

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.