

# Prospectus

## 2016



Acts 2 College of Mission & Evangelisation



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## TABLE OF CONTENTS

<b>WELCOME</b>	<b>6</b>
<b>FROM THE ARCHBISHOP OF PERTH</b>	<b>6</b>
<b>FROM THE CEO</b>	<b>7</b>
<b>FROM THE PRINCIPAL</b>	<b>8</b>
<b>TESTIMONIES</b>	<b>9</b>
<b>ABOUT ACTS2COME</b>	<b>12</b>
<b>LIFE CHANGING</b>	<b>12</b>
<b>OUR VISION</b>	<b>12</b>
<b>LOCATION OF ACTS2COME</b>	<b>13</b>
<b>ACCOMMODATION</b>	<b>13</b>
<b>STUDENT LIFE AT ACTS2COME</b>	<b>14</b>
<b>PRACTICUM</b>	<b>14</b>
<b>MASS AND CORPORATE PRAYER</b>	<b>14</b>
<b>STUDENT SUPPORT</b>	<b>14</b>
<b>SERVICE</b>	<b>14</b>
<b>LIBRARY</b>	<b>14</b>
<b>TEXTBOOKS</b>	<b>15</b>
<b>COMPUTER REQUIREMENTS</b>	<b>15</b>
<b>THE CURRICULUM</b>	<b>16</b>
<b>INTRODUCTION</b>	<b>16</b>
<b>ACCREDITATION AND REGISTRATION</b>	<b>16</b>
<b>TRAINING FOR MINISTRY</b>	<b>16</b>
<b>ACADEMIC YEAR 2015</b>	<b>17</b>
<b>ORIENTATION WEEK</b>	<b>17</b>
<b>EMPLOYABILITY SKILLS</b>	<b>17</b>
<b>INTENSIVES</b>	<b>18</b>
<b>EVENING COURSES/WEEKENDS</b>	<b>18</b>
<b>ONLINE LEARNING</b>	<b>18</b>
<b>USUAL DAILY TIMETABLE FOR FULLTIME COURSES</b>	<b>19</b>
<b>WORKING WITH CATHOLIC SECONDARY COLLEGES</b>	<b>20</b>
<b>COURSES</b>	<b>20</b>
<b>HOW DOES IT WORK?</b>	<b>20</b>
<b>COST</b>	<b>20</b>
<b>CERTIFICATE I IN ACTIVE VOLUNTEERING (CHC14015)</b>	<b>21</b>
<b>CORE UNITS:</b>	<b>21</b>
<b>ELECTIVE UNITS:</b>	<b>21</b>
<b>CERTIFICATE II IN ACTIVE VOLUNTEERING (CHC24015)</b>	<b>22</b>
<b>CORE UNITS:</b>	<b>22</b>
<b>ELECTIVE UNITS:</b>	<b>22</b>

<b><u>CERTIFICATE III IN CHRISTIAN LEADERSHIP AND MINISTRY (52558WA)</u></b>	<b>23</b>
<b>CORE UNITS:</b>	<b>23</b>
<b>ELECTIVE UNITS:</b>	<b>23</b>
<b><u>CERTIFICATE IV IN CHRISTIAN MINISTRY (52646WA)</u></b>	<b>24</b>
<b>CORE UNITS:</b>	<b>24</b>
<b>ELECTIVE UNITS:</b>	<b>24</b>
<b><u>CERTIFICATE IV IN SCREEN AND MEDIA (CUA41215)</u></b>	<b>26</b>
<b>CORE UNITS:</b>	<b>26</b>
<b>ELECTIVE UNITS:</b>	<b>26</b>
<b><u>DIPLOMA OF YOUTH MINISTRY (52563WA)</u></b>	<b>27</b>
<b>CORE UNITS:</b>	<b>27</b>
<b>ELECTIVE UNITS:</b>	<b>27</b>
<b><u>TIMETABLES</u></b>	<b>28</b>
<b><u>DAY CLASSES – CERTIFICATE IV IN CHRISTIAN MINISTRY</u></b>	<b>28</b>
<b><u>SUBJECT OUTLINES – CERTIFICATE III IN CHRISTIAN LEADERSHIP AND MINISTRY</u></b>	<b>29</b>
<b><u>SUBJECT OUTLINES – CERTIFICATE IV IN CHRISTIAN MINISTRY</u></b>	<b>30</b>
<b>TRIMESTER 1</b>	<b>30</b>
<b>TRIMESTER 2</b>	<b>31</b>
<b>TRIMESTER 3</b>	<b>32</b>
<b><u>SUBJECT OUTLINES – DIPLOMA IN YOUTH MINISTRY</u></b>	<b>33</b>
<b>TRIMESTER 1</b>	<b>33</b>
<b>TRIMESTER 2</b>	<b>34</b>
<b>TRIMESTER 3</b>	<b>34</b>
<b><u>APPLICATION REQUIREMENTS</u></b>	<b>36</b>
<b>LANGUAGE, LITERACY AND NUMERACY (LLN) REQUIREMENTS</b>	<b>36</b>
<b>ETHOS OF THE COLLEGE</b>	<b>36</b>
<b>HEALTH</b>	<b>36</b>
<b>DISCRIMINATION</b>	<b>36</b>
<b>APPLICATION PROCESS</b>	<b>37</b>
<b>UNIQUE STUDENT IDENTIFIER (USI)</b>	<b>37</b>
<b>RECOGNITION OF OTHER QUALIFICATIONS</b>	<b>37</b>
<b>RECOGNITION OF PRIOR LEARNING</b>	<b>37</b>
<b>GRADUATION</b>	<b>38</b>
<b>CHANGING SUBJECTS/WITHDRAWING</b>	<b>38</b>
<b><u>COURSE FEES</u></b>	<b>39</b>
<b>ACADEMIC FEES</b>	<b>39</b>
<b>APPLICATION FEE</b>	<b>39</b>
<b>TUITION FEES</b>	<b>39</b>
<b>RPL FEE</b>	<b>39</b>

<b>TEXTBOOKS</b>	<b>40</b>
<b>PERSONAL DEVELOPMENT COURSES</b>	<b>40</b>
<b>SCHOLARSHIPS</b>	<b>40</b>
<b>REFUND POLICY</b>	<b>40</b>
<b>YOUTH ALLOWANCE/AUSTUDY/ABSTUDY</b>	<b>41</b>
<b>STANDARD OF CONDUCT</b>	<b>42</b>
<b>LIFE-CONTROLLING SUBSTANCES</b>	<b>42</b>
<b>RELATIONSHIPS</b>	<b>42</b>
<b>DRESS</b>	<b>42</b>
<b>ATTENDANCE (CAMPUS STUDENTS)</b>	<b>42</b>
<b>PUNCTUALITY</b>	<b>42</b>
<b>COMPUTER USE</b>	<b>43</b>
<b>GENERAL BEHAVIOUR</b>	<b>43</b>
<b>DECLARATION</b>	<b>43</b>
<b>STATEMENT OF FAITH</b>	<b>44</b>
<b>NOTES</b>	<b>49</b>
<b>NOTES</b>	<b>50</b>

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## WELCOME

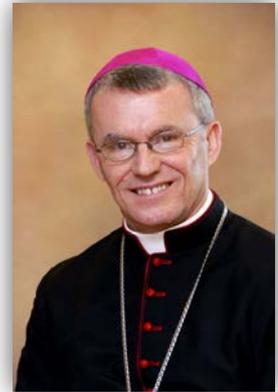
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### FROM THE ARCHBISHOP OF PERTH

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Acts 2 College of Mission & Evangelisation has made an important contribution to our Archdiocese since its inception in 2005. The college is the only Catholic ministry training organisation in Perth that is also a registered training organisation delivering accredited Christian Ministry qualifications. Graduates serve in our Archdiocese and across Australia in ministry positions – schools ministry, Parish youth ministry, Missions office, various chaplaincy services and consecrated life. In addition, there are many other graduates engaged in studies and secular careers who are more grounded in their Catholic faith. This can only strengthen our Church.



The College experience, supported by its curriculum, has at its heart an encounter with the person of Jesus Christ and a response to that encounter of discipleship. Faith formation and practical ministry training enable graduates to share this faith and encounter with others in whatever vocational path they choose.

The content of the presentations and the Catholicity of the College are at all times subject to the approval and scrutiny of the local Ordinary. Acts 2 College has my support and encouragement as it continues its work and I would encourage all Catholics who want to deepen their faith journey to consider what it has to offer.

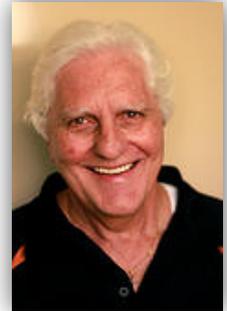
Most Rev Timothy Costelloe, SDB DD  
Archbishop of Perth

FROM THE CEO

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*The Catholic faith is an exciting journey.*

In and through the Church, God's people can be empowered to impact the world. Leaders are raised up, who will stand strong in their faith and impact cities and nations. Young men and women are encouraged into such relationship with Jesus Christ that generations will be forever changed. People of all ages are enabled to bring Christian values into their families, work, and social life.



The College takes its name from the second chapter of Acts of the Apostles, which tells of the outpouring of God's Spirit at Pentecost, the dynamic difference in people's lives, and their impact on the world. It's about living that life today.

Our passion at Acts 2 College of Mission & Evangelisation is to present the person of Jesus Christ in a manner that equips men and women to make a difference in this society, and assist in the renewal in the Church. We seek to present the Scriptures through Catholic formation, which equips people committed to impacting the world with the gospel of Jesus Christ.

We invite you to come to Acts 2 College of Mission & Evangelisation, to be trained and equipped for your God-given destiny. You have the potential to become a person of increased influence. Our desire is that your love and passion for Jesus Christ will be impossible to silence.

*"Christianity is not an opinion nor does it consist of empty words. Christianity is Christ! It is a Person, a Living Person! To meet Jesus, to love him and make him loved: this is the Christian vocation".*  
(Saint Pope John Paul II)

Reg Firth  
Regional Leader,  
Disciples of Jesus Covenant Community

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 FROM THE PRINCIPAL
 

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Acts2CoME is a Registered Training Organisation delivering nationally registered training in Christian Ministry, Leadership, volunteering and Screen and Media. Courses are available from Certificate I to Diploma levels, depending on the field of study.



This is competency-based training, with units designed to help students grow in their understanding and application of the Catholic faith, regardless of where they work or minister. Those in our Christian ministry courses study Sacred Scripture, the catechism and Church history, in addition to a wide range of units that give practical support in areas that people face today. Topics include relationships, self-image and peer group pressure, character, dignity, work, goal setting, and the role of spirituality in today's society. A Catholic perspective on these matters enables them to explore their own vocation in bringing hope and support to others. Specific ministry skills complete the curriculum; skills that are transferable to a wide range of occupations. These include communication skills, evangelisation skills, events management, and work health and safety.

The College continues to offer the Journey Through Scripture parish Bible study programs for delivery into parishes. These programs have been delivered in a number of Perth parishes since early 2010, supplemented by presenter training, which empower parishioners to deliver these courses to others in their parish.

2016 is the twelfth year of operation for Acts 2 College and we are very excited that God has chosen to use us year after year to change the lives of those who come to us. Please take time to read some of the testimonies in this prospectus. Most have gone on to deepen their vocations within the Church, either discerning priesthood; serving their parishes, or serving the Church in paid or voluntary youth ministry positions. All testify to a strengthening of and commitment to their Catholic faith.

Availability of online study opens our courses to people all over Perth, Australia and the world. So, whether you work in ministry within the Church or just want to know more about your Catholic faith, explore the scriptures and find out how God wants to use you in His Church, I invite you to come and spend a year (or two) with us – either on campus or online. There is no upper age limit, so all welcome! Come and experience God in a new way and see what He has in store for your life and your ministry.

Jane Borg

## TESTIMONIES

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I spiritually grew during my year at Acts2CoME as the Holy Spirit revealed so much. What the world needs are Catholics on fire with their faith and the love of God; also those that are willing to obey God's command 'therefore go and make disciples of all nations'. I believe that the College has equipped me with a concrete foundation and has given me a real thirst to learn more about the Catholic faith. I'm so in love with the Catholic faith. At the end of the day, it's not about a head of information; it is all about a heart transformation. A year spent at the college has given me a clear direction in my passion area, which is youth and pastoral care. I feel so blessed to have been given the tools, which has now enabled me to work as a youth minister in the Catholic Church.

*SIMONE, class of 2006*

The College provided a great Catholic atmosphere where I could learn all about the facts and at the same time grow in my faith. It has helped me to understand Catholic teachings in a deeper way and at the same time taught me how to teach others. Priests have the chance to learn about Catholicism when they go to the seminary, now finally we have somewhere that the lay people can go to deepen their faith and learn about Catholic culture.

*PATRICK, class of 2007*

Like many young males going through high school I didn't have a very good grasp on religion and what the Church actually stood for. So my faith was not a big thing in my life until my reconversion at the age of 20, then suddenly I was asking myself all kinds of questions to do with the faith and coming to a realisation that my knowledge was very limited. Taking a gap year to study at Acts2CoME has given me the opportunity to really be formed in my understanding of faith. I now have a much fuller understanding of the Bible from Old to New Testament and where the Church stands in our modern times and how much it is truly needed. What's more, it has given me more direction for my future.

*MICHAEL, class of 2008*

Acts2CoME has helped me enormously in so many ways. Not only has it given me practical skills and knowledge, but it has given me confidence in my own gifts and abilities. The balance between academic and practical work, approachable and helpful lecturers and the support and encouragement are wonderful. But the things I've loved most about my year at the College are, firstly, how it has helped me grow spiritually and, secondly, the companionship that comes from being part of such a tight-knit group. I know I've made friends for life. All in all, my year at Acts2CoME has been one of the best experiences of my life.

*KAYLA, class of 2009*

Before this year I had no real understanding of the Catholic Faith. Acts2CoME has not only taught me the fundamentals of faith, but has given me the skills to work in parish youth ministry and for everyday life. Just as importantly through the examples of the outstanding lectures, faith has become a reality in my life rather than a concept.

*EMMA, class of 2009*

Over the year at Acts2CoME I received a plethora of skills that have helped me to become the person I am today. A unit on the lives of the saints throughout history gave me hundreds of role models to reflect on. Another unit led me to believe exactly what our faith teaches and more importantly how to defend it! And another great unit gave me the skills and knowledge to be able to run and maintain an effective Youth Group! The opportunities for prayer, Mass and guidance by peers full of wisdom, made the year one of extreme personal growth as well as education. The course is life-changing, I don't know what sort of direction I would be on right now if it wasn't for my Education at Acts2CoME. I highly recommend it to anyone, young (I was 18) or... that bit more "mature" (one of my classmates was 60!!).

*DAVID, class of 2010*

My highlight from my year at Acts2CoME was the community aspect. We formed strong relationships both inside and outside college. One highlight was going hiking together, which added fun to the learning experience. Another highlight was going to Little Sisters of the Poor and talking to the elderly. I learned a lot about the Catholic Church and youth ministry. I would recommend it to anybody.

*GEZ, class of 2011*

Acts2CoME has been such an amazing year with such great and joyful people! Some of my favourite moments of this year have been going on a 40km hike on the Bibbulman track, playing games with the elderly at Little Sisters of the Poor, hanging out with the Youth Mission Team and learning about Apologetics, Sacraments and Prayer and the Old Testament. Studying at Acts2CoME has taught me that the Bible is not just a book but also something that is alive, powerful, personal and essential. It has taught me the beauty of our Catholic faith and how we are to always share it with others, and celebrate. I chose to study at Acts2CoME because I wanted to be firm in my faith when I went to Uni. I now feel prepared and can't wait for next year! (Kym spent 2014 working in ministry as a member of the Youth Mission Team Australia).

*KYM, class of 2011*

The year at Acts2CoME was full of spiritual enlightenment, courage, growth and strength needed for my journey with Christ. A year every Catholic needs.

*MARIE, class of 2012*

My year at Acts2CoME was influential in my life because it taught me valuable skills, not only for youth ministry, but also for my personal life. The course was well-rounded, helping me broaden my knowledge not only of the Catholic faith but of the world we live in today.

*ABRAHAM, class of 2013*

My year at Acts2CoME was a great stepping stone for the future. It has thoroughly improved my spiritual journey and kick started me back into study after taking a break for a few years. Since completing my studies at Acts2CoME I have returned to

university to complete my studies in the area of Communication and Media, and have worked in the areas of Youth Ministry and Lecturing. I feel Acts2CoME has equipped me with invaluable experience working in Ministry as well as working with young people, which has proven extremely useful in my professional life.

*CAMERON, class of 2013*

Being an Acts2CoME student in 2014 meant that I got to learn more about myself. It helped me greatly learn many important things about my faith and how to build a closer relationship with God and how to be a true disciple for Christ, ready to do what ever He asks of me at any stage of my life. I learnt many useful things about youth ministry which helped me realise the importance of building strong relationships with others, so that we can help each other on our journeys to heaven. Acts2CoME was probably the best decision I made at the start of the year, as not only I learnt many things, but it has also opened many opportunities in my life, such as now working as a youth minister at St Thomas Moore Bateman parish. So honestly how much better can it get? Working for God in a ministry that I love thanks to all the things that I learnt at Acts2CoME in 2014.

*AURA, class of 2014*

My year at Acts2CoME has been one of learning and personal growth. It has deepened my understanding of Church teachings and enabled me to discover deeper layers of hidden meaning in the Scriptures. The staff at Acts2CoME are both passionate and personally invested in supporting each student's needs and learning. Through regular school and aged care ministry opportunities, as well as many fun, creative and varied assignments, projects and presentations throughout the year; my confidence, faith and self-belief has begun to really blossom. What a blessed and privileged year!

*LINDA, class of 2015*

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## ABOUT ACTS2COME

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### LIFE CHANGING

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The Acts 2 College of Mission & Evangelisation (Acts2CoME) is about fostering a change in your life - the kind of change that only God can bring; the kind of change that helps you focus your life; and the kind of change that can have a positive impact on your world.

The College aims to form adults, young and old, to be missionary in their whole being - in their actions and words - so that by the end of the year's experience they can form others to evangelise, while continuing to pursue their professional, academic and family life.

Acts2CoME is an opportunity to experience the love of God and the empowerment of His Spirit. It's about a life changing experience of God through prayer and study. It's about becoming a disciple of Jesus, living a life that is fully alive.

The majority of students come to learn more about God's plan for their lives, to grow in their relationship with Jesus, to come to a deeper understanding of their faith, and to be equipped to live out their faith in a meaningful and dynamic way. The experience of living in a vibrant faith community allows God to reveal more and more of His purpose for each person's life.

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### OUR VISION

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*The principal objective of the College is to make the person of Jesus the centre of the faith and life of every student so that He may be their constant point of reference and also the inspiration of every initiative and commitment for the education of the new generations. Students will embrace the call to witness that Jesus, and Jesus alone, can give true peace to the heart of individuals, families and peoples on this earth. (adapted from JP11, WYD)*

In the words of the Australian Catholic Bishops, students will be asked "to open themselves unreservedly to the grace and energy of the Holy Spirit and be apostles of Christ in Australia".

## LOCATION OF ACTS2COME

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Acts2CoME is located at 67 Howe Street in Osborne Park, close to the corner of Howe and Hutton Streets.



## ACCOMMODATION

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The College does not offer residential accommodation. Within an easy bus ride there are a variety of accommodation choices. Families within the Disciples of Jesus Covenant Community, and the local Parish, may also be available to accept boarders.

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## STUDENT LIFE AT ACTS2COME

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### PRACTICUM

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Students at Acts2CoME are encouraged to be involved in their local church community, serving and using the gifts that God has given them. Christian Ministry students are required to undertake 120 hours practical ministry/service over the year. The practicum ensures the material learned in the course is applied in practical ways that benefit both the student and the Parish/organisation. The practicum is an essential aspect of the course and Graduation is dependent upon its completion.

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### MASS AND CORPORATE PRAYER

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The Eucharist is found on those days for which a priest is available. Attendance is compulsory for all full-time students, and encouraged for part-time students attending a lecture that follows Mass.

Corporate prayer is held once a week. Attendance at these prayer sessions is a vital aspect of College life. Initially in each year, a member of the College staff will lead these sessions; however this responsibility will then pass to students, providing further experience towards their ministry.

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### STUDENT SUPPORT

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Every effort is made to provide students with spiritual, academic and personal support. Academic support is available through lecturers and tutors. There is a Pastoral Care Team who you may approach or the Principal's door is usually open.

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### SERVICE

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All students are required to assist in areas of service within the College. Tasks include maintaining a clean kitchen, vacuuming/cleaning the classrooms and common areas, and setting up for and clearing up after Mass. Students may also be involved in serving at seminars or conferences held by the College.

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### LIBRARY

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The Acts2CoME library is a developing facility. A number of references and texts directly associated with courses being given may be found in the library, as can a significant number of other books and audio-visual material of a spiritual nature. Students are, however, strongly encouraged to use other libraries to supplement our collection. Students of the College are eligible for free membership of the Catholic Education Office (CEO) library.

## TEXTBOOKS

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The College uses the Catholic Revised Standard Version Bible. Students studying on campus are provided with all textbooks and invoiced at the commencement of the academic year. These have been obtained at lowest possible prices in order to keep study costs to a minimum. Students undertaking study online will be provided with a booklist.

## COMPUTER REQUIREMENTS

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Students are required to provide their own computers/laptops loaded with word processing software. Should a student not own a laptop, the College has a small number of laptops available for use during study hall.

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## THE CURRICULUM

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### INTRODUCTION

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Participating in Acts2CoME is really an experience of dynamic Christian living. Our teaching staff present courses designed to be informative, engaging, and interactive. An outline of the coursework follows.

In addition, students have opportunities to learn practical ministry skills such as communication, presenting the Gospel message, leading small groups, establishing and running a youth group, learning a musical instrument and how to use it in ministry settings; as well as a variety of other skills.

As part of the curriculum, students attending the campus will be involved in areas of service. This may include youth outreach, conferences, retreats, assisting the needy and underprivileged, etc. As the Lord helps each individual become more aware of their gifts and amazing potential, they will have the opportunity to utilise them.

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### ACCREDITATION AND REGISTRATION

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Acts2CoME is nationally registered through the Training Accreditation Council of Western Australia to deliver its accredited Certificate IV in Christian Ministry (generic or Youth) (national code 52646WA); Certificate I in Active Volunteering (CHC14015); Certificate II in Active Volunteering (CHC24015); Certificate III in Christian Leadership and Ministry (52558WA); Certificate IV in Screen and Media (CUA41215); Diploma of Youth Ministry (52563WA). These qualifications are recognised by the Commonwealth Department of Education, Employment and Workplace Relations.

Acts2CoME is a Registered Training Organisation and hence nationally recognised to teach its accredited courses.

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### TRAINING FOR MINISTRY

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As students grow in their relationship with God, and develop their knowledge and skills, they will be attracted to different ministries and experiences. The College is about equipping students for ministry to youth, missionary work, parish ministry, priesthood, sisterhood, lay apostolate, university, marriage, and many more things. Whatever our graduates do, the key is learning to surrender and say "yes" to God's awesome plan. You can make a difference!

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## ACADEMIC YEAR 2015

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Contact hours are generally held between Monday and Thursday each week over three trimesters. Exceptions to this will be provided under individual course descriptions within this prospectus and online.

Orientation Week:	Monday 8 February to Friday 12th February
Trimester 1:	Monday 15th February to Thursday 5th May
Trimester 2:	Monday 23rd May to Thursday 18th August
Trimester 3:	Monday 29th August to Thursday 17th November

Each 12 week block will have a one week break mid trimester. These dates are shown on the College calendar on our website. A week of mission will be held during the year, at a time and location to be negotiated with students and mission location.

Graduation for students will be in first term of each year, and will coincide with commissioning of new full-time students of the College for that year.

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## ORIENTATION WEEK

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Attendance at Orientation is compulsory for all full-time campus-based students and is run over five days. Online and part time students who are unable to attend O-Week will have access to necessary material through Moodle. The week will be divided into a number of components. Students will be taken through key policies and procedures of the College and their rights and responsibilities. The second component will involve study and learning skills including research techniques, time management, and assignment writing. Thirdly, students are introduced to prayer, liturgy, and key resources they will need to use during their time at College. Fourthly, students will be briefed on their practicum requirements and spend time reflecting on the call of Catholics to works of mercy. Students will be introduced to Work Health and Safety and made familiar with policies and procedures of the College in WH&S.

Students will be required to attend College from Monday to Friday during Orientation week. Each day will start with mass at 9.00am and conclude by 4.00pm. There will be a social function during this week to allow students to get to know each other and the staff.

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## EMPLOYABILITY SKILLS

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Embedded in every vocational training qualification are Employability Skills. These are generic skills and capabilities that each student will have once the full Certificate course is successfully completed. They cover communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology.

Details of these skills are available on our website.

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## INTENSIVES

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The College may offer intensive courses from time to time, either as part of the full-time courses or to take advantage of visiting experts to provide other courses that may be of wider interest within the Church community. This may especially be the case where online learning occurs in areas remote to our campus.

Some Units of Competency may also be offered as intensives over full days or weekends, or online.

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## EVENING COURSES/WEEKENDS

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The Certificate IV in Screen and Media will be delivered under an auspice agreement with Mount Pleasant Baptist Community College. Further details are available on our website or through [www.mpbcc.org.au](http://www.mpbcc.org.au).

Where courses are delivered with a mix on online and face-to-face training there may be weekend intensive course delivery. Students will be advised at enrolment should part of their training.

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## ONLINE LEARNING

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From the 2015 academic year, all courses with the exception of the Certificate IV in Screen and Media will be available for online study. Certificates I to III will be self-paced; however the Certificate IV in Christian Ministry and the Diploma of Youth Ministry will run alongside campus-based delivery of the units. Online course delivery will involve a mix of video, animation, and PowerPoint presentations; with interaction with other students available through forums. Courses will operate through our Moodle Student Learning System, as will submission of assessments. Each student will have access to the lecturer or tutor involved in his/her unit(s) and can be assured of full support in his/her studies.

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 USUAL DAILY TIMETABLE FOR FULLTIME COURSES
 

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Time	Mon	Tues	Wed	Thursday	
9.00	Mass	Mass	Lecture	Lecture	
9.45	Lecture	Lecture			
1.00	Lunch	Lunch	Lunch	Close	
1.30		Little Sisters of the Poor outreach (close 3-00pm)	Corporate Prayer		
2.00	Lecture		Study Hall		
5.00	Close	Close	Close		
8.00 – 9-30*					Life in the Spirit, T 1 only

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## WORKING WITH CATHOLIC SECONDARY COLLEGES

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### COURSES

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In 2012, Acts2CoME commenced work with two Catholic colleges to develop and implement three courses that allow these colleges to recognise the significant work by students throughout their secondary schooling in the areas of service, ministry and leadership development. Throughout 2013, discussions were held with four more colleges, who commenced partnerships in 2014/15.

Certificate I in Active Volunteering introduces students to basic work and volunteering skills, as well as work health and safety. Certificate II in Active Volunteering builds on the competencies gained in the Certificate I program, expanding their knowledge and skills base.

The Certificate III in Christian Leadership and Ministry allows specialisation through choice of electives, depending on the emphasis for developing students within the senior college years. The certificate program can be streamed to emphasise leadership, ministry or theology; however units can be chosen across those streams to provide a more general training.

Initially, partnerships with Colleges were based around training and assessment being done by and within the Secondary College. The existing workloads on secondary staff proved problematic in progressing this and interest was expressed in online courses that did not require more work for the colleges. This has now been achieved for these programs. In addition, the Schools Curriculum and Standards Authority (SC&SA) has approved Acts 2 College and the Certificate programs at level I-III as eligible courses towards WACE.

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### HOW DOES IT WORK?

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Students would enroll in Acts2CoME on a fee-for-service basis, with a discount available off normal fees where five or more students are enrolled from one institution.

Any College interested in this program is invited to contact the Principal, Jane Borg, on 0401 692 690. We would be happy to visit you and discuss how Acts2CoME can assist you in value-adding the education you provide to your students.

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### COST

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In 2016, these charges will be:

Certificate I1:	\$300 (\$280 group discount)
Certificate II:	\$550 (\$500 group discount)
Certificate III:	\$2100 (\$1800 group discount)

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## CERTIFICATE I IN ACTIVE VOLUNTEERING (CHC14015)

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This certificate program is drawn from the Community Services Training Package Release 3.0 and aims to deliver new skills to those who volunteer in various organisations. The course is largely assessed within a work context and the training delivered to complement the volunteer work being undertaken.

This certificate has three core and two elective units. A number of electives are available. Should there be specific electives applicable to your volunteering that you wish to include in your training, please discuss your requirements with the College staff and we will do our best to support your needs.

This course will be delivered in online study mode and applicants can choose to receive training in either a secular or Christian ministry context.

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### CORE UNITS:

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CHCDIV001	Work with diverse people
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety

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### ELECTIVE UNITS:

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BSBCMM201	Communicate in the workplace
FSKDIG03	Use digital technology for routine workplace tasks
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKOCM07	Interact effectively with others at work
FSKWTG09	Write routine workplace texts

## CERTIFICATE II IN ACTIVE VOLUNTEERING (CHC24015)

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This certificate program is drawn from the Community Services Training Package Release 3.0 and aims to deliver new skills to those who volunteer in various organisations. It builds on the Certificate I, with students starting to take more responsibility for their own work output. Both the Certificate I and II in Active Volunteering provide pathways to other vocational training and establish strong work skills that are transportable into a number of work or ministry contexts.

The Certificate II program comprises four core and three elective units. Acts2CoME has made available a number of elective units, but is working to increase the range of units, including introducing new elective units indicative of the college's ministry focus. Organisations or individuals may choose of the current units offered by Acts2CoME or may request other electives as long as they are consistent with the rules set out for this qualification within the Community Services Training Package. Where possible we will work to meet your requirements.

This course is approved by the Western Australian Schools Curriculum and Standards Authority to contribute to WACE. To meet this requirement, electives should be chosen such that the total number of nominal hours is equal to, or exceeds 220 hours. We can assist you to structure your course to achieve this requirement. The requirements in other States and Territories vary and we are happy to discuss your requirements.

This course will be delivered in online study mode.

### CORE UNITS:

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CHCDIV001	Work with diverse people
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety
BSBCMM201	Communicate in the workplace

### ELECTIVE UNITS:

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FSKDIG03	Use digital technology for routine workplace tasks
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKOCM07	Interact effectively with others at work
FSKWTG09	Write routine workplace texts

## CERTIFICATE III IN CHRISTIAN LEADERSHIP AND MINISTRY (52558WA)

Our Certificate III program aims to provide the knowledge and skills for people to grow in Christian leadership and ministry. It builds solid foundations in the Catholic faith, as well as developing a number of practical leadership and ministry skills that would be transportable to many secular positions students may hold.

The course comprises four core units and five electives. The package rules allow streaming of electives into leadership, ministry or theology streams; or for electives to be chosen across these streams. This course will be delivered in online study mode and it is anticipated completion would take a minimum of six months to incorporate required ministry component.

### CORE UNITS:

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ATCCM240A:	Explore Christian Life Skills
ATCCM328A:	Promote a Catholic Ethos
ATCCM348A:	Work in Christian Ministry
CHCVOL201B:	Be an effective Volunteer

### ELECTIVE UNITS:

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Five electives, selected from those below:

ATCCM303A:	Research and apply topics of theology and Christian Doctrine
ATCCM341A:	Minister in a Christian Context
ATCCM241A:	Practical Ministry and Service
ATCCM342A:	Explain Leadership in the context of Biblical Teaching
ATCYM301A:	Discover God's Plan for Youth
CHCORG202C:	Work with others
CHCYTH301E:	Work effectively with young people
CHCCOM201C:	Communicate with people accessing the services of the organisation
CHCCOM302D:	Communicate appropriately with clients and colleagues
HLTWHS200A:	Participate in WHS practices
CHCGROUP302D:	Support Group Activities

The electives to be delivered in the Certificate III at Acts2CoME are as follows:

ATCCM341A:	Minister in a Christian Context
ATCYM301A:	Discover God's Plan for Youth
ATCCM342A:	Explain Leadership in the context of Biblical Teaching
CHCCOM201C:	Communicate with people accessing the services of the organisation
HLTWHS200A:	Participate in WHS practices

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## CERTIFICATE IV IN CHRISTIAN MINISTRY (52646WA)

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Our Certificate IV in Christian Ministry has been developed to provide students with tailored training in a range of ministry skills as well as foundational formation in scripture, church history and catechism from a Catholic perspective. Students may choose from the generic qualification or from a youth ministry stream, the latter of which includes units towards a qualifications from the Children's and Youth Services training package, specifically units from the Certificate IV in Youth Work (CHC40413).

There are fifteen core units and one elective unit, which may be drawn from those listed below.

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### CORE UNITS:

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ATCCM412A:	Explain Old Testament Salvation history and its relevance for today
ATCCM413A:	Study the New Testament
ATCCM417B:	Discuss the life and message of Jesus
ATCCM421B:	Investigate the life of the early church
ATCCM427B:	Investigate Catholic Church History
ATCCM428B:	Investigate Pillars of Catholic Faith
ATCCM420B:	Examine liturgical practices within the Catholic Church
ATCCM441B:	Present Christian Management Programs
ATCCM446B:	Explain Christianity to Others
ATCCM448B:	Undertake Christian Ministry
ATCCM344B:	Identify and Use Personal and spiritual gifts
CHCORG428A:	Reflect on and improve own professional practice
CHCCOM403A:	Use targeted communication skills to build relationships
CHCORG405D:	Maintain and effective work environment
HLTWHS001:	Participate in workplace health and safety

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### ELECTIVE UNITS:

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#### *GENERIC CHRISTIAN MINISTRY*

Choose one from the following electives:

ATCCM303B:	Research and apply topics of theology and Christian Doctrine
ATCCM310B:	Undertake Bible Study
CHCVOL201B:	Be an effective Volunteer

#### *YOUTH MINISTRY STREAM*

CHCYTH002:	Work effectively with young people in a youth work context
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These competencies will be addressed through completion of Orientation and fifteen subjects across three trimesters. Some competencies will be delivered and assessed through one subject; others will be covered by a number of subjects. Some subjects will cover a number of competencies. In addition to attending lectures, each student must participate in the corporate prayer life of the College, complete a Life in the Spirit seminar and a 120 hour practicum. These requirements contribute to the completion of competencies listed above.

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## CERTIFICATE IV IN SCREEN AND MEDIA (CUA41215)

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This course is currently being delivered through auspice with Mt Pleasant Baptist Community College.

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### CORE UNITS:

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BSBCRT401 Articulate, Present and Debate Ideas  
BSBSMB301 Investigate micro business opportunities  
CUAWHS302 Apply work health and safety practices

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### ELECTIVE UNITS:

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BSBIPR401 Use and respect Copyright  
CUAANM402 Create digital visual effects  
CUACAM401 Shoot a wide range of television content  
BSBCRT403 Explore the history and social impact of creativity  
CUAANM403 Create titles for screen productions  
CUAWRT402 Write extended stories  
CUAPOS401A Edit screen content for fast turnaround  
CUASOU407 Edit Sound  
CUASOU405 Record Sound

## DIPLOMA OF YOUTH MINISTRY (52563WA)

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The Diploma of Youth Ministry provides specialised training in youth ministry, building on our Certificate IV in Christian Ministry (Youth). Training and assessment is conducted within an active youth ministry context, with students undertaking 8 hours a week in ministry in conjunction with classroom training. Core skills developed at Certificate IV level are extended and students are skilled to take leadership roles in developing programs and ministries, networking, and communicating.

The course comprises seven core units and five electives. The course documentation allows a range of electives, however the five electives below are those offered at Acts2CoME in 2015. These are delivered and assessed across four subjects per trimester and a minimum eight-hour placement in a youth ministry team.

### CORE UNITS:

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- ATCCM522A: Provide informed answers to contemporary questions of faith and morals
- ATCCM542A: Apply Christian Leadership Principles
- ATCYM546A: Present the Christian Message to Others
- CHCCS502A: Maintain legal and ethical work practices
- CHCCS503B: Develop, implement and review services and programs to meet client needs
- CHCCOM504B: Develop, implement and promote effective workplace communication
- CHCYTH505D: Support youth programs

### ELECTIVE UNITS:

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- CHCYTH401B: Engage respectfully with young people
- CHCYTH506A: Provide services for young people appropriate to their needs and circumstances
- CHCNET404B: Facilitate links with other services
- CHCNET503D: Develop new networks
- CHCORG525C: Recruit and coordinate volunteers

## TIMETABLES

## DAY CLASSES – CERTIFICATE IV IN CHRISTIAN MINISTRY

Trimester	AM/PM	Monday	Tuesday	Wednesday	Thursday
1*	AM	CM444	CM428	CM446	CM441
	PM	CM41	LSoP outreach	Study Hall	Optional Study Hall
2	AM	YM300/400	CM429	CM403	CM421
	PM	CM415	LSoP outreach	Study Hall	Optional Study Hall
3	AM	CM427	CM430	CM420	CM417
	PM	CM416	LSoP outreach	Study Hall	Optional Study Hall

\* WHS001 is introduced during the one-week Orientation week immediately preceding Trimester 1 and completed online.

## Evening Classes

Term*	Time	Thursday
1	8 – 9-30pm	Life in the Spirit (LISS)
2		
3	8 – 9-30pm	Life in the Spirit (LISS)
4		

Acts2CoME reserves the right to alter the program according to availability of the lecturers and enrolment of a minimum number of students. Part time students should confirm course availability prior to each term or trimester commencing.

## SUBJECT OUTLINES – CERTIFICATE III IN CHRISTIAN LEADERSHIP AND MINISTRY

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### **CL328: Catholic Beliefs and Practices**

(ATCCM328A)

Provides students with an introduction to what Catholics believe and why. Covering the essentials of the catechism, it will especially address those issues that are challenged in society today; not only by the young but by those who do not understand the Catholic faith.

### **CL342: Biblical Leadership**

(ATCCM301A, ATCCM342A)

Society consists of many cultures and sub-cultures. For our young people there are many pressures and expectations that challenge them in the way they live. We explore youth culture and the guidance given to us from the Bible on important issues. From what happened thousands of years ago we can draw wisdom to apply life lessons and leadership principles in our lives and ministry today.

### **CM240: Living the Christian Life**

(ATCCM240A)

Christianity is not a religion; it is a relationship with Jesus Christ. Living life as a disciple of Jesus Christ challenges us in our spiritual response, but also in our daily lives. This course leads students to deepen their relationship with Christ; investigate the role of the Holy Spirit in their lives and how God's Spirit can gift us to serve Christ in His Church.

### **WHS200: Health and Safety in Ministry I**

(HLTWHS200A)

Work health and safety is important wherever we work; yet it is often overlooked in the excitement of Christian ministry. We look at the elements of WHS and how these impact on our ministry. What do we need to know and put into place to ensure people

### **CL341: Preparing for Ministry**

(CHCCOM201C, ATCCM341A, CHCVOL201B, ATCCM348A)

This subject provides the essential practical training to support people in ministry. It covers four units of competency addressing events management, communication skills, volunteering and operational knowledge for ministry. As students look at the various stages of putting together a ministry event, we will cover the importance of good presentation and communication, and what it means to work as a volunteer and as part of a team. Skills will be practised in readiness for practicum.

### **CL348: Ministry Practicum**

(CHCCOM201C, ATCCM341A, CHCVOL201B, ATCCM348A)

Student will be required to undertake supervised ministry placement, during which they will demonstrate skills learned in the other courses.

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## SUBJECT OUTLINES – CERTIFICATE IV IN CHRISTIAN MINISTRY

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### TRIMESTER 1

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**CM415: Introduction to the Old Testament 1** (Genesis to Judges)  
(ATCCM412A)

Uses the narrative books of the Old Testament to explore the first part of the chronological story of salvation history. Explains how God's plan unfolded through the forging of a series of covenants with his chosen people—from Adam to the People of Israel. Introduces some practical approaches to reading the Old Testament.

**CM428: Catechism 1: Doctrine**  
(ATCCM428B)

Examines core Catholic beliefs including the existence of God, the Holy Trinity, Jesus Christ as True God and True Man, Salvation, Scripture and Tradition, the Pope and the Magisterium, and the last things (heaven, purgatory and hell). Delves into Biblical basis for these beliefs, supported by the writings from the heart of the Church – Magisterium, Church Fathers, Saints.

**CM444: Personal and Professional Leadership**  
(ATCCM344B, CHCORG428A)

Looks at personal and spiritual gifting and necessary life skills. Encourages students to examine strengths and weaknesses and develop strategies to grow and improve. Provides critical skills for both young adults and those working with them. Also examines these skills in a professional context – self-examination, receiving and giving feedback, mentoring. Students will participate in a life in the Spirit seminar within the first weeks of this unit.

**CM427: Movements of the Spirit throughout Church History**  
(ATCCM427B)

Examines key actions of the Spirit or renewal movements in the history of the Church as a means of understanding how the Holy Spirit is also at work in our times renewing the Church. It also explores the call of each Christian to a life of holiness through the example of the Saints (men and women from every way of life and time) who lived heroic and holy lives.

**CM446: Evangelisation**  
(ATCCM446B)

Examines the basic principles of evangelisation, including how to effectively present a summary of the Christian message (four point Gospel message) and how to share one's personal experience of Christ. Explores a range of approaches to evangelising in a variety of contexts. Also explores and allows practice of techniques to convey the message of Jesus Christ to a variety of audiences in a variety of methods.

**CM415: Introduction to the Old Testament 2 (Joshua – Maccabees)**  
(ATCCM412A)

Continuation of OT from Trimester 1

**CM421: Acts of the Apostles**  
(ATCCM421B)

Scripture study of Acts of the Apostles. Explains how the excitement of Pentecost enlivened the early Christian believers in their struggles to establish communities of faith—struggles surprisingly like those in the Church today. Introduces the work of the early Church's most significant leaders in the persons of the great apostles Peter and Paul.

**CM429: Catechism 2: Sacrament & Prayer**  
(ATCCM428B)

Examines the Catechism's teachings on Sacrament and prayer. Looks at the Biblical basis for, and the liturgical aspects of, the seven Sacraments and examines the various types of prayer used within the Church.

**CM403: Communicating in Ministry**  
(CHCCOM403A)

Provides students with good communication skills, conflict management skills and handling of grievances. Consideration is also given to ministering with and in groups of differing cultures.

**YM400: Introduction to Youth Ministry**  
(CHCYTH002)

Covers the five key aspects in ministering to young people today. Students discover strategies that help to evangelise youth, how to provide opportunities for fellowship & discipleship as well as how to lead young people into worship. We will also investigate how to engage young people in active ministry to their peers.

**CM300: Conducting a Bible study**  
(ATCCM310B)

This subject will allow students to develop skills in studying the Bible themselves and in running Bible Studies for others. It will also explore the different resources available.

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**TRIMESTER 3**

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**CM416: Introduction to the New Testament**

(ATCCM413A)

Uses the Gospels and the Acts of the Apostles to explore the chronological development of the New Testament from John the Baptist through to the preaching of Saint Paul in Rome. Explains how God's plan unfolds through His New Covenant in Jesus Christ with the Church, with concrete linking of the Old and New Testaments. Briefly examines New Testament letters to gain insight for discipleship in today's world. Introduces practical approaches to reading the New Testament.

**CM420: Liturgy**

(ATCCM420B)

Examines various types of liturgy within the Catholic Church, giving attention to the Eucharist. It looks into the Biblical basis and historical development for liturgical practices. Practical activities will enable students to prepare and facilitate various liturgical celebrations they may encounter in ministry settings.

**CM417: Gospel of Matthew**

(ATCCM417B)

Introduces the Gospel of Matthew as one of the four gospels in which the reader can encounter the person of Jesus Christ, his life and mission. Explores how the Gospel of Matthew was written to demonstrate to the Jewish people that Jesus fulfills the Old Testament typology as the new Moses, David, Solomon, Temple, Israel and Jonah.

**CM430: Catechism 3: The Moral Life**

(ATCCM428B)

Introduces the moral life and the need for virtues in the Christian life, looks at person and social sin, and the grace of salvation. Briefly examines Saint Pope John Paul II's Theology of the Body. Works through the Ten Commandments as core to our moral life.

**CM441: Events Management**

(ATCCM441B)

Examines the logistics of presenting the Christian message in different ministry settings. Covers all aspects from planning, implementation through to review; including publicity, music, environment, drama, and liturgy. Also looks at requirements of copyright and Occupational Health & Safety legislation as applied in ministry situations. Music students will also learn how to program music for different ministry events.

## SUBJECT OUTLINES – DIPLOMA IN YOUTH MINISTRY

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### TRIMESTER 1

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#### **YM501: Strategic Planning**

(CHCCOM504B Develop, implement and promote effective workplace communication, CHCYTH505D Support youth programs)

The basis of strategic planning is knowing what you are doing, why you are doing it and where you want to go with your ministry. Students learn about vision, goal setting, identifying important issues, and developing strategies and actions plans to ensure these strategies are effectively implemented. Practical activities guide students through these stages for their youth ministry.

#### **YM512: Preaching skills**

(ATCYM546A Present the Christian Message to Others)

Students learn to break open the Word of God taking into account literary style, culture, author's intent and biblical concepts - all from Catholic theological method. Students are then taught how to develop a doctrinally sound message appropriate to the audience. Various techniques are explored and trialled.

#### **YM503: Engaging Stakeholders**

(CHCCOM504B Develop, implement and promote effective workplace communication)

Stakeholders include everyone with whom we communicate in youth ministry – the youth, parish priests and councils, parents, other youth ministers, benefactors, and other catholic organisations. Good communication with stakeholders is critical to the success of ministry – finding out their needs, developing effective strategies to communicate vertically and horizontally, and reporting on findings. Students will engage in this process with respect to an area of youth ministry in which they work.

#### **YM544: Professional Accountability**

(CHCCS502A Maintain legal and ethical work practices)

Youth ministers not only have a responsibility to know their legal responsibilities and obligations, but to ensure their team does. Policies and procedures must be developed and/or followed to ensure all in the ministry behave in a manner appropriate to their roles. Work practices must also be ethical and respect the rights of all involved. How to balance these factors when there are ethical dilemmas or competing values needs solid problem-solving skills. Youth ministers also need to know what steps to take should there be complaints or should they witness behavior that causes them concern over the safety of others. This course provides students with the background knowledge to deal with this, but also support as they face any of these issues during their youth ministry placement.

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 TRIMESTER 2
 

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**YM504: Youth Ministry Resources**

(CHCYTH505D Support youth programs, CHCNET404B Facilitate links with other services, CHCNET503D Develop new networks)

This course introduces students to a wide variety of youth ministry resources and relevant organisations. Resources are researched and catalogued for future reference. Appropriate youth ministry programs are identified.

**YM508: Relational Ministry**

(CHCCOM504B Develop, implement and promote effective workplace communication, CHCYTH401B Engage respectfully with young people)

Youth ministry centres on relationships. This course looks at the diversity in youth, the cultures and sub-cultures, and the major issues that face youth today. How do we communicate and engage with, and adapt to this diversity? Tools such as groups, conflict resolution, discipline strategies and pastoral care are all covered.

**YM525: Leadership Theology**

(ATCCM542A Apply Christian Leadership Principles)

The Bible provides a solid basis for leadership in today's world. We look at leadership theory across the ages, at Old and New Testament leaders and what we can learn from them. We look at servant leadership as modeled by Jesus Christ and investigate other leadership models, principles and styles. Students also investigate how to develop leadership potential in team members and how they can contribute their leadership skills within the church. Running behind the theory is a major leadership project, usually associated with their youth ministry placement or job.

**YM544: Professional Accountability**

(CHCCS502A Maintain legal and ethical work practices)

Continuation from Trimester 1

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 TRIMESTER 3
 

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**YM510: Pastoral Care in Youth Ministry**

(CHCYTH506A Provide services for young people appropriate to their needs and circumstances, CHCNET404B Facilitate links with other services)

Youth ministers have a particular role in caring for the young people in their ministry. Students examine what it means to pastorally care for a young person; they look at important communication skills, strategies that might be employed, and the important role of prayer.

### **YM507 Forming and Managing a Youth Ministry Team**

(CHCORG525C Recruit and coordinate volunteers)

In today's Catholic Church, the majority of youth ministry teams comprise voluntary workers. Students learn how to attract, recruit, and induct volunteers and how to maintain them as active members of a youth ministry team. As well as theoretical knowledge, students will develop tools and processes to provide them with practical application.

### **YM529 The Questions People Ask**

(ATCCM522A Provide informed answers to contemporary questions of faith and morals)

Faced with young people who challenge what the Church teaches and why, it is important that youth ministers have a good grasp not only of doctrinal truths but also of ethical and moral issues. The class addresses common Catholic apologetic questions as well as topical issues being faced by young Catholics today.

### **YM544 Professional Accountability**

(CHCCS502A Maintain legal and ethical work practices)

Continuation from Trimesters 1 and 2.

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## APPLICATION REQUIREMENTS

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The certificate programs are designed for any adult who wants to learn and grow in their relationship with God. Full time students should be at least 17 years of age and have year 12 equivalent. Access to courses may be available to younger or less qualified students on a case-by-case basis.

The College welcomes young people who have just left high school or who are looking for a break from their university or TAFE studies, or from their employment. It also welcomes people of other ages and life situations – we have older singles, married couples, parents, and retired people who attend on a full or part-time basis.

As the College does not have CRICOS status, a person cannot enrol in the College unless they are an Australian citizen, permanent resident or on a visa that does not forbid study.

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## LANGUAGE, LITERACY AND NUMERACY (LLN) REQUIREMENTS

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Sound communication skills are integral to effective ministry. A proficiency in the spoken and written use of English is essential. ESL students should have competency at IELTS level 6.

All applicants are required to sit a short LLN test. Tests are available on the College website (Prospective students/How to Apply) and applicants should submit the test appropriate to the level of qualification as indicated. Some gap training in study and literacy skills will be given during Orientation and if necessary some supplementary training may be available during the year. This will be compulsory for those students who demonstrate a need in this area.

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## ETHOS OF THE COLLEGE

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Students must demonstrate support for the Catholic ethos.

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## HEALTH

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Applicants must advise us of any health concerns or disability they have which may affect their studies or relationships with others.

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## DISCRIMINATION

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The College does not discriminate against the enrolment of any prospective student on the basis of sex, race, colour, national origin, denomination, or physical disability. It should be noted that none of these issues can be used as an excuse to avoid the requirements of study.

## APPLICATION PROCESS

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On advice of meeting the LLN requirements of the relevant course, potential students at Acts2CoME should complete an application form (a copy is at the end on this prospectus or can be obtained online or from the College) and submit it to the College along with the Application Fee. Alternatively, applications can now be submitted online for those applying for fulltime study.

Student interviews are held each January and at other times as necessary. On receipt of an application, the student will be contacted to arrange an interview. At this interview each will be asked to discuss his/her reasons for wanting to enrol at Acts2CoME, be enrolled in relevant courses/subjects, and arrangements made for payment of course fees.

## UNIQUE STUDENT IDENTIFIER (USI)

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From 1 January 2015, all students engaged in vocational study at Registered Training Organisations are required to hold a Unique Student Identifier (USI). The USI is a reference number that will allow students to see all completed training results and qualifications. It is available online and at no cost. If you do not have a USI, you can apply to have one issued at <http://www.usi.gov.au/Students/Pages/default.aspx>.

## RECOGNITION OF OTHER QUALIFICATIONS

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Acts2CoME recognises the Statements of Attainment/Academic Records and qualifications issued by other Registered Training Organisations. Should these be relevant to their application to attend Acts2CoME, an applicant should bring the original document(s) to the enrolment interview to be sighted by the Principal.

## RECOGNITION OF PRIOR LEARNING

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On application for enrolment, students may apply for Recognition of Prior Learning (RPL). RPL involves the assessment of previously unrecognised skills and knowledge that students have achieved outside formal education and training and determination of the extent to which required learning outcomes or competencies have been achieved. Credit may also be given for a competency where a student has undertaken studies at another institution that are equivalent to the outcomes of a subject/unit at Acts2CoME.

Students are required to submit originals of academic transcripts and details (in English) of contents of subjects/units that they wish to use as the basis for their request for credit. Applications for RPL can usually only be made at the time of enrolling in an Acts2CoME course. An administration fee (non-refundable) of \$150 + the 'per unit fee' for each unit the student is wishing to be exempted from must accompany the application for RPL. If RPL is awarded, course fees and course duration is revised to reflect the extent of RPL granted. RPL exemptions are granted

across all subjects.

## GRADUATION

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In order to graduate, students must complete all competencies in the course for which they are enrolled, including completion of Practicum; have no outstanding debt with the College; and have returned all library books. Graduation will usually occur early in the following academic year.

## CHANGING SUBJECTS/WITHDRAWING

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Students may change subjects/course or withdraw without penalty within the first two weeks of each trimester, however they are encouraged to seek counsel from the pastoral care team or the Principal before making such a change. A change in stream would need to occur within the first two weeks of trimester 1 to ensure correct electives are undertaken. A change in course later in the year would require the student to enrol in the following year to complete missed units.

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## COURSE FEES

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### ACADEMIC FEES

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#### APPLICATION FEE

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Full-time students are required to pay a one-off, non-refundable fee of \$55, to be submitted with their enrolment application form. Part-time fees are to be paid in full at the commencement of the subject or unit.

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#### TUITION FEES

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Certificate I in Active Volunteering	\$300 whole course
Certificate II in Active Volunteering	\$550 whole course
Certificate III in Christian Leadership & Ministry	\$2100 whole course
Certificate IV in Christian Ministry	\$3,900 per year full time
Cert IV in Screen and Media	\$350 per trimester subject part time (Christian Ministry only)
Diploma of Youth Ministry	\$4,500 full time \$450 per unit

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Fees are to be paid in advance per trimester. The minimum payment of 20% must be made before commencement. Fulltime students not paying in advance will be required to enter into a Fees-contract (usually by fortnightly installments). A 3% administration fee will be applied for all Fees-contracts. Fees contracts are not available to part-time students.

Discounts are available where five or more students are being enrolled from a single organisation.

Acts2CoME aims to be as flexible as practicable with fees payments. Please discuss your particular situation with the Principal.

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#### RPL FEE

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There is an application fee of \$150 + the 'per unit fee' for each unit of competency for which RPL is sought. These fees must be paid at the time of application, unless an arrangement has been made with the Principal.

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## TEXTBOOKS

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There are a number of texts that each student is required to have. For Campus-based students, these will be invoiced at the commencement of each term. Those studying online may acquire texts themselves. Only key texts will be required to be owned; other supporting texts and references are available in the Acts2CoME library.

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## PERSONAL DEVELOPMENT COURSES

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Where courses are taken for personal development, a reduced fee of \$200 + GST (\$220) per unit for the full trimester applies. This fee must be paid at the commencement of the course

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## SCHOLARSHIPS

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The College aims to offer half scholarships for a limited number of students who meet the criteria. Details of these scholarships are available from the College or our website. The value of each scholarship is \$1950. It does not cover books.

Scholarships are drawn from a tax-deductible fund. Due to lack of funds, these scholarships will not be available in 2016. Should anyone feel able to support the education of students in this way, please contact the Principal.

A number of other Catholic organisations have funds available to assist students. Some of these are listed on our website and you are encouraged to seek their support.

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## REFUND POLICY

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If the College is for any reason unable to complete the delivery of a subject for which a student has paid fees, the full fees paid for that subject will be refunded within 14 days of the cessation of the delivery of that subject.

Any fees paid for a course that is not delivered (e.g. because of insufficient enrolments) will be fully refunded.

Where a student withdraws prior to commencement of a course of study or within the first two weeks of study, the full fee minus an administration fee of \$55 will be refunded to the student. Where the student commences study, but withdraws after the second week, there will be no refund for those courses in the current trimester, however if fees have been paid for future trimesters, these will be refunded in full.

If a student is suspended or dismissed because of excessive absenteeism or unsatisfactory conduct or attitude, or failure to follow the College's policies and rules, then no refund will be given of the application fee or the current trimester's fee.

### YOUTH ALLOWANCE/AUSTUDY/ABSTUDY

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Fulltime students may be eligible to apply for Youth Allowance, Austudy, or Abstudy through Centrelink. To do so, you require a letter from the College confirming your enrolment. Please request this at your admission interview. It will be up to you then to approach Centrelink and to meet their requirements.

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## STANDARD OF CONDUCT

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Act2CoME is an environment for developing in relationship with Jesus Christ and for training people for ministry. We therefore require students to comply joyfully with the College regulations set out in the student handbook, which student can access through their online learning system.

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## LIFE-CONTROLLING SUBSTANCES

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Students are expected to abstain from drugs whilst enrolled at Acts2CoME and not to attend College under the influence of alcohol. Acts2CoME is a smoke-free campus.

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## RELATIONSHIPS

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Acts2CoME adheres strongly to all aspects of Catholic teaching; consequently students are expected to abstain from illicit relationships (eg homosexuality, fornication, adultery, etc), pornography or any habits inconsistent with Catholic Christian life.

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## DRESS

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Out of respect for Our Lord and others attending or working at Acts2CoME, students should wear tidy, modest clothing whilst on campus. For safety reasons, bare feet are not permitted on campus or during our visits to Little Sisters of the Poor Home for the Aged.

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## ATTENDANCE (CAMPUS STUDENTS)

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Mass and prayer are compulsory and will be monitored, as will attendance at classes. Student's attendance record will form a part of his or her assessment in each subject. Any student unable to attend class should make application on an Absence Application Form at least one week in advance. If absence is unforeseen, the student should advise either the Lecturer or Principal prior to the commencement of the class and an application should be completed as soon as possible after the student's return to college.

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## PUNCTUALITY

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Punctuality at Mass, lectures and prayer is expected at all times. If a student is more than 10 minutes late for any class or session, they will be marked absent for that class. Consistent tardiness will be taken into account when results are being compiled.

#### COMPUTER USE

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Students may have access on campus to College computers and to the Internet for study purposes. Usage will be monitored and any access of inappropriate sites will trigger the disciplinary policy and multiple offences may result in the student's removal from the College.

#### GENERAL BEHAVIOUR

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Students are expected to show due respect and cooperation to staff, teachers and other students. Inappropriate behaviour will result in counselling and persistent poor behaviour may result in a student being suspended or removed from the course.

#### DECLARATION

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All students are expected to sign a declaration of adherence to Acts2CoME's standards of conduct at the time of enrolment.

## STATEMENT OF FAITH

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The Catholic faith is summed up in the Nicene Creed. The fundamentals of our faith are expanded upon and explained in the Catechism of the Catholic Church, which is a key reference for our College.

### *Nicene Creed*

*I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.*

*I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages.*

*God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made.*

*For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man.*

*For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures.*

*He ascended into heaven and is seated at the right hand of the Father.*

*He will come again in glory to judge the living and the dead and his kingdom will have no end.*

*I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.*

*I believe in one, holy, catholic, and apostolic Church.*

*I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come.*

*Amen.*

# Acts 2 College of Mission & Evangelisation Enrolment Application Form

**INFORMATION CONTAINED IN THIS DOCUMENT IS UTILISED IN ACCORDANCE WITH ACTS 2 COLLEGE OF MISSION & EVANGELISATION PRIVACY POLICY**

**PERSONAL DETAILS** (PLEASE CHOOSE BY PLACING AN **X** IN THE BOXES THAT APPLY TO YOU)

TITLE:	<input type="checkbox"/> MR	<input type="checkbox"/> MRS	<input type="checkbox"/> MS	<input type="checkbox"/> MISS	<input type="checkbox"/> OTHER:
GENDER:	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	DATE OF BIRTH:		
SURNAME:					
GIVEN NAMES:					

**CONTACT DETAILS**

PHONE: (HOME)		PHONE: (WORK)	
MOBILE:		FAX:	
EMAIL:			

**HOME ADDRESS**

ADDRESS:			
SUBURB:			
STATE:		POSTCODE:	

**MAILING ADDRESS** (COMPLETE THIS SECTION ONLY IF YOUR MAILING ADDRESS IS DIFFERENT TO YOUR HOME ADDRESS)

ADDRESS:			
SUBURB:			
STATE:		POSTCODE:	

**USI No:**

**NEXT OF KIN**

In case of emergency, please provide contact details for your next of kin.

NAME:		PHONE:	
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**LIST AT LEAST ONE FORM OF ID (E.G. DRIVER'S LICENSE). THE INSTRUCTOR OR ADMIN STAFF TO SIGHT ID**

ID TYPE	ID #	ID SIGHTED (INSTRUCTOR / ADMIN TO SIGN)

**INDIGENOUS STATUS** (PLEASE CHOOSE BY PLACING AN **X** IN THE BOXES THAT APPLY TO YOU)

<input type="checkbox"/> YES, Aboriginal	<input type="checkbox"/> YES, Aboriginal and Torres Strait Islander
<input type="checkbox"/> YES, Torres Strait Islander	<input type="checkbox"/> NO, Neither Aboriginal or Torres Strait Islander

1. EMPLOYMENT STATUS		
EMPLOYMENT STATUS: (PLEASE CHOOSE BY PLACING AN <b>X</b> IN THE BOXES THAT APPLY TO YOU)		
<input type="checkbox"/> Full-Time Employee	<input type="checkbox"/> Employed – Unpaid Worker in Family Business	
<input type="checkbox"/> Part-Time Employee	<input type="checkbox"/> Unemployed – Seeking Full-Time Work	
<input type="checkbox"/> Self-Employed (Not Employing Others)	<input type="checkbox"/> Unemployed – Seeking Part-Time Work	
<input type="checkbox"/> Employer	<input type="checkbox"/> Not Employed – Not Seeking Employment	
2. DISABILITY STATUS (PLEASE CHOOSE BY PLACING AN <b>X</b> IN THE BOXES THAT APPLY TO YOU)		
DO YOU SUFFER FROM ANY PHYSICAL / MENTAL DISABILITY THAT MAY AFFECT YOUR PARTICIPATION IN THE COURSE?		
<input type="checkbox"/> YES <input type="checkbox"/> NO – GO TO QUESTION 3		
<input type="checkbox"/> Hearing / Deafness	<input type="checkbox"/> Acquired Brain Impairment	
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision	
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition	
<input type="checkbox"/> Learning	<input type="checkbox"/> Other:	
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Not Specified	
3. LANGUAGE AND LITERACY (PLEASE CHOOSE BY PLACING AN <b>X</b> IN THE BOXES THAT APPLY TO YOU)		
Are you an Australian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, what is your country of birth?		
Is English your First Language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, what language do you usually speak?		
Do you require assistance with English?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you need any additional support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specify: _____		
4. EDUCATION (PLEASE CHOOSE BY PLACING AN <b>X</b> IN THE BOXES THAT APPLY TO YOU)		
What is your highest level of education COMPLETED?		
<input type="checkbox"/> Did not go to school	<input type="checkbox"/> Completed Year 10 or Equivalent	
<input type="checkbox"/> Year 8 or Below	<input type="checkbox"/> Completed Year 11 or Equivalent	
<input type="checkbox"/> Completed Year 9 or Equivalent	<input type="checkbox"/> Completed Year 12 or Equivalent	

Have you completed any other courses / qualifications? (Specify Below)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. QUALIFICATION SELECTION (PLEASE CHOOSE BY PLACING AN X IN THE BOXES THAT APPLY TO YOU)</b>			
I wish to study:		<input type="checkbox"/> Full-time, or	<input type="checkbox"/> Part-time
:		<input type="checkbox"/> Perth Campus :	<input type="checkbox"/> Online
I am applying for the following course:			
Certificate I in Active Volunteering – CHC14015			<input type="checkbox"/>
Certificate II in Active Volunteering – CHC24014			<input type="checkbox"/>
Certificate III in Christian Leadership and Ministry - 52558WA			<input type="checkbox"/>
Certificate IV in Christian Ministry (Youth Ministry) - 52646WA			<input type="checkbox"/>
Certificate IV in Christian Ministry – 52646WA			<input type="checkbox"/>
Certificate IV in Screen and Media – CUA41215			<input type="checkbox"/>
Diploma of Youth Ministry - 52563WA			<input type="checkbox"/>
I am applying for RPL/RCC for the following course/units:			
<b>I will be studying part-time and wish to commence with the following units:</b>			
<b>I do not wish to study towards a qualification and am applying to study the following subjects:</b>			

**6. Applicants for Fulltime Study Only**

If you wish to study full time, on a separate piece of paper please tell us about yourself in essay form. Please cover each of the following categories:

1. Family background, including size of family and your life in the family.
2. What are your three greatest strengths and three significant weaknesses?
3. How do you spend your free/personal time?
4. Why do you want to come to Acts2CoME?
5. What do you expect from Acts2CoME?
6. What do you currently plan to do when your studies at the College are over?

Please provide the name and contact details for both your current employment referee and a personal referee.

**7. Financial arrangements**

Please identify your payment plan for fees whilst at Acts2CoME.

How your fees will be paid:

Own employment       Savings       Spouse       Parents

Other \_\_\_\_\_

Method of payment:

Mastercard/Visa       Cheque       Cash .

**Declaration**

I, \_\_\_\_\_, declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to Acts 2 College of Mission & Evangelisation to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

Name:

Signature:

Date:

NOTES

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## NOTES

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A work of Disciples of Jesus Covenant Community

Located in Adelaide, Bali, Cairns, Canberra, Darwin, Hobart, Manila, Melbourne, Mount Hagan, Perth, Pt Moresby, Siwai, Taree (PNG), Sydney, Wodonga, Wollongong

Youth Mission Team Australia

Missionaries of God's Love

Asia-Pacific School of Evangelisation

Middle School Ministry

Summer Schools of Evangelisation

Light to the Nations

24:7 Youth Ministry

