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| Qualifications:  NZ Certificate in Christian Ministries,  awarded at Level 4  NZ Diploma in Christian Studies,  awarded at Level 5  NZ Diploma in Christian Studies,  awarded at level 6  (Enquire about our non-accredited options in addition to above) |

Pre-enrolment Pack

# Definitions

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| Academic Record | ALC holds an academic record for each student enrolled on the programme. The academic record contains results of ALC assessments for the programme. |
| Administration Office | The ALC office, which is located at 40 Saxton Road, Stoke, Nelson. |
| Aegrotat | Aegrotat considerations may be used to determine a course result if student performance in a summative assessment is affected by factors beyond the control of the student (in particular, illness). |
| ALCIM | ALC Internship Manager |
| Approval | The process of evaluating and confirming that a programme meets legislative requirements and agreed standards. The approved programmes and approved qualifications which ALC is accredited to deliver and award are listed on the NZ Qualifications Framework. |
| Assessment | Collecting and evaluating evidence to establish the level of a student’s performance. ALC delivers the course(s) on an achievement basis  **Achievement-based Assessment** - Measures student performance in relation to criteria, which are specified in terms of grades or levels.  **Formative Assessment -** Scheduled, structured assessment undertaken primarily to provide feedback to learner and assessor on progress made. The result may contribute to determining the final grade or pass criteria in a course.  **Summative Assessment -** An assessment where the result counts towards the final grade or pass criteria in a course. |
| CHM  Course | NZ Certificate in Christian Ministry  Structured learning experience with specified graduate and learning outcomes, smallest recognisable structural component of a programme of study in which students can enrol. |
| Tutor | Person at ALC responsible for teaching a particular course or part of a course. |
| Co-requisite | A course that must ordinarily be taken concurrently with a specific course, unless already passed, credited or exempted. |
| Credit | The credit value is one measure for defining a programme and represents the estimated time needed for a typical learner to complete the requirements of the qualification. A credit value of 120 is generally equivalent to one year of full time study and 1.0 EFTS. |
| DCS | NZ Diploma in Christian Studies (level 5) |
| EFTS | One EFTS is 1.0 Equivalent Full Time Student (120 credits) |
| IELTS | International English Language Testing System |
| MIN | NZ Diploma in Christian Studies (level 6) |
| Moderation | A process designed to ensure assessments are valid and reliable, assessment decisions are fair and consistent, and feedback is used to make improvements. Moderation is both internal and external. |
| New Zealand Qualifications Framework (NZQF) | All nationally registered qualifications and unit standards. Refer to NZQA website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz/) |
| Qualification | Certificate or Diploma awarded by ALC with the approval of the ALC Board of Trustees. |
| Level (NZQF Level) | One of ten levels within the New Zealand Qualifications Framework (NZQF) relating to different levels of complexity of learning. Level 1 is the entry level. (ALC delivers levels 4, 5 and 6) |
| NZQA | New Zealand Qualifications Authority  The website is [www.nzqa.govt.nz](http://www.nzqa.govt.nz). |
| Pre-requisite Courses | Courses which normally must be passed, credited, or exempted before a person may enrol in a specific course. |
| Programme | A programme is a self-contained package of study, made up of one or more courses, which usually leads to a formal qualification. |
| RAC – Recognition of Academic Credit | A student’s relevant experience and qualification/s may be credited for ALC courses. Recognition is either by:  Recognition of Prior Learning or Cross Credit  **Recognition of Prior Learning (RPL) -** Granting completion of a course following formal appraisal of a student’s prior learning arising from experience (e.g. life experience, work experience, informal and/or formal education or training). RPL will only be considered for complete courses. For prior learning to be recognised as academic credit, it is important that it relates to an applicant’s experience and should be current.  **Cross Credit -** The granting of academic credit towards a qualification of a course already completed as part of another qualification. |
| Selection Process | The process by which selection criteria are applied in order to make admission and enrolment decisions. |
| Student Supervisor (also known as a Placement Manager) | Person at an internship organisation that oversees a student while at their organisation |
| TEC | Tertiary Education Commission responsible for funding education |

# Introduction

The Christian Ministry programmes are delivered by ALC and through a joint venture with NMIT and will be delivered in Nelson and regions where NZQA site approval has been secured and TEC approval has been given.

# Philosophy

**NZ Certificate in Christian Ministry**

The Certificate in Christian Ministry is a one-year programme which seeks to provide students with the opportunity to build a core set of values through a range of ministry subjects while undertaking practical internship experience in a Church or not-for-profit organisation. It is designed with an emphasis on personal development, practical skills, and ethical understanding. The programme will provide a pool of skilled people, staff and volunteers, who will predominantly become involved in Church and/or community initiatives, thereby providing support to the community.

The programme combines academic study with practical application for increased understanding, and the development of applicable personal and transferrable skills for employment or entry into further tertiary study.

**NZ Diploma in Christian Studies level 5**

The Diploma in Christian Ministry Internship is a one-year programme which is designed to build on the Certificate in Christian Ministries (Internship) and seeks to provide students with the opportunity to study and apply a core of ministry subjects while undertaking practical work experience in a Church or not-for-profit organisation. It is designed with an emphasis on leadership development, practical skills, and ethical understanding. The programme will provide a pool of skilled people, staff and volunteers, who will predominantly become involved in Church and/or community initiatives, thereby providing support and leadership to the community.

The programme combines academic study with practical application for increased understanding, and the development of applicable transferrable personal and professional skills for employment or entry into further tertiary study.

**NZ Diploma in Christian Studies level 6**

The purpose of this programme is to provide Christian Churches and their agencies with people who can operate as senior administrators and leaders and/or as managers. Graduates will benefit by having a qualification that recognises their advanced evaluation, research, leadership, administration and/or ability work in a voluntary capacity in Christian Churches and their agencies.

This programme is targeted at individuals who are ready for positions of managerial and senior leadership positions in a variety of roles. The qualification is also targeted at those who want to further their theological studies at undergraduate level or for current practitioners who want to upskill in a particular area of Christian Ministry.

# Aim

**NZ Certificate in Christian Ministry**

The aim of the programme is to provide an initial pathway of formal study for working in Christian related ministries, or charitable work either in New Zealand or abroad. It is intended that the programme lays a foundation for the Level 5 Diploma in Christian Ministry Internship programme, and so provide the necessary skills to be a volunteer worker in a range of functional areas and across the spectrum of Christian Churches, not-for-profit organisations and initiatives, and/or to pathway into further related tertiary education.

These aims will be achieved through:

* Promoting scholarship through active engagement in reading, research and critical thinking essential for developing independent judgement and self directed learning
* Developing in students an ability to apply their understanding of the ethical, philosophical and spiritual contexts of supporting New Zealand society
* Preparing students for progression to more advanced study and a variety of careers

**NZ Diploma in Christian Studies level 5**

The aim of the programme is to provide a pathway of formal study for working in Christian related ministries or charitable work either in New Zealand or abroad. It is intended that the programme compliments the Certificate in Christian Ministries (Internship) programme by providing greater depth of understanding and leadership skills and therefore flow together to provide the necessary skills to be a professional or volunteer worker and take more of a leadership role in a range of functional areas and across the spectrum of Christian Churches, not-for-profit organisations and initiatives, and/or to pathway into further related tertiary education.

These aims will be achieved through:

* Promoting scholarship through active engagement in reading, research and critical thinking essential for developing independent judgement and self directed learning
* Developing in students an ability to apply their understanding of the ethical, philosophical and spiritual contexts of supporting New Zealand society
* Preparing students for progression to more advanced study and a variety of careers

**NZ Diploma in Christian Studies level 6**

The aim of the programme is to develop:

* Christian leaders, administrators and managers capable of operating in faith-based organisations and communities both as an employee and volunteer
* Advanced leadership and management knowledge and skills in Christian and practical contexts as well as preparing graduates for further study
* Theological and Biblical knowledge and skills for application in real-world Christian Ministry contexts with emphasis placed on management, supervision and leadership decisions.

# Programme Structure

**NZ Certificate in Christian Ministry**

The Certificate in Christian Ministry is a 120-credit programme at Level 4 equivalent to one year of full-time study. The programme is delivered over 48 weeks (42 teaching weeks and 6 weeks of holiday breaks) and comprises five courses to make up a total of 120 credits.

All five courses must be passed to complete the qualification (there are no electives).

The programme contains an internship course, which makes up half of the programme (600 hours). The internship course is designed to provide real world learning opportunities, and to put into practice the content of the more theory based courses.

The programme aims to meet the needs of as many students as possible by allowing for part time and full time study. Students should plan their study in consultation with the ALC Academic Dean and/or jointly with the Internship Manager and Placement Managers.

The programmes will be delivered on the ALC campus in Saxton Road, Stoke, Nelson and in approved regional sites (currently Timaru, Christchurch and Upper Hutt and, potentially, Pukekohe). The Nelson campus has existing classrooms and other required facilities and has been the programme delivery site since 2009.

Courses may be offered in a variety of formats including regular weekly classes, block courses, work placement, self-paced study and online activities.

***The following table lists the courses in the Certificate in Christian Ministries (Internship) programme.***

|  |  |  |
| --- | --- | --- |
| **CODE and COURSE TITLE** | **LEVEL** | **NZQA CREDITS** |
| CHM401 Leadership Basics | 4 | 15 |
| CHM402 Personal Spiritual Disciplines | 4 | 15 |
| CHM403 World View Foundations | 4 | 15 |
| CHM404 Narrative Theology | 4 | 15 |
| CHM405 Practical Internship | 4 | 60 |
| **TOTALS** | | **120** |

NZ Diploma in Christian Studies level 5

The Diploma in Christian Studies level 5 is a 120-credit programme equivalent to one year of full-time study. The programme is delivered over 48 weeks (42 teaching weeks and 6 weeks of holiday breaks) and comprises five courses to make up a total of 120 credits. All five courses must be passed to complete the qualification (there are no electives).

The qualification contains an internship course, which makes up half of the programme (600 hours). The internship course is designed to provide real world learning opportunities, and to put into practice the content of the more theory based courses.

The programme aims to meet the needs of as many students as possible by allowing for part time and full time study. Students should plan their study in consultation with the ALC Academic Dean and/or jointly with the Internship Manager and Placement Managers. The programmes will be delivered on the ALC campus in Saxton Road, Stoke, Nelson and in approved regional sites (currently Timaru, Christchurch, Upper Hutt and, potentially, Pukekohe). The Nelson campus has existing classrooms and other required facilities and has been the programme delivery site since 2009.

Courses may be offered in a variety of formats including regular weekly classes, work placement, self-paced study and online activities.

***The following table lists the courses in the Diploma in Christian Studies level 5 programme.***

|  |  |  |
| --- | --- | --- |
| **CODE and COURSE TITLE** | **LEVEL** | **NMIT CREDITS** |
| DCS501 Leadership Development | 5 | 15 |
| DCS502 Spiritual Growth | 5 | 15 |
| DCS503 Biblical Interpretation | 5 | 15 |
| DCS504 Theology | 5 | 15 |
| DCS505 Ministry Practise | 5 | 60 |
| **TOTALS** | | **120** |

NZ Diploma in Christian Studies level 6

The Diploma in Christian Studies level 6 is a 120-credit programme equivalent to one year of full-time study. The programme is delivered over 48 weeks (42 teaching weeks and 6 weeks of holiday breaks) and comprises five courses to make up a total of 120 credits. All five courses must be passed to complete the qualification (there are no electives).

The qualification offers strands including Christian Leadership (internship track) and an inter-cultural studies (liberal arts) track. ALC has determined to offer only the Christian Leadership track in the first instance, though the inter-cultural track may be offered later.

The internship track makes up half of the programme (600 hours) and is designed to provide real world learning opportunities, and to put into practice the content of the more theory based courses.

The programme aims to meet the needs of as many students as possible by allowing for part time and full time study. Students should plan their study in consultation with the ALC Academic Dean and/or jointly with the Internship Manager and Placement Managers. The programmes will be delivered on the ALC campus in Saxton Road, Stoke, Nelson only in 2018. The Nelson campus has existing classrooms and other required facilities and has been the ALC delivery site since 2009.

Courses may be offered in a variety of formats including regular weekly classes, research projects/study sessions, small groups, conferences, team-based or collaboration to enhance Maori and Pasifika success work placement, self-paced study and online activities.

|  |  |  |
| --- | --- | --- |
| **CODE and COURSE TITLE** | **LEVEL** | **NMIT CREDITS** |
| MIN210 Biblical Interpretation | 6 | 15 |
| MIN220 World Religions and the Christian Worldview | 6 | 15 |
| MIN230 Ministry Management and Leadership | 6 | 15 |
| MIN240 Christian Ethics | 6 | 15 |
| MIN250 Internship | 6 | 60 |
| **TOTALS** | | **120** |

## Co-requisites for courses

There are no co-requisites in any of the programmes.

## Pre-requisites for Courses

**NZ Certificate in Christian Ministry**

There are no pre-requisites for entry into the Certificate in Christian Ministry programme.

**NZ Diploma in Christian Studies level 5**

Entry into the NZ Diploma in Christian Studies (level 5) programme is dependent on successful completion of the NZ Certificate programme.

**NZ Diploma in Christian Studies level 6**

Entry into the NZ Diploma in Christian Studies (level 6) programme is dependent on successful completion of the NZ Diploma in Christian Studies (level 5).

## Links to Other Programmes

**NZ Certificate in Christian Ministry**

The level 4 Certificate programme is designed to lead onto the level 5 Diploma in Christian Studies programme.

**NZ Diploma in Christian Studies level 5**

The NZ Diploma (level 5) programme has a formal pathway to the NZ Diploma in Christian Studies (level 6) programme. In addition, on achieving the qualification, graduates will be able to undertake further qualifications in other areas such as Social Work, Counselling or Theology.

**NZ Diploma in Christian Studies level 6**

The NZ Diploma (level 6) programme allows for students to graduate into a range of ministry qualifications at level 6 or progress to related degree programmes. Graduates will also be able to undertake further qualifications in other areas such as Social Work, Counselling, other social science disciplines or Theology.

# Qualification Details

The following qualifications are offered in the Christian Ministry programme:

* **NZ Certificate in Christian Ministry**
* **NZ Diploma in Christian Studies level 5**
* **NZ Diploma in Christian Studies level 6**

## NZ Certificate in Christian Ministry

### Awarding Organisation

The NZ Certificate in Christian Ministry is currently awarded by NMIT in conjunction with ALC. The qualification will be dual badged with both logos and will include both the NZQA and CTMES (qualification developer) logos

### Qualification Level and Total Credit

The NZ Certificate in Christian Ministry is a 120-credit qualification at NZQF Level 4.

### Academic Dress; N/A

### Graduate outcome statement

On successful completion of the NZ Certificate in Christian Ministry, graduates will be able to:

* Combine academic study with practical application for understanding and development of applicable personal and professional skills
* Seek employment in a variety of areas utilising basic skills in Christian ministry and a variety of transferable skills gained on the programme
* Take a number of ‘next steps’, including progressing to the NZ Diploma in Christian Studies level 5, in the pathway to a career in Christian ministry, or seek further study in areas such as Counselling, Social Work or Theology.

### Entry Requirements

The Entry processes comply with NMIT’s Student Selection Policy.

**Academic Requirements:**

There are no minimum academic requirements for entry to the CHM programme

**English Language Requirements:**

All applicants must have a standard of English sufficient to be able to study at the level at which they enter the programme. Those students whose first language is not English will have:

* An International English Language Testing System (IELTS) overall Academic score of at least 5.5 (with at least 5 in each band), issued within the last two years; **or**
* An equivalent qualification.

**Other Requirements:**

* Applicants must be a minimum of 17 years of age
* All applicants need to supply a testimonial by someone in a pastoring role within a Church. They also need to supply a personal testimonial by someone well known to them or in a mentoring role. This person must not be a family member.
* All applicants must have an interview with the ALC application committee.   
  The purpose of the interview is:
  + For the applicant to find out more about the programme and their suitability for it.
  + For ALC delegates to determine whether the applicant meets the programme entry requirements and their study plans are suitable.
  + To aid in developing rapport, establishing background and provide information regarding the programme structure, teaching methods and assessment procedures.
* A Police Check form will be completed. Due to the nature of the Christian Ministry Internship programme it is considered necessary to establish a student’s records of criminal convictions, if any. Possession of a criminal record is not automatic grounds for declining enrolment. Consideration is given to currency, nature, severity of conviction(s) and associated factors.

The ALC Dean/CEO and Trustees may decline an application for enrolment on the grounds of criminal conviction(s). Students, who wish to appeal this decision, may apply in writing to the ALC Trustees. All records obtained will be kept as private and confidential. Where a student has a history of criminal conviction(s) or incurs a conviction while enrolled, this record will be made available to internship placement, with student consultation, to ensure informed agreement to student placement.

Once enrolled, students are required to inform the ALC Dean/CEO of any criminal charges that may be laid during the year.

International Applicants: Currently ALC does not enrol international students

### Selection

Selection Process or Other Requirements

All applicants who meet the entry requirements will be accepted onto the programmes until a maximum number is reached. In cases where there are more successful applicants than places on the programmes, applicants will be waitlisted in the order of which their applications were received. Waitlisted applicants may gain entry onto the programme if a place becomes available.

### Withdrawal Periods

An enrolled student may withdraw from a course or programme by submitting the Withdrawal Application form to the Administration Office.

In all cases the date of withdrawal will be the date the Withdrawal Application form is received by the Administration Office.

Withdrawal from a course or programme is without prejudice to the student’s right to apply to re‐enrol on that course or programme in the future.

A student may withdraw from the course within 21 calendar days of the course start date without financial penalty. A full refund of fees will be given. After the cut-off date fees will not be refunded provided that, if there are extenuating circumstances beyond the student’s control, a refund may be approved after application to the ALC Trustees through the Dean/CEO or registrar.

### Completion Requirements

In order to be awarded the Certificate in Christian Ministry, students must:

* Successfully complete all the courses in the prescribed programme, including their internship placement
* Gained the required 120 credits

### Requirements for Distinction and Merit Pass

**Distinction Pass**

Students will receive a distinction pass for the NZ Certificate in Christian Ministries (Internship) when all courses are successfully passed and all have been awarded a minimum grade of A-.

**Merit Pass**

Students will receive a merit pass for the Certificate in Christian Ministries (Internship) when all courses are successfully passed and all have been awarded a minimum grade of B-.

It is also possible to achieve a merit pass where a combination of passes has been achieved. For example, one C+ or C pass will be accepted provided at least one A-, A or A+ pass has also been awarded.

## NZ Diploma in Christian Studies level 5

### Awarding Organisation

The NZ Diploma in Christian Studies is currently awarded by NMIT in conjunction with ALC. The qualification will be dual badged with both logos and will include both the NZQA and CTMES (qualification developer) logos

### Qualification Level and Total Credit

The NZ Diploma in Christian Studies is a 120-credit qualification at NZQF Level 5.

### Academic Dress: N/A

### Graduate outcome statement

On successful completion of the Diploma in Christian Studies (L5), graduates will be able to:

* Combine academic study with practical application for understanding and development of applicable professional and leadership skills
* Seek employment in a variety of areas utilising skills in Christian ministry, leadership and a variety of transferable skills gained on the programme
* Take a number of ‘next steps’, including progressing to the NZ Diploma in Christian Studies level 6, in the pathway to a career in a variety of areas such as Counselling, Social Work or Theology

### Entry Requirements

The Entry processes comply with ALC’s Student Selection Policy.

**Academic Requirements:**

**Applicants under 20 years of age:**

Successful completion of the NZ Certificate in Christian Ministry

**English Language Requirements:**

All applicants must have a standard of English sufficient to be able to study at the level at which they enter the programme. Those students whose first language is not English will have:

* An International English Language Testing System (IELTS) overall Academic score of at least 5.5 (with at least 5 in each band), issued within the last two years; or
* An equivalent qualification.

**Other Requirements:**

* Applicants must be a minimum of 18 years of age.
* All applicants need to supply a testimonial by someone in a pastoring role within a Church. They also need to supply a personal testimonial by someone well known to them or in a mentoring role. This person must not be a family member.
* All applicants must have an interview with the ALC application committee.   
  The purpose of the interview is:
* For the applicant to find out more about the programme and their suitability for it.
* For ALC delegates to determine whether the applicant meets the programme entry requirements and their study plans are suitable.
* To aid in developing rapport, establishing background and provide information regarding the programme structure, teaching methods and assessment procedures.
* A Police Check form will be completed. Due to the nature of the Christian Ministry Internship programme it is considered necessary to establish a student’s records of criminal convictions, if any. Possession of a criminal record is not automatic grounds for declining enrolment. Consideration is given to currency, nature, severity of conviction(s) and associated factors.
* The ALC Dean/CEO and Trustees may decline an application for enrolment on the grounds of criminal conviction(s). Students, who wish to appeal this decision, may apply in writing to the ALC Trustees. All records obtained will be kept as private and confidential. Where a student has a history of criminal conviction(s) or incurs a conviction while enrolled, this record will be made available to internship placement, with student consultation, to ensure informed agreement to student placement.
* Once enrolled, students are required to inform the ALC Dean/CEO of any criminal charges that may be laid during the year.

International Applicants: ALC does not currently invite International applications

### Selection

Selection Process or Other Requirements

All applicants who meet the entry requirements will be accepted onto the programmes until a maximum number is reached. In cases where there are more successful applicants than places on the programmes, applicants will be waitlisted in the order of which their applications were received. Waitlisted applicants may gain entry onto the programme if a place becomes available.

### Withdrawal Periods

An enrolled student may withdraw from a course or programme by submitting the Withdrawal Application form to the Administration Office.

In all cases the date of withdrawal will be the date the Withdrawal Application form is received by the Administration Office.

Withdrawal from a course or programme is without prejudice to the student’s right to apply to re‐enrol on that course or programme in the future.

A student may withdraw from the course within 21 calendar days of the course start date without financial penalty. A full refund of fees will be given. After the cut-off date fees will not be refunded provided that, if there are extenuating circumstances beyond the student’s control, a refund may be approved after application to the ALC Trustees through the Dean/CEO or registrar.

### Completion Requirements

In order to be awarded the NZ Diploma in Christian Studies, students must:

* Successfully complete all the courses in the prescribed programme, including their internship placement
* Gained the required 120 credits

### Requirements for Distinction and Merit Pass

**Distinction Pass**

Students will receive a distinction pass for the NZ Diploma in Christian Studies (L5) Internship when all courses are successfully passed and all have been awarded a minimum grade of A-.

**Merit Pass**

Students will receive a merit pass for the Diploma in Christian Ministry Internship when all courses are successfully passed and all have been awarded a minimum grade of B-.

It is also possible to achieve a merit pass where a combination of passes has been achieved. For example, one C+ or C pass will be accepted provided at least one A-, A or A+ pass has also been awarded.

## NZ Diploma in Christian Studies level 6

### Awarding Organisation

The NZ Diploma in Christian Studies is awarded by ALC. The Qualification Developer is the Christian Theological and Ministries Education Society (CTMES). The qualification will be badged with both the NZQA and CTMES logos in addition to the ALC logo.

### Qualification Level and Total Credit

The NZ Diploma in Christian Studies is a 120-credit qualification at NZQF Level 6.

### Academic Dress: N/A

### Graduate outcome statement

On successful completion of the Diploma in Christian Studies (L6), graduates will be able to:

* Combine academic study with practical application for understanding and development of applicable professional and leadership skills
* Seek employment in a variety of areas utilising skills in Christian ministry, leadership and a variety of transferable skills gained on the programme
* Take ‘next steps’, including progressing to degree level in Theology, in the pathway to a career in a variety of areas such as Counselling, Social Work or Theology

### Entry Requirements

The Entry processes comply with ALC’s Student Selection Policy.

**Academic Requirements:**

**Applicants under 20 years of age:**

Successful completion of the NZ Diploma in Christian Studies level 5

**English Language Requirements:**

All applicants must have a standard of English sufficient to be able to study at the level at which they enter the programme. Those students whose first language is not English will have:

* An International English Language Testing System (IELTS) overall Academic score of at least 5.5 (with at least 5 in each band), issued within the last two years; or
* An equivalent qualification.

**Other Requirements:**

* Applicants must be a minimum of 19 years of age.
* All applicants need to supply a testimonial by someone in a pastoring role within a Church. They also need to supply a personal testimonial by someone well known to them or in a mentoring role. This person must not be a family member.
* All applicants must have an interview with the ALC application committee.   
  The purpose of the interview is:
* For the applicant to find out more about the programme and their suitability for it.
* For ALC delegates to determine whether the applicant meets the programme entry requirements and their study plans are suitable.
* To aid in developing rapport, establishing background and provide information regarding the programme structure, teaching methods and assessment procedures.
* A Police Check form will be completed. Due to the nature of the Christian Ministry Internship programme it is considered necessary to establish a student’s records of criminal convictions, if any. Possession of a criminal record is not automatic grounds for declining enrolment. Consideration is given to currency, nature, severity of conviction(s) and associated factors.
* The ALC Dean/CEO and Trustees may decline an application for enrolment on the grounds of criminal conviction(s). Students, who wish to appeal this decision, may apply in writing to the ALC Trustees. All records obtained will be kept as private and confidential. Where a student has a history of criminal conviction(s) or incurs a conviction while enrolled, this record will be made available to internship placement, with student consultation, to ensure informed agreement to student placement.
* Once enrolled, students are required to inform the ALC Dean/CEO of any criminal charges that may be laid during the year.

International Applicants: ALC does not currently invite International applications

### Selection

Selection Process or Other Requirements

All applicants who meet the entry requirements will be accepted onto the programmes until a maximum number is reached. In cases where there are more successful applicants than places on the programmes, applicants will be waitlisted in the order of which their applications were received. Waitlisted applicants may gain entry onto the programme if a place becomes available.

### Withdrawal Periods

An enrolled student may withdraw from a course or programme by submitting the Withdrawal Application form to the Administration Office.

In all cases the date of withdrawal will be the date the Withdrawal Application form is received by the Administration Office.

Withdrawal from a course or programme is without prejudice to the student’s right to apply to re‐enrol on that course or programme in the future.

A student may withdraw from the course within 21 calendar days of the course start date without financial penalty. A full refund of fees will be given. After the cut-off date fees will not be refunded provided that, if there are extenuating circumstances beyond the student’s control, a refund may be approved after application to the ALC Trustees through the Dean/CEO or registrar.

### Completion Requirements

In order to be awarded the NZ Diploma in Christian Studies (L6), students must:

* Successfully complete all the courses in the prescribed programme, including their internship placement
* Gained the required 120 credits

### Requirements for Distinction and Merit Pass

**Distinction Pass**

Students will receive a distinction pass for the NZ Diploma in Christian Studies (L6) when all courses are successfully passed and all have been awarded a minimum grade of A-.

**Merit Pass**

Students will receive a merit pass for the NZ Diploma in Christian Studies (L6) when all courses are successfully passed and all have been awarded a minimum grade of B-.

It is also possible to achieve a merit pass where a combination of passes has been achieved. For example, one C+ or C pass will be accepted provided at least one A-, A or A+ pass has also been awarded.

# Learning and Assessment

## Approaches to Learning and Teaching

The qualifications are based on the belief that students learn best when there is a direct link between theory and its application, and therefore the courses have been designed to link theory with practice. This combination of theory and a strong practical internship component ensures students will have the background knowledge to be able to develop their skills further as they gain more experience in the workplace.

The approach of the Programmes also recognises the needs of the students including:

* Using class work to cover the learning outcomes for the theory based courses
* Using work-based internship placements to encourage the application of learning to industry/community situations
* The importance of linking theory with highly relevant practical application
* The need to develop independent thinking and problem solving skills relevant to future employment
* The potential and motivation for further study / higher level learning.

Literacy and Numeracy

All Christian Ministry Internshipcourses involve students in activities and learning which strengthen literacy and numeracy skills. Literacy and numeracy skills can be seen in:

* Reading and interpreting course information
* Reading and interpreting assessment information
* Presentation skills, written and oral
* Involvement in class discussions
* Time management and recording

### The Learner Journey

Before the start of any of the programmes, all students discuss the Programme and their study plans with the ALC Academic Dean and Internship Manager (ALCIM). This meeting aids in developing rapport, establishing background and provides information regarding the Programme structure, teaching methods and assessment procedures.

At the beginning of each student’s journey they will be given opportunities, through the orientation process and other short courses such as Living Wisdom and Network, to review existing strengths and weaknesses and develop an understanding of the elements which will contribute to their academic success. With the help of the ALC student support team, students will develop their own Individual Learning Plan covered in Placement manager reports (which set objectives and track progress) identifying their learning goals, personal goals, timescales, resources and any support required to meet those goals. The journey will be recorded in the Profile of Learning each student will complete as per assessment requirements. Throughout each student’s learner journey at ALC opportunities will be provided to regularly review and update their planning and objectives with the ALCIM, Placement Managers and the academic support staff.

### Teaching and Learning

A diversity of teaching styles is used based on an acknowledgment that:

* Students have their own culture, beliefs and vision that need to be valued
* Practice is the embodiment of kaupapa; no one is an island and all things are within a cultural and social context.

Teaching and learning approaches may include:

* Lectures, tutorials, readings and assessments
* Workshops seminars and briefs that facilitate the development of the practical, technological, intellectual, analytical and critical skills
* Staff facilitated, student-led forums
* Facilitated workshops and independent study projects
* Provision of supervision and instruction on safe practices
* Online tasks and activities
* Provision of opportunities to work with professionals
* Visits to professional workplaces (e.g. Churches, Schools, non-profit agencies etc.) Provision of opportunities to associate/collaborate with professionals in public presentations

Tutorials, group or individual sessions are designed to:

* Provide opportunities for tutor, peer, self-evaluation and feedback
* Allow for one on one instruction and feedback, group debates, discussions, research and practice
* Provide encouragement to students to think logically and reflectively, to research and make decisions
* Facilitate the development of the practical and intellectual skills needed for leadership, communication and research
* Facilitate the development of the practical and intellectual skills needed for working with others
* Facilitate independent learning approaches.

## Approaches to Assessment

Assessment is an essential part of each course. All assessment of student work is achievement based. Students must meet the learning outcomes within each course. Some assessments may be tests held in class time, and some are exercises to be completed outside of class time.

A schedule of assessments including the number, type and timing of assessments, will be given to students within the first two weeks of each course.

All assessed work will have an assigned due date. Work to be assessed must be submitted on or before the due date to qualify for assessment, unless permission has been gained for an extension. A clear description of each assessment, associated requirements, assessment criteria and grade descriptors will be available to students prior to commencing work to be assessed.

Assessment tools are varied and may include any of the following: written essays, assignments, practical tests, practical projects, oral presentations, research tasks, and online tasks and activities.

For students requiring assistance with assignment, essay and report writing ALC staff will be available when required.

## Grading

Every student enrolled in a Christian Ministry Internship course is awarded results for the assessments in the course and a result for the complete course.

### Grading of Assessments

Assessment results will be reported in terms of grades:

A+, A, A-, B+, B, B-, C+, C are passing grades, and D and E are fail grades.

|  |  |  |
| --- | --- | --- |
| **Mark Range (%)** | **Grade** | |
| 85-100 | **A+** | **Passing Grades** |
| 80-84 | **A** |
| 75-79 | **A-** |
| 70-74 | **B+** |
| 65-69 | **B** |
| 60-64 | **B-** |
| 55-59 | **C+** |
| 50-54 | **C** |
| 40-49 | **D** | **Fail Grades** |
| 0-39 | **E** |

Students will be provided with grade criteria and associated grade descriptors with each assessment.

Clear criteria are listed for each assessment with grades allocated representing the quality of the student’s responses.

**Grades are assigned in accordance with the following:**

|  |  |  |
| --- | --- | --- |
| **Grade** | **Percentage range** | **Criteria (each grade has specific criteria to be achieved to attain the related grade. These are provided for the three areas of Critical Thinking, Subject Knowledge and Presentation – only those areas that relate to the specific assessment will be used to evaluate an assessment, e.g. ‘presentation’ is unlikely to be used in a test or exam).** |
| A+ | 85-100 | CRITICAL THINKING: Competently explored, developed, resolved & communicated ideas/concepts with clarity  SUBJECT KNOWLEDGE: Excellent control and understanding of subject knowledge & related skills  PRESENTATION: Excellent presentation and approach to all areas of work |
| A | 80-84 |
| A- | 75-79 |
| B+ | 70-74 | CRITICAL THINKING: Competently explored, developed, resolved & communicated ideas/concepts  SUBJECT KNOWLEDGE: Effective control and understanding of subject knowledge & related skills  PRESENTATION: Good presentation and approach to most areas of work |
| B | 65-69 |
| B- | 60-64 |
| C+ | 55-59 | CRITICAL THINKING: Adequately explored, developed, resolved & communicated ideas/concepts  SUBJECT KNOWLEDGE: Adequate control and understanding of subject knowledge & related skills  PRESENTATION: Adequate presentation and approach to work |
| C | 50-54 |
| D | 40-49 | CRITICAL THINKING: Ideas/concepts not adequately explored, developed, resolved & communicated  SUBJECT KNOWLEDGE: Insufficient control and understanding of subject knowledge & related skills  PRESENTATION: Inadequate presentation and approach to most areas of work |
| E | 0-39 | CRITICALTHINKING: Ideas/concepts not explored, developed, resolved & communicated  KNOWLEDGE: Lack of control and understanding of subject knowledge & related skills  PRESENTATION: Insufficient, or no work submitted for assessment |

Students who receive a D grade for a summative assessment may apply for an opportunity to resit/resubmit that assessment. Detail regarding re-assessments is all contained within the student handbooks issued to successful applicants at the beginning of their course(s).

### Grading of Courses

Results for the Christian Ministry qualifications are reported in the form of the following grades

|  |  |
| --- | --- |
| **Result** | **Description** |
| **A+** | Pass with Distinction |
| **A** |
| **A-** |
| **B+** | Pass with Merit |
| **B** |
| **B-** |
| **C+** | Pass |
| **C** |
| **D** | Fail Grades |
| **E** |

### Recording and Notification of Results

All course grades will be recorded centrally using the Student Management System. Hard copies will be stored on individual student files in the Administration office.

Students will be personally notified of the results of assessments and course grades.

## Recognition of Academic Credit (RAC)

Students may apply to have relevant experience or qualifications recognised as academic credit for courses within this Programme.

Recognition is either by Credit Transfer, Cross Credit, or Recognition of Prior Learning (RPL).

Applicants are advised to discuss their case with the ALC Programme Coordinator prior to submitting an application. Applicants should submit applications for RAC prior to course commencement or within two weeks of course commencement, unless otherwise approved by the ALC Programme Coordinator.

Applications for credit of courses shall be made to the ALC Programme Coordinator with any such evidence as required by the Academic Committee. Approval of academic credit is at the discretion of the Academic Committee.

Applications must be made on the relevant NMIT Application Forms.

FEES

Due to the time involved in assessing a student’s prior learning, a fee for the Recognition of Academic Credit may be charged. For information about RAC fees students need to consult with the ALC Dean/CEO. All applicable fees should accompany the RAC application form as well as any information required to assess the application. Applicants will not be charged the enrolment fee for any course for which RPL is granted.

### 6.4.1 Credit Transfer

Credit Transfer involves the recognition of the academic credit that has already been gained from completion of a course (source course) as part of an approved qualification, towards an identical course (target course) that is part of a qualification offered by ALC.

Credit Transfer is used when a student who has completed a course as part of one qualification, then subsequently wishes to have the identical course and its credit recognised within a different qualification at ALC. Since ALC currently only offers two courses (one at level 4 and one at level 5) there is no real opportunity for credit transfer for the time being. Credit Transfer is only considered for complete courses.

### 6.4.2 Cross Credit

Cross Crediting involves the recognition of academic credit already been gained from a course (source course) as part of an approved qualification, towards a similar course (target course) that is part of a qualification offered by ALC.

Applications for credit of courses shall be made to the ALC Dean/CEO with any such evidence as required by the Academic staff. The Academic staff must approve all academic credit for courses.

Cross Credit is only available for complete courses. There is no fee to apply for a cross credit.

### 6.4.3 Recognition of Prior Learning (RPL)

RPL involves the recognition of previous learning that has already been gained, either from completion of a course (source course) as part of an approved qualification, or from other life or work experience, towards credit for a course (target course) that is part of a qualification offered by ALC.

## Special Assessment Circumstances

If a student is unable to fulfil any assessment requirement due to factors beyond their control (ie any circumstances or situation which the student could not have reasonably prevented, including sickness or injury to the student or bereavement) then an additional assessment opportunity will be made available.

This may involve:

* The inability to attend any or all of an assessment event (written, practical, workshop or workplace project)
* Diminished performance in an assessment event
* The inability to meet deadlines (for assignments with a *due by* date)
* Diminished performance within deadlines.

Students who cannot attend or complete an assessment for **medical reasons** must provide ALC with a medical certificate signed by a Medical professional normally within one (1) working day and no later than seven (7) days after the test or examination. The medical certificate must confirm impaired performance at the time of the assessment due date or test date.

Students who cannot attend or complete an assessment for **personal reasons** must see the ALC Dean/CEO prior to the assessment. Except in exceptional circumstances, if no explanation is given in advance, a *No Pass* will be recorded for the assessment

A student who does not complete an assessment and has a valid medical or personal reason, and who appears to have been working effectively prior to the absence, will be granted an opportunity to complete the assessment. For a test, this means sitting an equivalent test at a later date. For other types of assessment this means an extension to the due date. It does not mean an aegrotat pass.

A student who does not to complete an assessment without a valid medical or personal reason will be deemed to have failed the assessment.

## Reassessment and recount

Second Attempt

A student who does not pass an initial assessment on the first attempt will be given one opportunity for a second attempt of the assessment at no charge, provided the student has attended and actively participated in the timetabled sessions for that course to date and has attempted the initial assessment by the due date and time (if an extension was granted then this becomes the due date).

* For a test this means attending the test and submitting a test paper at the end.
* For an exercise, assignment or project this means submitting the work by the due date and time.
* For a practical test this means undertaking the specified task while being formally assessed at the arranged time.

**Please note:** Some practical assessments are not able to have a re-sit, e.g. Internship Placements due to the time and requirements on the placement provider.

Students will apply to the Dean/CEO for a second attempt. A second attempt may involve:

* Retaking the whole assessment or part of it
* Sitting an essentially similar assessment to the one not completed
* Resubmitting a written assignment, project or practical assignment, having been given an opportunity to improve the original assignment.

Students will be advised beforehand what constitutes a second attempt for each assessment. It is the student's responsibility to negotiate with the tutor concerned the time and venue for the second attempt, if this is required.

Third Attempt

Students may apply to the ALC Dean/CEO for the opportunity for a third attempt if they fail to complete the assessment with their second attempt. Their course tutor must be confident in the student’s likelihood of success for it to be approved and must support the application for a third attempt. Generally, students will be charged an administration fee for a third attempt: $50.00 for a practical resit and $30.00 for a theory resit.

Students will be advised beforehand what constitutes a third attempt for each assessment. It is the student's responsibility to negotiate with the tutor concerned the time and venue for the third attempt, if this is required.

If a third attempt is granted the tutor involved will notify the student which one of the following is required:

* Resubmission / representation of the whole assessment
* Completion of another assessment which measures the same outcomes
* Resubmission / representation of that portion of the assessment that did not meet Pass criteria.

Further attempts are not permitted. Results of further attempts will be recorded as Second Attempt or Third Attempt in the student file. If students do not pass an assessment after the third attempt, then a result of Incomplete will be recorded for that assessment in the student’s file.

Second and Third Attempts must be completed within two (2) weeks of the original assessment date and before the course closing date.

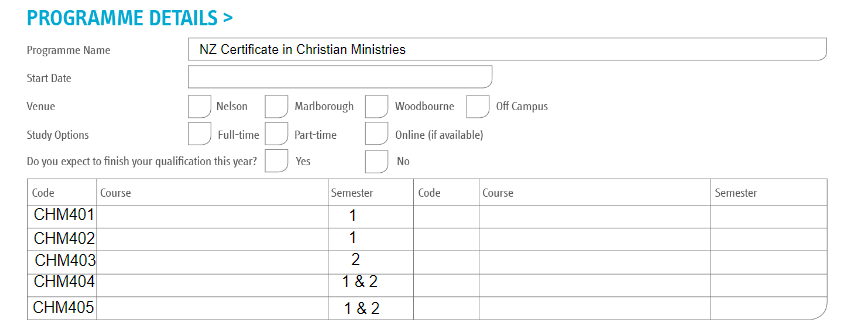
Students who are declined the opportunity of second and/or third attempts may appeal in writing, within 10 working days, to the ALC Board of Trustees.

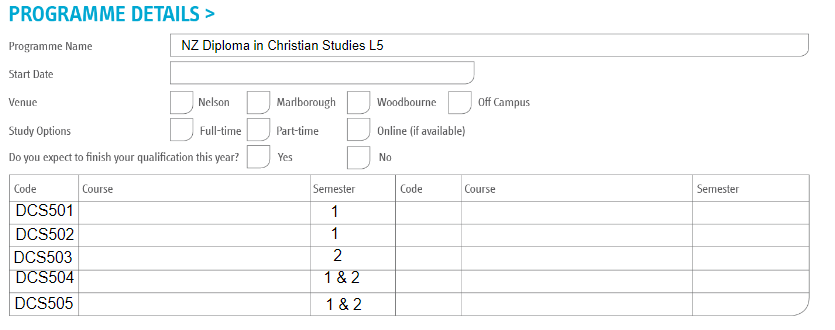
### Complete the application form now

The diagram figures below are intended to assist the student in correctly completing the application form (attached). The panels shown in these figures are found on page one of the enrollment form. Take care to:

* + Correctly identify the programme
  + Correctly identify the courses enrolled for and in particular when a part time course is being considered
  + If there is still confusion about correctly completing the enrollment form assistance should be sought from ALC administration.

*For NMIT/ALC courses:*





*For ALC Certificate or Diploma in Church Leadership and Ministry and NZ Diploma in Christian Studies (L6)*

Download the Enrolment Form from [www.alc.ac.nz](http://www.alc.ac.nz)

Make sure the information in the highlighted sections matches your programme information from the prospectus/website

Mail, or scan and attach to e-mail, or deliver by hand to Annesbrook reception

|  |  |  |  |
| --- | --- | --- | --- |
| ALC Logo Concept Final 300dpi RGB | ***ENROLMENT FORM*** *(Domestic student)*  ***Programme Title:***  ***Start date:*** | | |
| **Course Code** | **Course Title** | **Semester** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *Please note; the name entered on this form will appear on your NZQA Record of Achievement, Certificates and Diplomas (if applicable)*  **National Student Number: ……………………………………. (if known)**  **(Not necessary for non-accredited courses)**  ***If you are not registered with NZQA tick the box. ALC will register you with NZQA unless you enrol for the NZQA New Zealand Qualifications*** | | |