africa, fees are payable in SA Rand, converted according to a student agreement with the certification University. Calvary University is an e-learning University using advanced e-learning technology.

Study Fees 2016

Undergraduate: Bible School classes (indicated suggested fees) e.g.:

❶ **Certificate**: R45 x 80 credits = R 3,600 for first phase

❷ **Diplomas**: R 3,600 + ❸ R 3,600 (80 Credits each, Ph 2 & 3)

For the above, **Tuition Centres** may use the following directive:
We have no Higher Education programmes and issue no qualification certificates, but mentor students by following recognised short courses through personal contact to complete their chosen studies within a Christian context.

Graduate: (Lecturers of Tuition Centre, registered at CU)

(CLT attendance certificate for H.Dip.Shep)

❹ **Higher Dip in Shepherding**: R49 x 80 credits = R **3,930**

❺ **RPL B. of Ministry Phase 5**: R49 x 80 credits = R **3,920**
The new self-study course: (mainly e-books & resources)

❻ **RPL B.Min (Honours)**: R52 x 80 credits = R **4,160**

Post-Graduate: (Registered at Calvary, our mentoring)

❼ **Masters** Combinedwith Hons: R54 x 220 credits = R **11,880**
(For candidates who have a lot of experience in the field but hold no Honours degr.)

❼ **Masters**: R54 x 180 credits = R **9,720** (can do research)

❽ **Doctoral**: R28 x 360 credits = R **10,080** (add value to field)

❾ **Ph.D.**:(2nd D) R32 x 360 credits = R **11,520** (Develop a Theory)

We as Tutors have no Higher Education programmes and issue no qualification certificates, but guide students who have registered at Calvary. We do this through advanced e-learning technology and personal Tutor contact to complete their chosen studies **within a Christian context**.

As co-founder member and Dr. Paul Banting being member of the board of **AMTP**, we foresee and work towards a Vocational **SAQA**-accredited qualification, to be issued after the 2nd Phase.

Calvary University

Student Registration Payment Record

Provided upon first registration: always refer to this number

CU student number: ☐☐☐☐☐☐

CAP student number: ☐☐☐☐☐☐

This is a record of **registration** and payment made into the following account:

Calvary University 2
First National Bank
Acc. No.: 620 6016 7585
Br. Code: 25 10 37

I hereby indicate my decision that I wish to be registered as a student at **Calvary University**. I am familiar with the possibilities of studying in a specific direction with a **study group** as required by CU and am satisfied with these arrangements.

I realise that no study group, Centre or Higher Institution represents Calvary University. Assistance given is offered to me as a private individual.

(These names without a title will appear on the certificate)

Student full ID Names: _____

Are you French? (Surname, name on cert.) ☐

Student Surname: _____ Title: _____

Identification No.: ☐☐☐☐☐☐☐☐☐☐☐☐☐ (ID/Passport)

Postal Address: _____

Town & Country: _____ ☐☐☐☐ Postal Code

My highest qualification is: _____

Programme registering for: DSM4 Higher Diploma in Shepherding

Centre Name & Code: _____ ☐☐☐

Tutor Name & Code: _____ ☐☐☐☐☐☐

Registration Fee Paid: R 950.00 (fixed by agreement, includes BM5 for BMin)

Student personal e-mail: _____ @ _____

Student Cell/Tel numbers : (_____) _____ _____

Completed by (Print name): .....

Signed: ..... Date .....

NB: This is a payment record for a Calvary University programme. This document must be faxed to the CU fax no when payment is made.

Your Response:

Report-back Forms

Please ask for the Reporting Pack by e-mail.

This pack contains the Class Results Record to apply for Certificates, the yearly CT report and the QMS forms to interview staff and students.

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Note: We do not offer any qualifications but help Tuition Centres to mentor students who are registered at a place of Higher Education. We do not issue qualifications, merely give advice regarding planning for life-long learning.

According to South African Law, all accredited Institutions are oblidged to offer RPL (recognition) for Prior Learning.