

4 Guidance Pack

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Contained in this pdf document:

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Guidance Documents

Further guidance documents giving concise information

1

Guideline:
Dean's Handbook

A concise guide along nine points: step by step advice on how to plan and run a Tuition Centre.



2

Guideline:
Student's Handbook

These are the equivalent instructions to the above, but written for the student.



3

Questions:
Frequently Asked

Many Tuition Centres have in the past two decades asked similar types of questions which are answered here.



4

Handy list:
Module Codes

Text book module codes as an easy reference to the most important codes.

The new improved A4 format is in many ways different from the old A5.



5

Personnel:
Job Descriptions

The positions that should be filled, in order to function effectively as a Tuition Centre, offering quality mentoring.



6

General:
Standing Letter

Written for each year as an extract from the monthly newsletters with fresh information and announcements.



7

Statement:
Higher Education

A clear guideline as to how CLT now operates in South Africa in order to keep within the confines of the law.

Dean's Handbook

A concise guide on how to plan and run a Calvary Tuition Centre

To start and operate a Tuition Centre for the **Certificate in Christian Discipleship**, the **Leadership Diploma** and **Advanced Diploma in Ministry**, we would like to show you what you must do. We will explain this in 9 easy steps:

1. Register a Tuition Centre

Fill in the **Applicant Data** form and fax it to us. The computer will determine your Tuition Centre number. Whenever you communicate with us, please use your **Centre** number. We also need to know in time who the **Dean** is and the **Quality Officer** (someone with B.Ed. or HDE who co-signs for the validity of the marking process). See the **Starter Pack**.

2. Advertise from the Pulpit

It is important that you explain the vision of the church with regards to the **Ministry** programme. Give the members some of the details presented in the **Ministry Prospectus**.

This may be followed up by an opportunity where they can view the lecture material. They will also have a lot of questions to ask which you will be able to answer after you have read the

1. Ministry Prospectus, the **2. Centre Guide** and the **3. Information Pack**.

3. Pre-Register Students

Pre-registering students is only the first stage of a two-stage process. **Pre-registration** only obtains the names of the students and they also get a unique student number. This may be started in September and continued until January/February or the other way round.

The advantage of the pre-registration process is that you get a **commitment** from many students early on. These students will tell others that they have registered. It is not yet a firm commitment since no money is involved and it is not binding from the side of the student.

During the time for final **Internet registration** (January/February) you know whom to contact first.

4. Register Enrolled Students and Administer Fees

In middle January or early February (or any other month) when you want to start your classes, you then **register** the students. That means you get their names and address, phone numbers, ID, birth details and their previous qualifications as well as the first fees (registration fee).

This is also where you take in the **monthly study fee**. Students must understand that they may only study if they can **pay regularly**, and you may decide that they may pay a greater portion up front for a reduced monthly fee. It is very important that you keep good records of all the payments and that the Administrator or Secretary follows up on non-payers. Or use a debit order.

5. Plan Lectures and Order Books

On the front of the books you will see the book numbers. **CHB1** simply means **Ch**ristian **B**asics book **one** (in English). This is the first book in **Phase 1**. **Phasebook One (PHB1)** is their guide.

The **Lecture Planner** indicates the amount of lectures in each book. Offer the lectures in their numerical order. Lecture planners are provided for three phases. Books come in groups of two, called **modules**. The first module number is **CHB1** (BCB1 in Afrikaans) and goes with the Work Book **WCHB1**. Each module has its own **Work Book** or **Skills Book (LRN: How to learn)**. We will help with the ordering on the phone. Each **phase** have a few starting books: **CVD1**, **PRX1**, **PHB1**, **P1Ra**. A Study Guide is written for the first three years: **MSG**.

Make sure you do not give the English code when you actually want the **Afrikaans** book.

Have your **tuition centre number** handy when ordering. Look up the **codes** and write them down before you order. Expect us to process the order immediately – try not to make changes! The person ordering **should know** all our ordering conventions which are meant to promote good service.

6. Record the Student's Module Marks

Each Phase (year) has seven modules. As you order each module, you also have a **workbook** for some of the modules and others have **skills**. You should let one or two **assignments** count for each module. A praxis **task** has been prepared for three of the modules and there are 4 skills **tests**.

The average of these seven marks will give you a mark for the **Praxis**. Being part-time, a Bible School will do only one Phase per year. For each year an attendance certificate is awarded. These can be recognised by **Calvary University** when needed. It will be valued as a **Certificate** or **Diploma in Ministry** if the mark is above 50% (Cert & Dip) or 60% (Bachelor) — pass marks.

7. Order Certificates – CRR (The CLT Admin system)

Part time students will not want to wait 2 years to receive their first certificate. It is for this reason that we have an intermediate **Certificate in Christian Discipleship** after 7 modules.

You may order this first Certificate with the 8 marks filled in (including praxis). Remember to do the **average** calculation. You have to fill in the details on the **CRR** and co-sign it with the Quality Officer. The 2nd & third Phase have awards called **Diploma in Leadership** and **Adv. Dip. in Ministry**.

At the end of each **Phase**, students have reached the final point where the **Certificate** and **Diplomas** can be awarded to them (as short course attendance certificates). These certificates can be ordered by completing the **Class Results Record** with the module results and the average. We are moving towards registering marks on Internet in 2016. The student name as it must appear on the Certificate should be clearly printed with neat handwriting and should match with a copy of the student's ID document. The **CRR** should be kept at the **Centre** and only a copy should be faxed. An electronic list (in addition) by e-mail to allow us to copy the names will be appreciated.

8. Graduating Students

It is not compulsory to have a graduation night. Almost every Bible School makes use of the occasion to splash out in a celebration at the end of an academic year. Students have worked hard and for long hours – and they deserve to be congratulated for what they have achieved. It is also the best opportunity to **recruit new students**. This is an opportunity to clearly state the vision of the church and its Bible School. You will probably be speaking to the leaders and future leaders of the church. The invited guests may be some of the future students. This is the place where they can see the results and hear about the course your students have taken to achieve certificates. An accredited qualification document from **Calvary University** will cost an extra R950.

CLT does not expect to be invited to be there or to officiate the graduation since there are 200 Tuition Centres and it would keep someone busy all year to do this. We advise you to make friends with a local official or other VIP to use as speaker. Our graduation suggestion is:

First Phase students should **not wear a gown**, Diploma in Leadership students wear **only a gown** and Advanced Diploma students a **gown and mortar board cap**. For B.Min add a **sash**.

9. Report during April each year (Simplified with the CAP in 2016)

The TC Accreditation costs R200 per year and is invoiced on April 30th of each year. A Yearly April report (initially the Blue Book only once) must be submitted to us for CQA standards, completed any-time during **April**. This is our data we have to report on in order to keep our international accreditation in line with **CQA**. We must be very strict with your compliance to this rule. But please do not spend a lot of time on the report. The questions are very basic.

Student's Handbook

A concise tuition guide to students for the Ministry Certificate & Diploma

To study for the Calvary Cert. in Christian Discipleship, we would like to show you what you should do in 9 easy steps. You will repeat steps 5 to 8 several times during your studies:

STUDY METHOD

1. Filling in the registration form.

The form will tell us who you are, what your postal address is and it will determine your **student number**. Whenever you communicate with us, please use your student number.

The Student Number consists of your **Tuition Centre** number, and then the follow-up number between 001 and 999 of that centre. You should write this down somewhere in order to remember it. Hand in the form and the prescribed registration fee to the Administration of the Tuition Centre.

Make sure the information on the registration form is complete.

2. Find out how the Bible School operates.

Make sure you know what the monthly enrolment fees are and what the arrangements are for paying them. Get the time schedule or class roster for the dates and times of your lectures.

Your Lecturer/Pastor will appoint someone to be your Tutor to help you in your studies, to lead you in group discussion and will provide academic counselling, etc. This will depend on circumstances in your Tuition Centre (**TC**).

Write his/her name, and also his/her phone number on the form. If you have any questions about the work, first ask your Tutor to give you the required guidance. If he/she cannot answer you, he/she will refer you to your Dean or one of the lecturers.

3. Look at your first set of material.

This set contains the first set of Lecture Books, one Work Book, and a Study Guide. Phasebook One is your guide through the modules. You will also get a Praxis Book for practical work and a Discipleship book containing group discussion topics. A Bible chapter reader completes the set.

The Lecture Book is the most important part of your material in every module. This is your textbook — the word-for-word contents of what the average lecturer will say when you attend lectures in the Bible School.

When husband and wife study together, they may share the Lecture Books but must each have a Workbook or Skills book to complete for each module. (Each phase has a resource DVD)

4. Attend lectures regularly.

(also: scan-read the material or if provided, listen to an mp3, or watch a video)

An average set contains about four Lecture Topics, each providing two to four or more lectures. As student you are attached to a **Tuition Centre** (Bible School) who will provide you with an opportunity to attend classes and a tutor will guide you through the practical work provided on a resource DVD. A lecture schedule will be decided upon by the **TC** and this will ensure that you work through all 80 credits (about 800 hours of activity) in one way or another. The **TC** will select from the Student Prospectus which lectures you must attend if you have studied elsewhere (RPL).

As a Mentored Student of a Bible School, you have a Pastor or Dean and a Tutor. For any of the lectures you are not able to attend at a Tuition Centre (a Bible School), you must still go through the lectures on your own as described and do the additional activities such as skills training, completing the praxis book, and performing assigned ministry tasks in your church.

5. Read your first lecture.

On the front of the books you will see the book codes. **CHB1** is your the first book in English. If you are a students who is studying this course in Afrikaans, please arrange to get **BCB1**.

The level of the language (English) is however quite simple – you will understand it as if the lecturer is speaking to you. Books come in groups or modules. Students should read the Books in their module order before attending the lectures. The first book, **CHB1**, goes with the Work Book **WCHB1**. This is module 1. Each Module textbook has its own Companion Book and allocated practical task or assignment, test and **resource material** (on the resource DVD).

Reading the lecture (a second time or as pre-reading) could be done in the following way:

Read it aloud to yourself or to your family. Study it carefully and then explain it to some of your friends or colleagues who are also studying. Underline the **important thoughts**. Read it prayerfully to the Lord – and ultimately, if you don't understand, He will explain everything to you!

6. Fill in the Workbook

The Workbook helps you to understand the lecture better in three of the modules. It highlights **the most important points** in the lecture. When you try to answer the questions, you must go through the lecture once more. Repetition is a learning method. You may even underline the textbook where you found a Workbook question.

When you have answered all the questions, take the answer sheets out of the book and compare your answers with these model answers. Marking your own Workbook and discovering your mistakes will also help you to get to know the subject matter more thoroughly.

7. Do the Module Assignments — Reports/Essays

Now look at the **assignments** the Tuition Centre gives you to cover the textbook . If there is one (or two), do whatever it says and as the facilitator or group leader directs you. If it is a **project** which will continue over a long period of time, start on it soon in order to complete it.

Our first instruction is to **READ** the material. Do whatever you have to do to get the best value out of the material: make notes, underline, **highlight** or make a summary – whichever method will give you a better understanding of the lecture. The assignment follows a see-think-do process in order to experience the principles taught in it. The work will become part of you in a very practical way.

When you have completed the whole set, have your **tutor** go over the practical (praxis book) with you for discussion as indicated or when needed. Ask him or her any further questions that you may still have, and make sure the **Study Record** on the Internet is completed by the tutor to indicate that the reading and the two academic essays have been completed and marked.

Working through the material several times in different ways – including some practical implementation – is the **very best** study method. Follow the instructions of the **Phasebook**.

8. Write the Test

When you have re-read all the Lectures, handed in the Assignments, completed the Workbooks and marked them using the model answers, you should be able to study for your test. Make sure you know your work by looking at the Work Book questions.

The **Tutor/Lecturer** will give you the test and he (or she) will also mark it. You have enough time to complete the test. For the Web-test you have a fixed amount of time to complete it.

The test result must be written on the **Study Record** which the **TC** keeps in a safe place or on the Internet. These test results will be sent in to us, so that you can get your Certificate or Diploma.

9. Order or Ask/Receive the Next Material

When you have finished your first module, you are ready to receive or take the next material. As you are in a Bible school this will be done for you **if** your fees are up to date. All student questions will **only** be handled by the local Bible School Administration, as CLT does not deal with students. May the Lord bless your studies.

Questions Frequently Asked

A compendium of questions and answers for running a CA Tuition Centre

1. Who or what is CLT/Calvary Academics?

Christian Life Training was a **Private Higher Educational Institute**, with conditional accreditation by SAQA (South African Qualifications Authority) and CHE (Council on Higher Education) during 2000 and until August 2003. It voluntarily withdrew from accreditation when better options became apparent as CHE moved the goalposts by requiring all "franchises" (Bible Schools or Tuition Centres) to be evaluated. This need is now fulfilled by Calvary University having official SA accreditation.

Calvary Life Tutors now print and distribute the **Calvary Academics** curriculum to churches who use it for training members in ministry and Church management. The material and suggested training method is of such high quality that the students can receive **RPL for prior learning**. In other words, the work done can be credit-banked towards a Certificate, Diploma and a Bachelor of Ministry degree. The student studies through a local **Bible School** by attending lectures on a part time basis for the first three academic year's courses (1 Certificate and 2 Diplomas). To complete their Bachelor years (phases 4 and 5) **the student may register with Calvary University**, while being **mentored** in close contact with a TC Tutor. The Bible School is run by the Pastor of the local Church as a registered **Tuition Centre** of CLT (now Calvary Life Tutors) using the CLT material.

These courses are ahead of its time in being based on **Objective Directed Learning**. It takes the student through all the doctrines, but from a very practical point of view in order to transform the student in his or her ministry. Personal tutors also offer **mentoring** to a study group for Masters and Doctorate programmes — for students who have registered at **Calvary University**. All the newly formatted material is currently published under the label of **Calvary Academics**.

2. How does it work?

The range of lectures may be presented in the local Church to their members and other Christians. Each student gets his/her set of illustrated lecture notes in book form (only available in two languages). The Pastor and chosen Church leaders present three lectures of forty minutes on one weekday night. No lectures need to be provided during school holidays and there is teaching for 40 weeks. Students who are isolated from a Tuition Centre can study on their own through a **Distance Tutor** at their local church – with the help and the co-operation of their Pastor. This is, however, not our preferred method. Personal contact and example of life is the Biblical principle.

3. What are the advantages of a local Bible School?

Students do not need to give up their job and relocate to a Seminary or College. Since there is no high cost due to paid staff and special facilities, study fees are only a fraction of the normally offered prices, saving 85%. The student takes on the character of his own church and remains active in the body. Travel costs are reduced. Due to these advantages, a high percentage of members participate in the Bible School (10–50%). Spiritual growth of the students boosts the morale in the church. A healthy and natural church growth is the result. Due to the group effect, the **group-and-lecture** study method is far more successful than secular correspondence studies without a tutor.

4. When and how does one start?

One may start any time of the year, preferably at the beginning of the first term or mid-year. Promote the Centre about three to four weeks beforehand. Show the study material to the students. Explain the definition and scriptural basis of the course to them. Show them how it conforms to the **accreditation standards** for **recognition of prior learning**. Give them a **Ministry Prospectus** (pdf) for further details. Tell them what the initial enrolment (R500) and the monthly tuition fees (R310) will be.

5. How do we promote a Tuition Centre?

It is important that you motivate the members about this new concept in your church. Let them feel that they need to be part of it, if at all possible. Show them the sample material. Distribute promotional leaflets (see sample). Hand out some copies of the prospectus to the leaders, elders and enquiring students. Make sure that they realize they will be **students** (discipline) and can receive (through RPL) an accredited university **certificate** (awards) at the end. Indicate that you expect current and future leaders to have gone as far as possible on the **CLT Ministry** course.

6. Why have a Tuition Centre and Certificates?

Do not underestimate the importance of **recognition**. Most of these documents will be framed and displayed. To have **consistent attendance of the lectures** and have students who push through to the end, it is a successful incentive. Without the structured School and **accredited certificate** concept, your “studies for whoever wants to attend” could last only a few weeks. These awards also will have real value in the job market place (many of our students are appointed as Chaplains) and can count towards further training through **Recognition of Prior Learning (RPL)**. As Calvary Life Tutors uses the Calvary Academics material and followed **CQA** (Christian Quality Assurance) for the educational standards, Calvary University accepts our credits for their qualifications 100%.

7. What will Calvary's mentoring mean elsewhere?

The programme has been compared to most other available training material. It has been found to be of an exceptionally high standard and quality. As a result, about 250 churches across South Africa have implemented this material to start a Bible School. About **57,000 students** have or are studying through these courses in Tuition Centres with the help of Tutors at their local Church. A Calvary student having completed the **training for Ministry** and as **Church Leader** should therefore be received in any of the Charismatic or Pentecostal denominations. The programme is well known amongst pastors of 24 different denominations and now has official SA accreditation.

8. My Church Board is interested – what is the first step?

We can send you a **Starter Pack**, which should include some Lecture Books as examples. A follow-up on this are six sets of **e-Packs** in DropBox. These contain forms to be printed to be used for administration. The masters also include the registration form. Carefully read the **Centre Guide** before you start. We suggest you print out about 10 or 20 copies of the **Ministry Prospectus** to hand out to serious prospective students. We also supply an **Accreditation Guide** and the **CQA Blue Book** for aligning with **Christian Quality Assurance**. The Blue Book must be completed as your leadership training before you will receive your **CQA Certificate of Accreditation** as Centre.

9. What do I do when I receive the information material?

First of all lay the matter before the leadership of the church. Discuss all the advantages for the church and the members. Let them page through some of the books. Show them the range of topics and the logical progression. Get them to become excited about the Bible School and Tuition Centre concept. Set a target date to start. Pre-register students by taking their names and giving them a student number. Students will realize it is for real, something is going to happen. (Final **registration** involving fees will commence later.)

10. How do we present the lectures?

Get some of the elders, leaders or students who are “**able to teach**” to help you with the lecturing whilst studying. Every lecturer who goes through the course by lecturing, can also receive an attendance Certificate or Diploma. (They do not need to do it a year ahead of the others.) In the second Phase/year, you may have enough lecturers so that you only need to teach some of the topics and can give your time to other matters of the church. Lecturers should register for a **Diploma in Mentorship** (three years). It is advisable to show the students that the Bible School is an important part of your vision to **make disciples** and train **workers** as well as equipping **leaders**.

11. How is the Bible School organized?

Appoint lecturers, an Administrator and a Dean (head of the Tuition Centre). If you do not have an associate Pastor working with you, one of the leading members may assume this position. Every Tuition Centre must also have a **Quality Officer**. This is a person with a B.Ed or HDE or similar educational qualification. He/she will review 10% of the tests at the end of the year, especially the lowest and highest marks. The Quality Officer may also be able to give a few demonstration lectures to improve the skills of the lecturers. Most of the forms you need have already been designed for you. The **Masters Forms** in the *Centre Guide* (p25) gives an indication as to how the masters could be used. They are provided in the **Admin Pack**.

12. How do we order more lecture books?

When you know more or less the number of students that will attend, you may order the material from us between 8:10 am and 3:50 pm Monday to 2:50 pm Friday. We will send you the first module and the initial books with an invoice enclosed. Orders are usually picked up by **PostNet** on Tuesday and Thursday if the order was placed before 10:30 am. To post the whole year's curriculum for one student costs R75. (R15 per Kg) Parcels should arrive 2 to 3 days later at PostNet. Should you wish to collect, you will have them when you arrive. Ask for PostNet when you ordered late. Otherwise we will use the Post Office as in the past for the cheapest service. If you have an account with another courier, they may give you a speedy service. We do **not** contract with other couriers.

International parcels are sent by airmail in small quantities or by **air freight** if you order for a whole phase. You will then have to clear the goods (quite easy) or use an agent (which is expensive). We then need your Physical Address as well as a telephone number and contact person. If you live near an international airport, it is not too difficult to clear goods. It is just a matter of filling in some forms. All extra costs we incur are for the Tuition Centre's account.

13. What about the finances?

The material is made available to you on a Bible School account. The three digit account number is used for **ordering** and must be indicated when **EFT payments** or **bank deposits** are made. You should plan to send the balance of the account **within 7 to 30 days**. To register as a Christian Tuition Centre is free, and you receive e-mail information material. An amount of R200 per year will be charged at the end of April as an **accreditation fee** which covers our accreditation costs.

You should also keep an accurate record of the **student's payments** on a copy of one of the forms provided. If there is a shortfall, the church board should undertake to make up the balance. Some students could perhaps be subsidized to 50% or sponsored 100% by you. Do this after **careful** consideration. If any lecturer wants to upgrade their own qualification, the local Bible School should consider to grant a bursary for the first lecturer to study for a Bachelor of Ministry.

14. How do students receive credits?

The Bible School registers as a **Tuition Centre** of Calvary Life Tutors (free), facilitates lectures and supplies students with **Lecture Books** and other companion books. The students write **tests** and the TC allocates **practical marks** for their skills and **assignments**. The total **pass mark** is 50% for the Certificate and the two Diplomas and 60% for students who study through Calvary University to complete the Bachelor programme. First Class is set at 70% and Cum Laude is 80% (usually not more than about **20% of the Phase 1 class**). The first three Phases (three academic years) gives the student 240 credits to offer as RPL (80 on Cert level and 2 x 80 on Diploma level). The Calvary University considers that the three years of part time studies are a sufficient prerequisite to be accepted for the third year degree program (B.Min.), phase 4 and 5.

Following the new educational trend of skills training, the B.Min year material is designed to emphasize the function of the FIVE-FOLD MINISTRY of Eph 4:11,12. This programme consists of 7 modules in each of the two phases. Again, four skills are included in each. It provides 160 credits of 10 nominal hours each. Of these, 30 credits are of a Management nature. The course therefore allows portable credits from a B.Com. degree or other Management qualifications.

15. Can we start at the Leadership Training Modules?

Calvary Life Tutors mentor students through a life-long learning experience. When offering prior learning credits to an educational institution, they will look at the logical sequence of such learning. All the Bible Schools therefore do the topics consecutively in their logical order. **Leadership** is part of the second and third Phases (Diploma in Leadership etc.) and is not a separate programme. A Certificate or Diploma can therefore only be earned by doing every individual course in its natural order, using **all the prescribed textbooks**. A student who has completed another ministry or theological programme and/or can present **prior learning credits** due to years of ministry experience and seniority, may be allowed to start at the Phase 2 year or may first have to do a bridging course. In this case the leadership modules will be part of the normal material the student will receive.

16. Where do the Evangelism modules fit in?

The **Evangelism Training Modules** (within MPR1) can be presented as it best fits in with your church year program. It can be presented as a seminar on a weekend or camp. All students should receive **New Life in Jesus**, which is a book with outreach and discipleship guides for the new believer.

Evangelism has two sections. The **Evangelism Training** is the basic training course and should be presented first to the students. This deals with the “how to”. After practical experience, the **Soulwinners Guide** is presented. This part of the course is more problem-solution orientated.

17. What about the practical work?

The **assignments** in the back of the A5 books are practical and employ discussion, meditation or report writing. Two of these assignments count towards the first component of every module mark. There is also a prescribed **TASK** (practical work) for each module. This is marked using a schedule provided in the **Praxis** book. This mark is the second component of the praxis mark. The Workbooks are used to guide students through the lectures again at home. **Tests** are set using these Workbook questions to attain a test mark. These two marks are added together to provide a composite **module mark**. Phase 1 to 3 have practical workbooks handling all the practical work: **MPX1** to **MPX3**.

Mentored Students (living too far from a Tuition Centre and having only a Tutor) can register on the **Calvary Academics Platform Website** for each qualification and write web-based tests counting 30% of the final mark. The remaining 70% may be marked as formative evaluation by the Tutor as follows: 50% Assignments; 10% Tasks (practical work); 10% Group Work / Discussion. Modules may differ in this. Doing this, evaluation is secure, in the absence of a nearby Tuition Centre's **quality infra-structure** — and CLT has proof of the required tutoring. Distance training is not our preferred way and the student should still attend some offered lectures on Saturdays at a regional **Support Centre**. Forty such centres are envisioned – eight of them at **CU Campuses**.

18. How can a student study further?

Calvary Life Tutors fulfils a quality educational role by publishing material for training students in **study groups** and **Bible Schools**. The quality of the material and proposed training method is such that the earned credits can be banked at **Calvary University** which now has South African accreditation (No 19604/2C/12). Bible Schools who want to offer mentoring for these training courses up to Diploma level (in the form of short courses), register with us to become a **Tuition Centre**.

Calvary University [CU] has developed a degree year to give their student an opportunity to achieve a Bachelor of Ministry qualification with **CLT earned credits**. We also help students who have registered for a B.Min (Honours) or an M.Min. or a D.Min. degree. For this we act as mentoring Tutors. Calvary is regarded as being on the forefront of mentoring in SA. As the time passes, we may be getting more and more co-operation and recognition from other Universities. The aim is that they will allow the student to continue with an Honours or Masters degree program. This has been made possible by the fact that we have adopted **International Standards of Accreditation** and are listed by CQA who state that we offer quality education supervision and training facilitation which is on a standard acceptable to Private Higher Educational Institutions, such as **CU**.

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]

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.

TC – Personnel Job Descriptions

Person

Qualification

Job Description

Pastor

B.Min./L.Th./Dip.Th

Senior Lecturer, 2nd/3rd Phase

Quality Officer

B.Ed. or HDE

Teaches lecturers, controls marking of tests

Assistant Pastor

Dip.Min. or Dip.Lead

Lecture to 1st/2nd Phase students

Lecturers

Dip.Lead. (in 2nd yr)

Lecture to 1st/2nd Phase students

Administrator

**Skills in Admin.
Cert.Man. etc.**

Orders, fees, check invoice, pay Acc,
Register & enrol students, address list

Invigilator

Senior Student

Invigilate during tests, marks Tasks

Class Captain

**Responsible Student
Skills in Admin.**

Class attendance record keeping,
collecting Assignments

Standing Letter

A summary of the latest monthly news letters – quoting relevant directives.

CHANGES FOR 2005 UP TO 2016

Qualifications and Short Courses

Since the new regulations came into effect, we took one of two choices: we now offer **short courses** rather than have the right to **issue** a Bachelor. (We don't need this right, since **Calvary University** can now issue accredited degrees.) This means that no TC will be visited by CHE but we still have to implement an **internal quality system**. We use the **CQA** standards for that. We do recommend a specific university because of our twelve-year relationship and its teachings in a Biblical context. [Calvary University \(CU\)](#) issues degrees to students who register for R950 with them. We then **mentor** the students to succeed and all the credits earned by students studying at CLT get **RPL** at **CU**.

Accreditation – CQA

Accreditation is also a sign of quality and soundness – that you are recommended by an official body for the acceptance of your courses or qualifications. In 2003 we have accepted and adopted the international **Standards for Accreditation** from Christian Quality Assurance (**CQA**) and were able to place all participating Tuition Centres' names on their web site – a sign of acceptance of training and commitment to **quality**.

International Links – Calvary University

The year 2003 was significant in that we met up with a powerful potential pillar of strength with whom we will co-operate in various ways. **Calvary University (CU)** help students earn qualifications through e-learning – it would otherwise cost us an immense amount to maintain SA (national) accreditation for every TC. **Calvary University** is accredited by the Department of Education in South Africa who have given us a number to quote (No. 19604/2C/12) . **Hope Builders – Africa** have arranged for us to have the right to republish the excellent **Mini Bible College** material in A4 format. We now also train approximately 6,500 pastors on this material in rural Southern Africa, over the Limpopo.

Recognition – Churches

We will only mention the well known church bodies here: CRC Bloemfontein, Durban Christian Centre, Assemblies of God, UAFC, Lede in Christus, Agape, Word of Faith PE, Harvest Ministries Network, Maranata, several AFM, FGC and PPC churches, Christian Revival Church and, country-wide, most of the individual congregations, who are autonomous. Some denominations have an additional induction course to train their pastors.

Diploma Programme – Additions

Seven new books have seen the light including such titles as Organisational Behaviour, Communication Principles, Windows Basics, Leading a Team, Public Speaking, Personality & Job Motivation, and Pastoral Care. It will take more than a year to write the books but we will let you know when they are available. Quite a few Afrikaans translations are now also in the pipeline. Jesus Son of God, Themes in Genesis and Foundation of the Christian Mission were added recently in A4 format to complete the existing range of books.

Credits on Certificates

From 2010 all Phase certificates will now indicate exactly 80 credits instead of about 60 credits, indicating to what figure this must be added to. The **required total of entry credits** is reported **in the body** of the declaration of every certificate. If added up, it will again reach the familiar 160, 240, 320, 400, 480 figures. The credits will be **the exact figures**: Certificate in Christian Discipleship = 80 credits; Diploma in Leadership 160 credits; Advanced Diploma in Ministry = 240. It must be added up. From Jan 2015 we will also start the work to register vocational Certificates on several levels with SAQA through AMTP and the **Calvary University** certificate will indicate a qualification.

Summa, Magna, ... Cum Laude = 80%, +

We have been following an outdated system which we were asked to change. The **Summa Cum Laude** hardly ever appeared. It often happened that too many students received Cum Laude. Now there will be a **Cum Laude** distinction set at 80% and you should aim for (not more than) about 20% of the first year class (in Phase 1) to reach marks above this level. Above 70% will receive the distinction "**First Class**" from 2016 on the CAP.

Bachelor: Registration with the e-Learning University: CU

All students requesting us to be their Tutor for a B.Min will first have to register with the accredited Calvary University which costs R950. See the explanation on their Website: www.calvaryu.com. Since Calvary's local SA accreditation we may now represent it as a University. A student must **decide** to enrol before commencing his/her studies. The **Registration fee** of R950 is then paid into the local Calvary University account.

CU have opened an account in the Kolonnade with FNB. A **student number** is required on the registration form. This student number will be supplied to you when you ask for the registration form. Then having paid, fax your proof of payment to 012-567 5550. Every degree student must also keep record of all payments made during the time of study.

Assessment: 35% – 35% – 20% – 10%

The proportions to which you allocate the different assessment elements such as Tests, 2 Reports, Task, Experience is **flexible**. Page 18 (Prospectus) reflects this. The **CAP** Internet platform has been developed to help you with the registrations and marks.

Fees: Books, B.Min and CU Registration

The price for almost all books will be reduced by about 28% for 2014 & 15. A5 stays at R26 per book, R1 per test and the B.Min is now R7840 and R8790 for the two types. The tutor has to hand in documents at 3 occasions: 2, 10, and All assignments. The tutor will now get R1200 for each Phase ($\pm 25\%$). The Calvary Univ. registration is changed to R950. CLT will no longer issue 240 credit Diplomas as Calvary University will take on that task. They will cost R140 each for undergraduate certificates and R950 for all degrees.

Prospectus & Centre Guide Changes

The new Prospectus explains mentoring students by a Tutor (p24 - 27). We now indicate Calvary University as accredited in South Africa. (page 2). Disciple Making is getting a new emphasis throughout. See phase D (page 28-29). A comparison with other educational organisations is available. An **Organisational Structure** diagram (p6) in the **Centre Guide** which explains the function of the Chief Executive Officer (CEO) who is responsible for the **Administration** as well as the **Academic** side of the Bible School.

Your International Accreditation – Blue Book

In order to be distinguished as **accredited for quality mentoring**, you are required to complete the much simpler new blue book. It has a buff book "Accreditation Guide" as companion which is meant to be a **training situation** for you and your staff in becoming a place of higher education. You will know which policies to set and which principles to adopt to become more professional. The **BlueBook** is handed in when completed.

Quality Management System (QMS) – Yearly Interviews

The only requirement for offering short courses is to have a QMS. According to your TC contract you have adopted the CQA standards. Accordingly you should **improve** the quality of all your staff (improve their teaching skills). This is done through yearly structured **interviews**. Students are also interviewed. The interview questions and place for the responses are provided on master forms to be copied from the buff book. It is an **internal system**. You should use the system and keep the forms on file or use the **CAP**.

Recap on SA Accreditation, CHE, DoE

CLT was **definitely** accredited by SAQA in Feb 2000 to issue B.Min degrees. CHE took over from SAQA and **acknowledged** our accreditation status only 8 years later in a letter to a student. Negotiations in South Africa have led to a decision to accredit Calvary by DOE (19604/2C/12). This fact has been established during December 2013.

On 1st of July 2003 the regulations changed and required that all franchises be first evaluated before they may offer the programmes of an accredited organisation. Of the two choices of: close all Bible Schools & go correspondence or give up the right to issue the B.Min., we chose to obey the Lord and have ±254 discipleship-style **contact** Bible Schools operating everywhere. The final course has not changed since **Calvary University** accepts our standards as well as the excellent **B.Min programme** we developed.

Other Bachelors, MBA and Post-graduate Study Groups

We are now offering credit mentoring to students who are registered in various Faculties of an e-Learning University – **Calvary University** – such as Counselling, Education, Ministry, Business Administration or Business Leadership and also many Skills Professions. The MBA is very strict in its choice of courses and concentrates on **systems**. For this reason many students aim for the MBL which is more **people** orientated.

A student may start with any diploma, do a bridging course (Dip.Min) and then complete a Bachelor in any of the mentioned faculties. The mentoring cost is R45 per credit including the cost of the textbooks. Here is a real opportunity for anyone having an RPL'ed Bachelor degree to act as tutor and earn up to 40% of the R49 by helping students country-wide to get through their studies. All tutors must **register** at a Tuition Centre. There are several places in South Africa which have tutors to facilitate these academic mentoring activities — they lead to students having **Prior Learning** to be **Recognised**.

On the (2nd) Friday of every month, the Post-Graduate Study Group get together: so far only in Pretoria and Durban, but we hope that Cape-Town will start. This is only for M/D candidates to have a support group while they get to understand **research methodology**.

Not Changed:

Some of the wording may have been changed but in our heart we are still the same:
Quality – Commitment – Service – Speed – Value: Advanced e-mentoring technology!

STATEMENT ABOUT HIGHER EDUCATION

CALVARY LIFE TUTORS ... IS AN ORGANISATION ...

(EXPLAINED IN DETAIL)

1. A Tutor Centre facilitating quality education specialising in advanced e-learning technology

Mentoring means that a trained experienced professional comes alongside a student to train, counsel and advise in order to impart academic knowledge and practical skills for any kind of job. This is not limited to higher education but may include such courses that form a part of programmes. Higher education is defined by law as offering a **registered programme** or a registered **unit standard**. We therefore talk about quality education. The method is advanced since we use all that technology has provided us, including the Internet through a multitude of websites.

CALVARY LIFE TUTORS FACILITATES ...

1. To mentor students who have already enrolled for programmes that lead to qualifications

Since CLT is not registered to offer higher education – which means offering programmes and issuing qualifications – and since the student wishes to earn a qualification – the student must first decide to register with an institution which has such a programme and then we will enrol the student for the mentoring of such programme.

2. Enrol students for a fee to provide mentoring

We do not register the student with the Higher Educational institution such as Calvary University. That the student must do on his or her own. Any administration done is for the sake of our mentoring for which a fee is asked.

3. Follow any curriculum the student has received

CLT does not take responsibility for the curriculum. It is drawn up and delivered by the institution. Our mentoring is needed because this aspect is often inadequately done by universities which sometimes have a success rate as low as 7% of the students finishing their qualification. We will provide improvements to what is basically planned or offered to make sure the student can reach the desired outcomes of the programme.

4. Help students with formative evaluation as part of our modern Tutor mentoring process

CLT does not do a final examination/evaluation for a programme in order that a qualification is presented by means of an issued degree certificate. Any evaluation done is formative (in-training evaluation) which is part of the mentoring process which gives a constant feel to the student that one after the other outcomes are reached.

5. Give students advice on planning a life long learning path and a suitable study direction

Universities often lack in this department. Proper mentoring should include advice as to all the possibilities at different universities. This we do provide, even before prospective students have registered anywhere.

CALVARY LIFE TUTORS DOES NOT ...

1. Offer Higher Education learning programmes

We have withdrawn our registration for all programmes we had in mind. None of the short courses our students are mentored for lead to a qualification. They are not recognizable unit standards. Since we do not have the whole, we don't have the parts. Students, however, may take the attendance certificates and have them recognized by institutions who may adopt those courses as part of their curriculum which makes up their programme(s).

2. Enrol students for such programmes

CLT nor any of its associated tuition centres can or will register a student for a programme or qualification.

3. Take responsibility for delivery of curricula

Every bit of training direction of accredited programmes for which we do mentoring is determined by the providers of the registered programmes. We have the right to add any amount of work, text books, formative tests, practical work, projects and assignments we deem necessary to prepare the student for the programme they are registered for, with whichever higher educational institution, such as Calvary University or any other.

4. Evaluate students on behalf of universities

All evaluation done is formative. We will not make the final decision, nor any evaluation which grants the qualification for which the student is registered. We have no formal agreement or permission to do so.

5. Confer qualifications on behalf of universities

Students must register with a university of choice in order to present outcomes to receive qualifications. CLT does not confer any qualification nor does it do so on behalf of any institution. A Graduation celebration is merely an occasion of recognition of academic success reached by the student in which the tutors played a role.

6. Perform an act on behalf of any university

Students must register themselves with any higher educational institution and see to it that they keep in touch.

7. Is not a Higher Educational Institute in the RSA.

CLT has made it clear through documentation and through disclaimers on its Website what its position i.r.o. education is. It has been scrutinized in the past and is still being regarded as able to deliver quality education on a higher education level, but it does not deliver "**Higher Education**" as per definition in the Education act 101 of 1997 which specifies **whole programmes** which are issued by means of **qualification certificates**.

Your Response: get ...

Administration Forms

***Please send us an e-mail
to get the **Admin Pack**.***

***These are the basic
student registration
forms, lecture schedules,
bridging courses, mate-
rial ordering planner and
a student fees register.***