

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.