

## Welcome:::

Welcome to LocalNet

LocalNet is an exciting opportunity for any local church that sees discipleship and leadership development as an important part of its goals. Local Training Institutes are a unique opportunity to provide accredited training to your leaders, members and staff, in your own way, with your own emphasis. It's an opportunity to encourage discipleship and learning in a new and accessible way.



ACOM is working with churches and organisations all over Australia and overseas through the LocalNet program. We believe that we can be of service to your local church by providing an accreditation framework, through Local Training Institutes that enables you to;

- 1) Deliver quality training
- 2) Determine whether or not students have developed and grown as a result
- 3) Identify training that will help you reach your vision through the development of quality leaders
- 4) Receive a range of funding benefits from Government that are available to training organisations.

Becoming a Local Training Institute also enables you to deliver training without having to manage your own Registered Training Status, and with significantly lower costs.

I would like to invite you to explore this opportunity. We believe that this program is one of the ways God is changing the direction of our nation.

I look forward to helping you in your endeavours.

Yours in Christ

Jason Potter  
Director of Operations and Vocational Education  
Australian College of Ministries

## LTI Handbook::

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## Glossary of Terms:::

### **ACOM – Australian College of Ministries**

ACOM is result of the amalgamation of the Churches of Christ Theological College of NSW and Kenmore Christian College in QLD. ACOM now operates in four states around Australia

### **LocalNet**

LocalNet is ACOM's Training Institute Strategy; a Leadership Development Network designed to enable local churches and other organisations to deliver accredited training.

### **LTI – Local Training Institute**

Local Training Institutes are the colleges set up by local churches who want to deliver accredited training by registering with LocalNet. LTI's are legally responsible for the training they deliver.

## VET Sector – Vocational Education and Training Sector

Vocational Education and Training in Australia is an industry-led system, through the leadership of an industry ANTA board and through the development of industry-recognised training packages by representative bodies.

The Australian National Training Authority (ANTA) Agreement brings together Commonwealth, State and Territory governments to provide the policy and regulatory frameworks for the VET system. Governments implement the National Training Framework (which includes Training Packages and the national Quality Training Framework) to enable consistency, quality and national recognition of provider services. Governments also provide approximately half the funds for the system - the other half being provided by enterprises and learners themselves. Its workings in NSW are described in the Vocational Education and Training Accreditation Act 2006 NSW.

See <http://www.anta.gov.au/vetWhat.asp> for more details.

## RTO – Registered Training Organisation

An organisation registered by a State or Territory recognition authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the Australian Quality Training Framework.

Registered Training Organisations include TAFE colleges and institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies and other organisations meeting then registration requirements. ACOM does this on your behalf. See <http://www.anta.gov.au/glo.asp> for more information on VET Sector terms.

## LocalNet Vision: :

### **Purpose**

LocalNet exists to:

- Facilitate, encourage, resource, and advocate for a disciple making culture in local churches.
- Facilitate, encourage, resource and advocate for a leadership development culture in the local churches.
- Facilitate, encourage, resource and advocate for a mission focused approach to following Jesus.
- To provide a flexible and diverse approach to training that meets the diverse visions, strategies and theological approaches of individual churches and organisations.

### **The value of Local Church Based Training**

Most studies<sup>1</sup> exploring growing churches in Australia and around the world clearly show that one of the crucial factors in their growth is the development of Godly, skilled, mature, trained disciples and leaders in their own church. In developing disciples and leaders, local churches are investing in people and making the most of the resources God has given them.

ACOM has developed LocalNet, a decentralised approach to training that enables local churches to develop their disciples by deepening their faith through spiritual formation, expand their horizons through study, and test out their new found skills in the life of their local church. LocalNet is also designed to identify and train leaders without sending them away to college. In the past many churches lost the best of their leadership by sending them to college never to return. Under this new system of training, students can learn and grow in their own church and are available for local ministry.

### **What this means for local churches**

Imagine every person being able to receive well developed, grounded and challenging learning opportunities in the everyday life of your church. Setting up a training institute in your local church and joining the ACOM's Localnet, encourages discipleship and leadership by recognising the learning that people in your church already do, as well as opening the door to many new opportunities in learning and ministry.

The training options can be tailored to your needs, depending on your church's requirements. You can use courses that your trainers or ministers have developed for your people in line with your vision and core values to suit your church's needs. Alongside of this, the courses you develop can be purchased by other local institutes, and earn income for your institute. You can also purchase courses that other institutes have developed off the LocalNet portal on the ACOM website.

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<sup>1</sup> Research done by Dr Robert Clinton in *The Making of a Leader*, *Natural Church Development Surveys* and *Australia's National Church Life Survey* clearly reflect this view.

## LocalNet Vision: :

Once students from your church have completed any of the above courses or units, and want to do further training with ACOM, they already have a head start. Any accredited training counts towards further study up to and including a Bachelor of Theology. It also counts towards further study at Tafe and university level in many courses

### **How ACOM delivers**

ACOM looks after, the issues and costs of accreditation, the right to teach the course, the maintenance of required standards of training, and provides credit towards higher awards. ACOM also keeps the paperwork required for accreditation and goes through the VET Sectors review process on your behalf. We also represent you to the government's training body. ACOM's LocalNet Director and Coaches are also available to help you in the development of your institute. All this happens while the local church simply gets on with the job of training its people. At ACOM we believe that the local church is the place for training. Training is one of the few opportunities we have to help people look at the world and faith through a new paradigm. LocalNet is a unique opportunity to shape the future of your church, and also more importantly to grow God's Kingdom.

## Fee Structure::

### Membership

LocalNet enables churches, to provide the local community with accredited training developed at the grassroots level. This fee structure outlines the benefits of becoming a member of the network when developing a Local Training Institute. Today, it's tough to go it alone in either accreditation or administration.

Any training entity that wishes to provide accredited training through the Vocational Education and Training (VET) sector needs to become a Registered Training Organisation (RTO). The cost of doing this varies around Australia but the average yearly fee is \$2500 across the states. On top of this cost is the need to register or purchase the appropriate training certificate. The cost for this accreditation ranges between \$1000 and \$4000, depending on the course and the state in which it is registered. The entity would then also need to fulfill the review requirements of the VET sector assessment body, with the appropriate staffing and resources required to achieve this. As well as these costs is the time investment for staff in developing and implementing policies, going through audits and maintaining records for 30 years.

To make these benefits accessible to local churches and other ministry bodies, ACOM has created a membership system through LocalNet that actually achieves all of these requirements on your behalf. When you become a Local Training Institute and pay an annual fee, you receive a number of benefits that enable you to partner with ACOM and therefore teach accredited subjects.

ACOM will:

- do the record keeping required by VET to maintain RTO status. You only need to submit your records to ACOM and they will be processed and stored for you
- accredit your courses by matching them with the appropriate competencies
- provide web space in a secure portal for the uploading of new courses so that other institutes can purchase them, therefore directing income back to the local institute. As a local institute you will also be able to purchase courses yourself from other LTI's
- provide LocalNet Staff, who will be available to you for advice and help in the setup and running of your institute.
- provide a LocalNet Help Desk to help with the day to day management of your LTI, entering your data on the website and accreditation of subjects
- list accredited teachers on the website who are available to teach courses for you
- print your students certificates including the logo of your institute and the logo of ACOM.

The total sum of these benefits, including the yearly cost of RTO status, is estimated at over \$10,000 per year. We are able to do this because as a large body we can spread the cost of these components over a number of LTI's. In this way no single institute carries the cost of these requirements.

The costs of participating in LocalNet are outlined below.

Local Training Institute Components	Cost
Permission to Teach Certificates through ACOM	\$462 Yearly membership Fee (inc GST) (\$550 from Jan 1 <sup>st</sup> 2011)
Competency Fee for Accreditation of Courses (for a 5 year period of accreditation)	\$88.00 inc GST (\$110 from Jan 1 <sup>st</sup> 2011)
LocalNet Staff	Free
Website Access for Secure Community Leadership Portal	Free
Online Downloading Of Courses & Licence To Teach Them	Free
Uploading Your Courses For Others To Purchase	Free
Access to LocalNet Help Desk	Free
Record Keeping and Paper Trail Required by VET	Free
Online Administration via LocalNet Portal	Free
Student Enrolment Fee	\$20.00 (\$30.00 from Jan 1 <sup>st</sup> 2011)

**\*Some subjects you develop may cover one whole competency, multiple competencies or as little as one half of a competency. In these cases the student enrolment fee is charged according to the number of competencies in the accredited subject.**

#### **How do I cover the costs of providing training?**

Charging students a small fee for each single term course can cover the costs of being an LTI. It can also be covered by the income generated from other institutes purchasing the courses you develop off the ACOM Website.

Our fee structure is fixed for 2006. In future years ACOM are committed to maintaining a low-cost fee structure to facilitate local church training. ACOM is only charging fees to cover the costs to ACOM of LocalNet.

Other training institutes, colleges or organisations that function more broadly than the local church framework may also apply for membership of the Localnet. The fee structure for larger organisations or regional institutes is available in the LocalNet Partnership Handbook.

## Covenant:::

**Institute Name:** \_\_\_\_\_

**Institute Director:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Ph:** \_\_\_\_\_

**Mob:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Physical Location:** \_\_\_\_\_

**Umbrella Organisation:** \_\_\_\_\_

(For example, local church or incorporated body responsible for LTI)

**Umbrella Organisation ABN:** \_\_\_\_\_

### ACOM's Commitment

ACOM agrees to provide:

1. General assistance and advice for your institute through the LocalNet Help Desk.
2. A regular internal audit for the certificates and the framework to ensure standards are maintained, and an accreditation process for teachers.
3. Approval for Local Training Institutes to deliver and assess all competencies in the following programs:  
Certificate III in Christian Ministry  
Certificate IV in Christian Ministry  
Diploma in Christian Ministry
4. An approved process for Recognised Prior Learning (RPL) which enables students to get credit for areas of competency already achieved.
5. Advice and credit for students wanting to go on to further training in ACOM, and information about upcoming ACOM courses.
6. An online database to manage all LTI data, and all of the documentation required to manage your LTI and a metal sign for your institute including the ACOM logo and your institute's logo

### Local Training Institute's Commitment

We (the institute named above) commit ourselves to:

1. Comply will all ACOM policies and practices as laid out in  
The LocalNet Handbook, Running Your Local Training Institute & ACOM Policies and Procedures Document

2. Maintain all necessary student records and submit them to ACOM in the appropriate timeframes specified by the LocalNet Administrator and use appropriately accredited teachers in each course
3. Use subject evaluation forms, to be completed by your students and staff, and then submit them to ACOM at the completion of each course
4. Encourage students with evident giftedness and passion to take up further training in ministry with ACOM as a key option and distribute advertising for ACOM subjects held in your region.
5. Pay membership fee each year as well as accreditation fees and Statement of Attainment Fees as they fall due

**Membership:** LTI's apply for membership to the LocalNet Director, using this form, and are approved together with a designated member of ACOM's leadership group.

**Term:** This is a one-year renewable agreement, contingent on the yearly payment of the Localnet membership fee and appropriate records maintenance. Each individual course is accredited for 5 years, from the date of approval, and then requires updating and re-accrediting.

**Internal Audits:** The LocalNet Director will monitor LTI's record maintenance and student evaluations and provide appropriate feedback. This is to fulfil government requirements for RTO status, which ACOM provides on behalf of LTI's.

**Support and Reporting:** LTI's nominate an Institute Director who maintains accreditation through ACOM, by communicating with ACOM's LocalNet Director and/ or Administrator.

**Finances:** The details of any financial obligations are contained in this LTI Handbook. LTI's may charge students any fee they consider appropriate for their courses. LTI's can also make their courses available, through the Localnet, for other LTI's to purchase. Fees for course purchases are set by the authoring LTI.

**Renewal/Closure:** An LTI may choose not to renew this agreement at the conclusion of each year. ACOM will normally renew each LTI, on the condition that reporting commitments are met and training standards are maintained. This will be assessed through a yearly review conducted by ACOM.

Please Sign Below:

Umbrella Organisation Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Institute Director \_\_\_\_\_ Date: \_\_\_\_\_

LocalNet Director: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form, along with your membership fee to:

ACOM LocalNet

PO Box 3694

Rhodes NSW 2138

# How To Start an LTI::

## The Process

There are 7 steps in developing a local training institute. This document is designed to help your work through each step. The steps are:

1. Join LocalNet
2. Appoint a Director
3. Determine Your Training Strategy
4. Develop and Accredite any new subjects
5. Develop Administration Process
6. Launch and market your Institute
7. Enrol Students and begin delivery

If you have any questions as you read through this document you can direct them to [jpotter@acom.edu.au](mailto:jpotter@acom.edu.au) or contact the localnet director directly by phone.

### 1. Join LocalNet

LocalNet is the sphere of ACOM that coordinates competency-based training. To deliver accredited training at Certificate Level through your organisation you need to become a member of LocalNet.

To join LocalNet first decide on a name for your LTI. Naming your LTI is important because this is the primary marketing tool you have. Be as creative as you like. It does not have to be called a ministry training school, the more generic the name the more flexibility you have in the future if, for example, you wanted to deliver training to local schools or businesses who might find the Ministry training school tag off-putting.

Once you have decided on a name for your training institute, simply fill out the covenant located in this document and send it in to the LocalNet coordinator with your yearly membership fee. This outlines the agreement between your organisation and ACOM.

### 2. Appoint a Director

Choosing the right person to oversee your training ministry is crucial. ACOM encourages churches to identify a person called to a training ministry, and gives them the task where possible, rather than tacking it onto other minister's pastoral responsibilities.

Some suggested criteria for choosing a director are:

- A person with a passion for training
- A leader as well as a trainer
- A person able to coordinate tasks and people
- A good communicator

- A person who can delegate.

In other words you are not just looking for someone who can teach, but someone who can actually lead a ministry and be the focal point for the training life of your church or organisation.

### **3. Determine your Training Strategy**

It is important to develop an overall training strategy for your church. Your training strategy should reflect your organisation's goals and values and be targeted to the needs of your organisation. The ultimate goal of any training is to help mature and equip people for the calling God has placed on their lives, and to give them opportunities to learn by experience in a safe environment.

There are three parts to developing a training strategy: 1) identifying your training structure; 2) identifying existing courses that fit your structure; and 3) developing any new courses required to complete your training program.

The diagram on the following page is an example of a potential training pathway from one local church that works with ACOM. This Pathway outlines the integration between a pathway of discipleship and the courses available at a local church level.

This system is just one example of how churches and organisations can develop their training strategy. You may want to deliver a one year internship for young people, a program that is delivered by the Gateway Baptist's LTI in Queensland. Or you may want to deliver Certificate Three level training to High School students as a part of their year 12 certificate. There are a range of options and methods you can use to deliver accredited training and helping you structure your training is one of the main roles the LocalNet Director and Coaches can help you achieve.

The main principle is that if you plan your training structure and encourage your potential leaders by giving them clear requirements in terms of skills development and maturity, leadership development is much more than a hit and miss process. It becomes a step by step way to develop people and their skills which in turn increases the effectiveness of the leader and of the organisation they lead.

After you have determined your training structure the next step is to identify what courses you want to teach to fit into the structure. As the diagram explains, each stage of personal development has a list of subjects that builds on the previous level. There are a number of subjects listed like Alpha and Cleansing Streams which are pre-existing courses New Life has purchased. Others, like Profile, The Emerging Church, and Leading Transformation have been developed by New Life Church themselves. A brochure listing the existing courses available can be obtained from the LocalNet Director.

# The E-Church Pathway



**Establish** [to set up or bring about, to place or settle in a secure position, to make firm and secure, to cause to be recognised and accepted]

Build the foundations of your relationship with God and explore the impact your relationship with him will have on the rest of your life.

**Establish Includes:**  
Alpha                      Youth Alpha  
Becoming a Contagious Christian  
Worship as a lifestyle (relating to God)



**Equip** [to supply with necessities such as tools, resources or provisions, to provide abilities and understanding]

Following Jesus means committing our lives to his plan for us, as well as the gifts talents and resources he has given us. As we discover our purpose and role in God's family we can develop these gifts and abilities to serve and lead others.

**Equip Includes:**  
The Emerging Church (a study of ACTS)  
Leading Transformation (a study of Ephesians)  
The Life of Christ      OT Overview  
(It also includes the development of a targeted training plan based on your gifting and leadership potential.)



**Engage** [to connect with, to win over or attract, to lock with so as to transmit, to strengthen for a stronger purpose]

The ultimate life goal for Christians is to bring others into relationship with Jesus. We must intentionally seek opportunities to engage creatively with our community, wherever we are.

**Engage Includes:**  
Leadership Training and Development at Key Leadership Levels, alongside of empowerment into key evangelistic endeavours.

**Emerge** [to be revealed, to come forth, to be made new, to become known, to reveal new things or ideas]

We are called to become like Christ. This involves the revelation of our character, our inner selves. As we discover who we are and how we are made, we can deal with our past and become more like Jesus.

**Emerge Includes:**  
Profile (Discover your Spiritual Gifts)  
Cleansing Streams      Focussed Living  
Becoming a Person of Influence



**Empower** [to invest with power, or supply with ability, to enable, to commission or authorise]

As maturing Christians we must utilise our experiences and undergo leadership training to facilitate faith and growth in others whilst continuing our own development.

**Empower Includes:**  
The implementation of your targeted training plan across the five core ministries of New Life Church. This will occur through specialist subjects like: Small Group Leadership, Worship Leading, Youth Ministry, Prayer Ministry and many more.....

## 4. Develop and Accredite and new subjects

Once you have determined what subjects you wish to purchase and which others need to be developed, the next step is to develop the new subjects you require and submit them for accreditation. The details of how to do this are outlined in the document "Running Your Local Training Institute" which you will receive on becoming a member of LocalNet. You can also obtain this document from the LocalNet Help Desk.

All subjects are accredited for a period of five years.

## 5. Develop Administration Process

There are three areas of records that Local Training Institutes should keep and submit to ACOM. These are: student records; trainer records; and course records. All administrative records can be submitted via the ACOM LocalNet web portal. Records should be submitted at regular intervals to keep them up to date. ACOM is required to keep accurate student records for a period of thirty years.

Each training institute should develop its own fee structure. Fees charged to students are entirely at the discretion of local training institutes. After meeting your obligations to ACOM with the yearly membership fee, accreditation fees, and certificate fees, ACOM exercises no control over the distribution of LTI's income or expenditure.

Each LTI will need a person or people who are able to complete the administrative tasks.

## 6. Launch your Institute

One of the principles ACOM is encouraging churches and organisations to develop is a culture of training. ACOM aims to help people see training and developing their skills and talents as an essential part of following Jesus. In marketing your institute, ACOM is encouraging you to set training as a high priority not just for your leaders, but for every person in your organisation.

## 7. Enrol students and begin delivery

When enrolling students, it is important to make sure that their details are submitted to ACOM via the web as soon as possible. This also applies to the courses you decide to teach. Once you decide what you are going to teach over the course of six months or a year, it will be advertised on the ACOM website so that students from other LTI's can come to your institute to study a particular course that might fit their program and isn't being offered at their own LTI.

### **In Conclusion**

Developing a Local Training Institute is a tremendous opportunity for any organisation that aspires to better equip its leaders and members. It requires work and commitment to complete the task, but it isn't as hard as it looks. Training is one of the few tools we have that can help change the way people think. It is a God given opportunity to generate change and empower the Christian community to fulfil The Great Commission.