



VET Courses

2016

This Handbook is published by the Adelaide College of Divinity Inc and contains information about ACD Vocational Education and Training (VET) courses. Every effort has been made to ensure the accuracy of the Handbook at the time of printing. Please contact the ACD Office or check the ACD website for up to date information.

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Updated Nov 2015

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Executive Officer's Welcome to Adelaide College of Divinity

Welcome to our campus: a Christian ecumenical learning environment.

The Adelaide College of Divinity (ACD) is a well-established centre for exceptional courses in theology and ministry from certificate to doctorate level.

ACD courses focus on the integration of theory and ministry practice. A principal aim of ACD is to develop in students' capacity to examine the Christian theological tradition and to consider that tradition in the context of the contemporary social issues. Such issues include the plurality of Australian life and culture, especially the diversity of its spiritual and religious expressions; and extending to the ethical and social justice issues impacting on Church and society.

Our campus embraces the diversity found in the contemporary community as from our beginnings in 1979 we have actively collaborated with Christian churches to offer students rich intellectual teaching resources. Faculty are drawn from the Lutheran, Salvation Army, Anglican, Baptist, Churches of Christ, and Catholic denominations. Further, we are fortunate to have the Uniting Church as a founding member college.

The ACD is the Department of Theology for Flinders University. This partnership means students may choose from theology and ministry pathways

·
ACD is also a Registered Training Organisation (RTO) in the vocational education sector, and we offer accredited courses at Certificate level in Christian Life and Ministry

·
What you learn at ACD will benefit your career, your life and your potential for contribution to the world. Students leave us having a greater understanding of ministry, divinity and theology and their importance to the world we live in and make for future generations.

We welcome you as one of our future alumni!

Dr Kathryn Powell
Executive Officer

What students have to say about the Adelaide College of Divinity

There was that collegial, academic, 'come and study with us' atmosphere in the whole place.

Becoming someone who loved to study. It was the first time that really started happening to me.

Research, collegiality, inspiring and very capable leadership.

A community of learning.

Styles of teaching brought life into uncharted waters for me.

Flexibility, support and encouragement from the co-ordinator.

It has opened my eyes and mind to help me see my strengths and weaknesses in ministry and enabled me to explore the many different aspects of ministry and subjects which are available to empower all ministry candidates in formation and for continuing education once in ministry placement.

The opportunities to meet with other like-minded people and study in a friendly, caring atmosphere where everybody accepts you as you are and nobody is too busy to answer the many questions that have arisen for me as a new student and a new ministry candidate.



More about the Adelaide College of Divinity



ACD has always been a place of ecumenical learning, formed in 1979 when several different faiths came together to offer an institution of high quality theological and ministry oriented teaching.

ACD is the only college of divinity associated with a South Australian university, being the Flinders University School of Theology.

ACD has the largest theological library in South Australia (66,000 items and 6 kilometres of books).

From humble, visionary beginnings we have had 760 graduates of ministry since 1979.

Students at the Adelaide College of Divinity are exposed to a wide range of faculty from different denominations for example, Baptist, the Salvation Army, Lutheran, Uniting Church and Catholic faiths.

Gender and equity. ACD has a significant proportion of women in senior leadership positions (examples include head of ACD, head of School of Theology, Chairperson of ACD Council).

Objectives of the Adelaide College of Divinity

Preamble

The ACD is committed to an environment that fosters mutual learning, partnership and dialogue in tertiary theological education. The ACD strives for excellence in educational practice in teaching and learning.

Objectives

To provide students with the opportunity to:

- Prepare for lay and ordained ministries through the acquisition of the knowledge, skills and attitudes necessary for ministry and mission.
- Acquire the knowledge and skills which will enable them to take their place confidently in Church and society and to contribute to both.
- Undertake academic study from Certificate to Doctoral level, whether training for ministry or exploring Christian theology out of interest.
- Undertake in-service training.
- Develop the willingness and the ability to examine critically the Christian theological tradition and bring that tradition into dialogue with the issues of contemporary society including:
 - the plurality of Australian life and culture, especially the diversity of its spiritual and religious expressions, and of the opportunities for conversation and dialogue that this offers to Christian theology, ministry and mission; and
 - The ethical and social justice issues engaging Church and society.
- Embark on a journey of lifelong learning.
- To provide staff and students with the opportunity to:
 - Undertake individual and collaborative research and publication that will develop our theological heritage enrich our teaching and provide resources and insights that will enable the churches and the community to face the scientific, ecological, economic and social challenges of the future.
 - Continue their professional formation.
 - Grow personally and spiritually.

Courses offered by the ACD

The Adelaide College of Divinity (ACD) offers VET courses and higher education courses at the undergraduate and postgraduate levels.

VET courses

As a Registered Training Organisation, the ACD offers the VET accredited certificate course in Christian Life and Ministry:

[Certificate IV in Christian Life and Ministry](#)

This course provides foundations in understanding the Bible and Christian teachings, leadership in ministry and growth in Christian discipleship. Details of VET courses are provided in this volume of the Adelaide College of Divinity Handbook.

To achieve the qualification, the learner must complete 13 units, 8 core units equating to 505 hours and at least 5 electives totalling at least 260 hours to bring the volume of learning to at least 765 hours.

Undergraduate

At the undergraduate level the Adelaide College of Divinity offers three courses:

- **Diploma of Ministry**
1 year of full-time study or part-time equivalent
- **Associate Degree of Ministry**
2 years of full-time study or part-time equivalent, and the
- **Bachelor of Ministry**
3 years of full-time study or part-time equivalent.

Postgraduate

At the postgraduate level the Adelaide College of Divinity offers:

- **Graduate Diploma in Ministry or Resource Ministry** (exit award from Master's degree)
1 years of full-time study or 2 years part-time
- **Master of Ministry**
4 years of part-time study
- **Doctor of Ministry**
6 years of part-time study

Application Procedures

Application and Enrolment

Contact ACD Student Services for course information. They may then be referred to the VET Coordinator for advice and discussion.

Complete application for admission and enrolment form. Evidence of any prior study may be attached to the application form.

Credit Transfer and Recognition of Prior Learning (RPL)

Students who have undertaken previous study may apply for credit transfer in the VET certificate or diploma courses.

Students who bring with them knowledge and abilities gained as the result of work experience and/or life experience may be granted Recognition of Prior Learning (RPL) credit toward studies in the VET certificate or diploma courses.

Articulation with ACD Undergraduate Courses

Students who complete the Certificate IV in Christian Life and Ministry may meet the admission requirements for entry to the ACD Diploma or Bachelor of Ministry.

Enrolment and Assessment Deadlines 2016

Enrolment for study in the external mode occurs every month from February to late October, as shown in the table below. There is a twenty week period of study for each cohort.

Each month there is an enrolment cut-off date and students may not enrol after this date. The cohort of students enrolling by an enrolment cut-off date must submit all their assignments as indicated in their study package and no later than the assessment due date for the cohort.

Mode of Study	Cohort	Enrolment Cut-off	Start Date	Due Date
External	February 2016	29 Jan 2016	10 Feb 2016	30 June 2016
External	March 2016	24 Feb 2016	10 Mar 2016	28 July 2016
External	April 2016	26 Mar 2016	7 Apr 2016	25 August 2016
External	May 2016	23 Apr 2016	5 May 2016	22 September 2016
External	June 2016	28 May 2016	9 Jun 2016	27 October 2016
External	July 2016	25 Jun 2016	7 Jul 2016	24 November 2016
External	August 2016	23 Jul 2016	4 Aug 2016	22 December 2016*
External	September 2016	27 Aug 2016	8 Sep 2016	26 January 2016*
External	October 2016	24 Sep 2016	6 Oct 2016	23 February 2016
External	November 2016	22 Oct 2016	3 Nov 2016	22 March 2016

* Note: assignments may not be marked during December to January due to availability of assessors.

Units Offered in 2016

The following VET units are planned to be offered in the external mode in 2016.

Please note that the availability of units may change. For up to date information please check the ACD website www.acd.edu.au or contact ACD Student Services.

Unit code	Unit title	Hours
CLMCHS401A	Engage in the Christian Scriptures to contribute independently in Christian ministry	60
CLMGOS401A	Engage in the Gospels to contribute independently in Christian ministry	80
CLMLOP401A	Engage in the Letters of Paul to contribute independently in Christian ministry	80
CLMCHB401A	Engage in Christian Belief to contribute independently in Christian ministry	60
CLMCHL401A	Engage in the Christian life to contribute independently in Christian ministry	60
CLMCAM401A	Engage in culturally appropriate mission to contribute independently in Christian ministry	80
CLMMIP401A	Engage in ministry practice to contribute independently in Christian ministry	60
CHCCOM403A	Use targeted communication skills to build relationships	55
CHCGROUP403D	Plan and conduct group activities	50
CLMPMS401A	Engage in the Psalms to contribute independently in Christian ministry	80
CLMCHH401A	Engage in our Christian Heritage to contribute independently in Christian ministry	80
CLMSIT401A	Engage in a special interest area of theology to contribute independently in Christian ministry	50
CLMSIM401A	Engage in a special interest area of ministry to contribute independently in Christian ministry	50
BSBCMM401A	Make a presentation	30
BSBMGT401A	Show leadership in the workplace	50
CHCCHILD404B	Support the rights and safety of children and young people	40
CHCYTH301E	Work effectively with young people	40
CHCCD413E	Work within specific communities	70
TAEDEL401A	Plan, organise and deliver group-based learning	30
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	20

Information for VET Students

Advice and assistance regarding enrolment or coursework should be directed initially to ACD Student Services:

Telephone: 08 8416 8400

Email: college.divinity@flinders.edu.au

ACD website

The ACD website is updated regularly and students should check for updates and any amendments, as well as for events on-campus: www.acd.edu.au

Certificate

A qualification in the VET sector, which can be awarded at levels I, II, III or IV. The ACD offers a Certificate course at level IV.

Change of Enrolment

Any amendments to enrolment must be completed on an Amendment Form available from ACD Student Services.

Change of Name, Address and Contact Details

The ACD should be notified of any change of address or contact details on an Amendment Form available from ACD Student Services. Requests for change of name will not be processed without appropriate documentation.

Classes

Most units will be studied by external study. Some classes may be conducted at the ACD Campus, 34 Lipsett Terrace, Brooklyn Park or at local Churches.

Cohort

A cohort is all student enrolments within a prescribed period: each cohort has specific dates set for enrolment, commencement of study and completion of work/assessment requirements. In 2016 there are ten cohorts: one for each month from February to November.

Computer access

Online components are being introduced in some units: to participate in the online component students must have access to a computer and the internet.

Course

A course is a program of study leading to an award for example a diploma or a certificate. A course comprises specified core units and elective units and a total number of nominal hours. Course

requirements, policies and procedures and fees apply equally to all students irrespective of their mode of study: internal or external.

Elective units

Units which can be chosen to support core units.

Extensions

Students having difficulty in meeting the assignment deadlines should apply for an extension of time as soon as practicable.

External mode

A unit which does not require attendance on campus and is delivered through a learning package: the material may be delivered on-line or in printed form, depending on the unit being studied.

Enrolment, dispatch of study materials, and marking of assignments will not normally be available during the December - January period.

Library Membership

The Adelaide Theological Library (ATL) is a specialist ecumenical theological collection affiliated with the Flinders University Library and is located on the ACD campus.

Membership of the Library is included in the tuition fee and the ACD student card can be used to borrow books or access electronic resources.

Library contact details are:

Telephone: 08 8416 8416

Website: acd.edu.au/library/index.php

Nominal hours

A measure of total workload in a unit. Each unit has a nominal hour value. Nominal hours includes all time spent by the student in class and private study. Each course has a set minimum and maximum number of nominal hours.

Prerequisite

A prerequisite is a unit or units which must be completed before another unit may be studied.

Results

The result recorded for satisfactory completion of a unit is CA Competency Achieved. CNA indicates Competency Not Yet Achieved.

Student ID Cards

All enrolled students are eligible to be issued with a Student Identification Card from the Adelaide College of Divinity.

Timetable

If classes are scheduled the timetable is published in this handbook or on the ACD website: www.acd.edu.au. Check with ACD Student Services for updates and any amendments.

Unit

A unit is a prescribed amount of academic work for which a final competency result grade is recorded.

Workload

VET units are designated in nominal hours. An 80 hour unit requires about 80 hours to complete, including learning activities and assessment work. However, this will vary depending on the student's initial level of competency and the forms of assessment undertaken.

After enrolling and receiving study materials for their unit, students should plan their studies carefully so that work is finished within the twenty week study period.

College Staff

The Adelaide College of Divinity is able to draw on a range of experienced ministry practitioners to teach units in the VET courses:

VET Coordinator

Hein, Tim BMin, MMinSt, CertIVTAA
Patselis, Danica

Academic Staff

Agnew, Sarah BA (Hons), BMin
Bailey, Craig Dip, BEd, CertIVTAA
Balabanski, Victoria BA (Hons), BDiv (Hons), PhD, CertIVA&WT
Boase, Liz BAppSci, BDiv(Hons), PhD, CertIVTAA
Bond, Ruthmary BTh, CertIVWPT
Hein, Tim BMin, MMinSt CertIVTAA
Sarlow, Kevin DipTh, BTh, MTh, CertIV TAA
Spencer, Tracy BSc Melb, BEd LaTrobe, DipPS
ACD, BTh PhD Flin

VET FEES and Finances

Tuition fees

Tuition and other fees for ACD courses are set annually and are also published on the ACD website. Tuition fees are paid to the ACD at time of enrolment

In 2016 the tuition fee for each unit of study is \$5.15 per nominal hour. The total tuition fee for each unit will depend on the nominal hours for that unit. Most standard units are 80 hours with a tuition fee of \$416.00.

The following table indicates tuition fees for a range of nominal hours.

Other costs

Some units may have other costs in addition to the tuition fee. For example, if a unit is taught on an intensive residential basis then students will need to organise and pay for accommodation and transport. Contact ACD Student Services for information about any additional costs.

Some units have recommended text books. As a limited number of copies is available for loan from the Library, students may wish to purchase their own copy.

Austudy/Youth allowance

Austudy (for those over 25 years of age) or Youth Allowance (16-24 years, means tested) may be available where students are able to enrol in least 75% of the normal full-time work load.

Enrolment in less than 75% of a full-time work load is a part-time workload. The nominal hours for full-time and part-time work load are illustrated below.

Workload	Minimum hours per year
Normal full-time work load	795 hours in one year
75% of full-time work load	596 hours in one year
Part-time work load	Less than 596 hours in one year

Further information on Austudy and Youth Allowance may be obtained from your nearest Centrelink office. Students receiving Austudy or Youth Allowance should notify Centrelink if their enrolment falls below a full-time load in any half year. The national Centrelink telephone number for inquiries is 13 24 90. The Centrelink web site may be found at www.centrelink.gov.au.

Certificate IV in Christian Life and Ministry

Course National Code: 10496NAT

This course is designed to prepare people in a range of roles in today's Christian churches including:

- Lay preachers
- Worship leaders
- Youth and children's leaders
- Bible study leaders.

Vocational and educational outcomes

Students will gain a range of knowledge and skills:

- a broad base of Biblical and theological knowledge including some theoretical concepts
- knowledge of Christian doctrine and features which are distinctive to their own denomination, whilst maintaining a respect for the beliefs of other denominations
- ability to share this knowledge with others in a small group
- experience with a range of spiritual practices
- interpersonal skills for one to one and small group work, and communication skills to guide others
- skills and knowledge to apply in a variety of life and ministry contexts including in depth in particular areas of expertise
- ability to apply solutions to a range of unpredictable problems in a leadership setting.

Admission requirements

The admission requirements for the Certificate IV are as follows:

- Completion of the Certificate III in Christian Life and Ministry, or
- Completion of ACD's former Certificate III in Ministry or equivalent, or
- Recognition of Prior Learning (RPL) for the Certificate III in Christian Life and Ministry, or
- Direct entry based on evidence of:
- a background in Bible study and theological understanding such as could be gained through several years as a regular church member and Bible study participant, and
- recent experience in study or training.

Length of course

The range of nominal hours for the Certificate IV in Christian Life and Ministry is a minimum of 765 hours, up to a maximum of 905 hours. This requires one year of full time study or the equivalent part-time. The course is available by full-time and part-time study.

Students must complete at least the minimum number of hours set for the course in which they enrol.

Course structure

Students complete eight core units and elective units.

The core units comprise theological and ministry units and communication skills units equating to 505 hours.

Electives are then selected by the student to equate to a minimum of 765 hours. Students choose elective units according to their interests or chosen ministry specialisation. Electives can be selected from different course levels, and a higher level core unit may also be substituted.

Nominal hours for units

Units are defined in nominal hours. The nominal hours for a unit are the estimated minimum time for all learning and assessment in a unit, including classroom time and private study time.

Flexibility

The course has been designed to allow students to follow their particular interests in ministry, and have the flexibility of including units of competency from National Training Packages.

Prerequisites

When a unit specifies a prerequisite unit, the prerequisite must be completed before the unit can be studied.

This may boost the number of hours that the student needs to complete their course within the range of hours stated.

Ministry specialisations

Within the general course rules, specialised pathways have been designed to provide a specific focus of interest or preparation for particular roles. Within the Certificate IV course a specialisation is available to meet the Uniting Church requirements for preparation for the ministry of Lay Preachers.

Availability

Please note that not every unit will be offered in a particular year: refer to the list of units planned to be taught in 2016. Please contact the ACD to confirm unit availability.

Study program

Unit code	Unit title	Nominal hours
Core units (8 units total 505 hours)		
CLMCHS401A	Engage in the Christian Scriptures to contribute independently in Christian ministry	60
Plus one of the following:		
CLMGOS401A	Engage in the Gospels to contribute independently in Christian ministry	80
CLMLOP401A	Engage in the Letters of Paul to contribute independently in Christian ministry	80
CLMPEN401A	Engage in the Pentateuch to contribute independently in Christian ministry	80
Plus all of the following:		
CLMCHB401A	Engage in Christian Belief to contribute independently in Christian ministry	60
CLMCHL401A	Engage in the Christian life to contribute independently in Christian ministry	60
CLMCAM401A	Engage in culturally appropriate mission to contribute independently in Christian ministry	80
CLMMIP401A	Engage in ministry practice to contribute independently in Christian ministry	60
CHCCOM403A	Use targeted communication skills to build relationships	55
CHCGROUP403D	Plan and conduct group activities	50
Elective units (select 5 or more units minimum 260 hours – core units not used above may also be used)		
CLMBOR401A	Engage in the Book of Revelation to contribute independently in Christian ministry	80
CLMPMS401A	Engage in the Psalms to contribute independently in Christian ministry	80
CLMOTH401A	Engage in the Old Testament Historical Books to contribute independently in Christian ministry	80
CLMCHH401A	Engage in our Christian Heritage to contribute independently in Christian ministry	80
CLMBTH401A	Engage with a Biblical theme to contribute independently in Christian ministry	60
CLMSIT401A	Engage in a special interest area of theology to contribute independently in Christian ministry	50
CLMSIM401A	Engage in a special interest area of ministry to contribute independently in Christian ministry	50
CLMCCA401A	Engage in Christianity and the creative arts to contribute independently in Christian ministry	80
BSBCMM401	Make a presentation	30
BSBMGT401A	Show leadership in the workplace	50
CHCCHILD404B	Support the rights and safety of children and young people	40
CHCYTH301E	Work effectively with young people	40
CHCCD413E	Work within specific communities	70
TAEDEL401A	Plan, organise and deliver group-based learning	30
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	20
Total nominal hours (Add all core units + elective units)		765-905

Specified Ministry: Lay Preacher Studies

The following units are designed to meet the Uniting Church requirements for preparation for the ministry of Lay Preachers

CLMGOS401A	Engage in the Gospels to contribute independently in Christian ministry
CLMCHS401A	Engage in the Christian Scriptures to contribute independently in Christian ministry
CLMCHB401A	Engage in Christian Belief to contribute independently in Christian ministry
CLMSIT401A	Engage in a special interest area of theology to contribute independently in Christian ministry - Believing in Jesus Christ focus
CLMSIM401A	Engage in a special interest area of ministry to contribute independently in Christian ministry - Worship in the Uniting Church focus
BSBCMM401A	Make a Presentation - Preaching in the Uniting Church focus

Those wishing to complete the Certificate IV must also complete the remaining course core and elective units as listed above.

Unit Codes

Each unit of competence in which a student enrolls has a unit code and title. The unit code signifies the area of study with letters and the level of study with digits as follows:

	Unit code letters and	Letters and digits in the unit code are indicative of:	Examples
Area of study	First three letters	the broad area of study CLM is a Christian Life and Ministry unit Other letters indicate the National Training Package from which the unit came eg CHC is the Community Services Training Package	CLMxxxxxx CHCxxxxxx
	Next two to five letters	the specific area of study Eg specific area Letters of Paul in the broad area CLM Eg specific area Communication in the Community Services Training Package	CLMLOPxxxx CHCCOMxxxx
Level of study	First digit	the course level of the unit 4 represents Certificate IV level	CLMLOP4xxx
Unique unit identifier	Next two digits	the unique number of the unit in the specific area of study, ie 01, 02, 03 etc Eg first unit in the Letter of Paul specific area	CLMLOP401x
	Final letter	the version of the unit The first version is A, the second version B etc Eg first version of the Letter of Paul unit	CLMLOP401A

UNITS

Unit Descriptions

Each unit description summarises the skills and knowledge developed and the essential unit outcomes, the elements of competency.

The Christian Life and Ministry units, those with a unit code that begins with CLM, are relevant for people in a leadership role within a church, para church, community or mission organisation or an informed person who wishes to increase personal knowledge of and gain a greater understanding of Christianity, the Bible, ministry and mission.

Other units are drawn from a range of Training Packages, providing complementary skills and knowledge that can be applied in Christian life and ministry. The Training Packages include Business Services (BSB code), Community Services (CHC code), Health (HLT code) and Training and Education (TAE code).

BSBCMM401A Make a presentation

Nominal hours: 30

This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience. This unit applies to learners who may be expected to make presentations for a range of purposes, enabling well developed communication skills in presenting a range of concepts and ideas. *The focus of this unit will be on Preaching in the Uniting Church.*

Elements of Competency

1. Prepare a presentation
2. Deliver a presentation
3. Review the presentation.

BSBMGT401A Show leadership in the workplace

Nominal hours: 50

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values. It applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These managers have a strong influence on the work culture, values and ethics of the teams they supervise.

Elements of Competency

1. Model high standards of management performance and behaviour
2. Enhance organisation's image
3. Make informed decisions.

CHCCD413E Work within specific communities

Nominal hours: 70

This unit describes the knowledge and skills required to work with individuals or groups in specific communities. The unit is intended for application within a community work or community development work context

Elements of Competency

1. Define the issues of specific communities or groups
2. Undertake relevant work in the context of specific communities or groups
3. Evaluate work undertaken within specific communities.

CHCCHILD404B Support the rights and safety of children and young people

Nominal hours: 40

This unit describes the knowledge and skills required to address duty of care requirements, working within an ethical framework and applying relevant legislation, codes of conduct, international agreements (such as Convention on the Rights of the Child (CROC)-), policies and procedures in identifying, responding and supporting children's and young people's rights and safety. The unit applies to workers involved in delivering services to children and young people, including in community services, health, policing, youth work, recreation, family services, education, alcohol and/or other drugs work (AOD), mental health, youth work and other services to children.

Elements of Competency

1. Implement work practices which support the protection of children and young people
2. Identify indicators of abuse and act appropriately
3. Apply ethical practices and safeguard the rights and interests of children and young people.

CHCCOM403A Use targeted communication skills to build relationships

Nominal hours: 55

This unit describes the knowledge and skills required to apply specific workplace communication techniques to build and maintain relationships with clients and colleagues based on respect and trust. The communication skills described in this unit should be applied to target specific communication issues and may be applied across a range of workplace contexts involving application of a range of communication strategies to address specific needs and issues, working with various levels of social and cultural diversity.

Elements of Competency

1. Communicate effectively with clients and staff
2. Contribute to the implementation of effective communication strategies
3. Use specific communication techniques to maintain constructive interaction
4. Facilitate discussions
5. Identify communication strategies to build relationships with clients who are involuntary or present communication challenges.

CHCGROUP403D Plan and conduct group activities

Nominal hours: 50

This unit describes the knowledge and skills required to participate in, establish and lead a range of informal and formal groups in a variety of settings. This unit may be applied to group work in a range of community service settings.

Elements of Competency

1. Address resourcing issues for group activities
2. Coordinate a group planning process
3. Manage group processes including responding to conflict
4. Evaluate group activities.

CHCYTH301E Work effectively with young people

Nominal hours: 40

This unit describes the knowledge and skills required to work with and for young people within an ethical, social, political and economic context. This unit may apply to community services work in a range of contexts.

Elements of Competency

1. Develop a professional rapport with young people
2. Address issues associated with the culture of young people
3. Recognise that youth culture is distinct.

CLMBOR401A Engage in the Book of Revelation to contribute independently in Christian ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to engage with the Book of Revelation, discover its relevance for today, and be able to communicate this in a small group or one to one setting. It enables the learner to gain a greater understanding of the Bible and Christianity, and improve leadership and group communication skills.

Elements of Competency

1. Teach others the distinctive features of the Book of Revelation
2. Survey and discuss with others the contents of the Book of Revelation
3. Examine and respond to representative passages
4. Evaluate and utilise resources appropriate to the Book of Revelation
5. Discuss themes derived from the Book of Revelation in a contemporary setting.

CLMBTH401A Engage with a Biblical theme to contribute independently in Christian ministry

Nominal hours: 60

This unit provides the skills and knowledge required for learners to critically explore a Biblical theme and express it in practical actions of Christian ministry. It enables the learner to gain a greater understanding of Christianity, ministry, outreach and mission and improve leadership and group communication skills.

Elements of Competency

1. Teach a Biblical theme to others
2. Demonstrate the application of the Biblical theme in personal life

3. Demonstrate application of the Biblical theme in a group setting.

CLMCAM401A Engage in culturally appropriate mission to contribute independently in Christian ministry

Nominal hours: 80

This unit provides the skills and knowledge to engage in culturally appropriate mission, particularly within the Australian context. It enables the learner to gain a greater understanding of cultural and religious diversity, and improve leadership and group communication skills.

Elements of Competency

1. Engage in Christian mission, evangelism and discipleship
2. Share the Christian faith with people in a culturally appropriate manner
3. Communicate respectfully and appropriately in a cross-cultural environment
4. Respond respectfully to the cultural and religious diversity of others.

CLMCCA401A Engage in Christianity and the creative arts to contribute independently in Christian ministry

Nominal hours: 80

This unit provides the skills and knowledge required for learners to express and apply an understanding of the relationship between creative arts and Christian Spirituality, in the contexts of prayer, worship, Christian ministry and communication of the Gospel. It enables the learner to gain a greater understanding of Christianity, ministry, outreach and mission and improve leadership and group communication skills.

Elements of Competency

1. Teach the place of creative arts in Christian spirituality to others in a small group
2. Lead discussion on the role of creative arts within society
3. Interpret and create artistic pieces
4. Utilise the creative arts in Christian ministry.

CLMCHB401A Engage in Christian Belief to contribute independently in Christian ministry

Nominal hours: 60

This unit describes the skills and knowledge required for learners to engage with and identify key Christian beliefs and doctrines, and

apply them to their lives and ministry setting. It enables the student to gain a greater understanding of the Bible and Christianity, and improve leadership and group communication skills.

Elements of Competency

1. Outline to others key doctrines of Christianity
2. Lead small group discussion on Christian responses to these doctrines
3. Select and critique these doctrines to share with others
4. Use these doctrines in contemporary Christian practice and worship.

CLMCHH401A Engage in our Christian Heritage to contribute independently in Christian ministry

Nominal hours: 80

This unit provides the skills and knowledge required for learners to develop a broad appreciation of their Christian heritage both within and outside their own denomination to inform their ministry practice. It enables the learner to increase personal knowledge of Christianity, ministry, outreach and mission.

Elements of Competency

1. Use Church Identity: stories and beliefs to teach others
2. Identify and discuss with others the wider Christian Heritage
3. Outline distinctive practices and structures in ministry practice
4. Apply procedures and protocols commonly accepted within major denominations
5. Locate denominational resources (including human resources) for use in ministry practice.

CLMCHL401A Engage in the Christian life to contribute independently in Christian ministry

Nominal hours: 60

This unit provides the skills and knowledge to enable learners to develop personal practices of Christian spirituality and encourage the spirituality of others. It enables the learner to gain a greater understanding of Christianity, and improve leadership and group communication skills.

Elements of Competency

1. Outline the current activity of God in one's own life
2. Engage in personal and corporate spiritual practices
3. Conduct an exercise of Christian spirituality in a group setting.

CLMCHS401A Engage in the Christian Scriptures to contribute independently in Christian ministry

Nominal hours: 60

This unit describes the skills and knowledge required for learners to become familiar with different Biblical genres and principles for interpretation of Biblical texts. It provides learners with skills for analysing and evaluating texts and communicating what has been learnt to an audience such as a parish small group.

Elements of Competency

1. Inform others of distinctive features of Biblical genres
2. Explain the impact of Biblical genres to others
3. Use appropriate resources to interpret Biblical passages
4. Provide insights derived from Biblical texts to contemporary situations.

CLMGOS401A Engage in the Gospels to contribute independently in Christian ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to familiarise themselves with the Gospels and their relevance today, and enable them to communicate this in a small group or with another person. It enables the learner to increase personal knowledge of the Bible, and improve leadership and communication skills for use in a small group and preaching ministry tasks.

Elements of Competency

1. Use the distinctive features of Gospel literature for sermon and bible study preparation
2. Lead discussion with others on various Christian responses to the life of Christ
3. Lead others to examine representative Biblical passages
4. Utilise appropriate resources for reading the Gospels
5. Lead discussion on applying Gospel themes to contemporary settings.

CLMLOP401A Engage in the Letters of Paul to contribute independently in Christian ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to familiarise themselves with the Letters of Paul and their relevance today, and to enable them to communicate this in a small group or with another person. It enables the learner to increase personal knowledge of the Bible, and improve leadership and group communication skills.

Elements of Competency

1. Teach others the distinctive features of the letters of Paul
2. Survey and discuss with others the contents of the Letters of Paul
3. Examine and respond to representative passages using appropriate reading strategies
4. Evaluate and utilise resources appropriate to the Letters of Paul
5. Teach others the themes derived from the Letters of Paul within a contemporary setting.

CLMMIP401A Engage in ministry practice to contribute independently in Christian ministry

Nominal hours: 60

This unit provides the skills and knowledge to enable learners to thoughtfully prepare for, conduct and review work in lay ministry involving aspects of leadership. It enables the learner to increase personal knowledge of ministry, outreach and mission, and to improve leadership and group communication skills.

Elements of Competency

1. Consider the scope of ministry opportunities within church settings
2. Outline and discuss own ministry gifts and callings
3. Adhere to procedures, protocols and legal requirements
4. Participate in a lay ministry activity.

CLMOTH401A Engage in the Old Testament Historical Books to contribute independently in Christian ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to engage with the Historical books of the Old Testament, discover their relevance for today, and communicate this to others in a small group or one to one setting. It enables the learner to gain a greater understanding of the Bible and Christianity, and improve leadership and group communication skills.

Elements of Competency

1. Identify and analyse the distinctive features of the OT Historical Books
2. Outline the contents of the OT Historical Books
3. Examine and respond to representative OT passages
4. Evaluate and utilise resources appropriate to reading the OT Historical Books
5. Outline themes derived from the OT Historical Books into a contemporary setting.

CLMPEN401A Engage in the Pentateuch to contribute independently in Christian ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to become familiar with the books of the Bible identified as the Pentateuch and their relevance today, and to enable them to share this in a small group or with another person. It enables the learner to increase personal knowledge of and to gain a greater understanding of the Bible.

Elements of Competency

1. Teach others the distinctive features of the Pentateuch
2. Survey and discuss with others the contents of the Pentateuch
3. Examine and respond to representative passages using appropriate reading strategies
4. Evaluate and utilise resources appropriate to reading the Pentateuch
5. Outline themes derived from the Pentateuch into a contemporary setting.

CLMPMS401A Engage in the Psalms to contribute independently in Christian ministry

Nominal hours: 80

This unit describes the skills and knowledge required for learners to engage with the Psalms and discover their relevance for today, and communicate this with others in a small group or one to one setting. It enables the learner to increase personal knowledge of the Bible and Christianity, and improve leadership and group communication skills.

Elements of Competency

1. Teach others the distinctive features of Psalm literature
2. Explain to others the contents of the Psalms
3. Examine and respond to representative passages
4. Evaluate and utilise resources appropriate to reading the Psalms
5. Outline themes derived from the Psalms into a contemporary setting.

CLMSIM401A Engage in a special interest area of ministry to contribute independently in Christian ministry

Nominal hours: 50

This unit provides the skills and knowledge required for learners to explore a ministry area of special interest and teach it in a small group. It enables the learner to increase personal knowledge of Christianity, ministry, outreach and mission, and improve leadership and group communication skills.

Elements of Competency

1. Teach the key issues in this area of ministry in a small group setting
2. Lead discussion with others on this area of ministry
3. Outline to others changes in directions in this area of ministry
4. Develop and use skills in the ministry area.

CLMSIT401A Engage in a special interest area of theology to contribute independently in Christian ministry

Nominal hours: 50

This unit provides the skills and knowledge required for learners to explore a special interest area of theology and teach it in a small group setting. It enables the learner to increase personal knowledge of Christianity, ministry, outreach and mission, and improve leadership and group communication skills.

Elements of Competency

1. Teach the key issues in this area of theology in a small group setting
2. Lead discussion with others on this area of theology
3. Discuss changes in directions in this area of theology with others.

HLTHIR403C Work effectively with culturally diverse clients and co-workers

Nominal hours: 20

This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures. The workplace context may be: specific community; community or regional service; department of a large institution or organisation; specialised service or organisation.

Elements of Competency

1. Reflect cultural awareness in work practice
2. Accept cultural diversity as a basis for effective work place and professional relationships
3. Communicate effectively with culturally diverse persons
4. Resolve cross-cultural misunderstandings.

TAEDEL401A Plan, organise and deliver group-based learning

Nominal hours: 30

This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group. The unit typically applies to a person working as an entry-level trainer, teacher or facilitator in or with a training and assessment organisation. The person will be working from a learning program developed by someone else, and structuring the learning around that program.

Elements of Competency

1. Interpret learning environment and delivery requirements
2. Prepare session plans
3. Prepare resources for delivery
4. Deliver and facilitate training sessions
5. Support and monitor learning.