

## Partnership Handbook:::

Welcome to LocalNet

LocalNet is an exciting opportunity for any organisation that sees training as an important part of its goals. LocalNet is a unique opportunity to provide accredited training to your leaders, members and staff, in your own way, with your own emphasis.

Imagine the possibilities if every person under your leadership was able to receive an accredited certificate for almost any learning they do in the life of your organisation. It's an opportunity to encourage discipleship, leadership 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 you by providing an accreditation framework that 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.

Jason Potter  
LocalNet Director  
Australian College of Ministries

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## Glossary::

### **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 changed its name to reflect its shift to working more broadly than Churches of Christ through other denominations and organisations.

### **LocalNet**

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

### **PTI – Partner Training Institute**

Partner Training Institutes are set up by any organisation, not part of a local church, that wants to deliver accredited training by registering with LocalNet. PTI'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.

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.

## Introduction: :

### **Purpose**

LocalNet is a part of ACOM's Vocational Education program, it's a training network rather than an institution. We are networking with like minded organisations to provide a diversity of training opportunities, covering a wide range of ministries and training levels, in many locations nationwide, and overseas. In this way we aim to assist Christians, churches and organisations to better fulfil their mission. This is a model we use in all areas of ACOM.

Our hope is that Partners work together with LocalNet to provide a diversity of quality training opportunities across a range of areas in a number of different contexts.

### **Essential partnership**

A partnership is envisaged as a win-win arrangement, to be entered into with a spirit of cooperation, which seeks the best for both parties. A successful partnership involves trust and faith in each other, and uses the opportunities presented to affirm and bless each other's ministries. Partnership will be implemented with transparency and goodwill. Although there will be some details to a partnership agreement including requirements of both parties it is hoped that partnerships with LocalNet will not be bound by legalism, rather they will be founded in a desire to work together for the good of God's Kingdom ahead of organisational interests.

### **Our Vision**

ACOM's interest in partnerships is part of a big vision to provide a network of diverse, relevant, accredited training for the Kingdom of God, that is readily accessible to people all over Australia. We believe this will provide a blessing to both partners, and then to the whole church. We invite you to participate in this exciting emerging approach to equipping people for ministry.

### **The Reason for LocalNet**

LocalNet exists to:

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

Imagine every person being able to receive an accredited certificate for almost any learning they do in the life of an organisation. Setting up a training institute and joining ACOM's Localnet encourages discipleship and leadership by recognising the learning that people 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 requirements. You can use courses that your trainers or leaders have developed for your people in line with your vision and core values. Alongside of this, the courses you develop can be purchased by other local or partner 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.

Once students have completed any of the above courses or units, and want to do further training, they already have a head start. Any accredited training from Certificate Four level and higher counts towards further study up to and including a Bachelor level training. It also counts towards further study at TAFE and university level in many related courses.

### **The Value of Accreditation**

Over the past five years since LocalNet began we have seen the value of accredited training in the lives of the people who have experienced it. Accreditation brings planning, structure, accountability and assessment to the learning process. Good planning and course structure means that an organisation can develop a training pathway that people are encouraged to walk along, motivating them step by step to move further forward in their development and to go deeper in their faith journey and in the development of their skills.

In this context students are accountable for participating in the learning process, students can still withdraw, but there is a cost to that for the student that tends to keep them in the process longer. The addition of assessment for students is also very valuable. It means that you can actually verify whether or not the student has actually learned what you are trying to teach them. You have evidence to prove the value of the training. Traditionally in many churches we have provided a range of helpful courses from all kinds of different sources. Many of them had no assessment which made it difficult to know if the students had learned or not, there was often not much of a system to it either making the progressing on learning difficult. The value of accreditation is that we are moved to a position where running the odd course here and there becomes a thing of the past.

### **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 Sector's review process on your behalf. We also represent you to the government's accreditation body. ACOM's LocalNet Director, Coaches and staff are available to help you in the development of your institute.

## Fee Structure:::

### Cost Analysis

Any independent training institute or organisation 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 \$1800 across the states plus extra fees for the number of qualifications accredited and for the number of states in which you deliver. On top of this cost is the need to register or purchase the appropriate training certificate. The cost for this ranges between \$2000 and \$5000, 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, which requires a significant commitment of staff and resources particularly in the area of administration, a total cost that would probably exceed \$50,000 per annum.

### Partnership Fee

Businesses, community organisations and other training bodies may join LocalNet, for which a number of benefits are received that enable that body to achieve RTO status through 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
- approve 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
- provide appropriate LocalNet Staffing, who will be available to you for advice and help in the setup and running of your institute
- list accredited teachers on the website who are available to teach courses for you
- print your statements of attainment and 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 \$25,000 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 PTI's. In This way no single institute carries the cost of these requirements.

The costs of participating in localnet are outlined below.

Partner Training Institute Components	Cost
Initial Set Up Fee - This fee is paid only once when an organisation joins ACOM as a partner training institute	\$2000 + GST
Permission to Teach awards through ACOM's RTO	\$2000 + GST per existing ACOM qualification for 3 year covenant (\$3000 + GST from Jan 1 <sup>st</sup> 2011)
Enrollment Fee per student per competency to cover administration and record keeping etc *A portion of these enrolment fees is charged upfront, see note below	15% of the per competency student fee charged by the training institute (17.5% from Jan 1st 2011)  A minimum \$26.50 per student per competency will be charged if 15% works out as lower than \$26.50, this minimum will be \$40 from the 1st of Jan 2011)
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
Unlimited Access to LocalNet Team and Help Desk	Free
Record Keeping and Paper Trail Required by VET	Free
Online Administration via LocalNet Portal	Free

**Important Note:** A portion of the enrolment fees will be charged up front at the beginning of each three year agreement. This means to become a Partner Training Institute would mean an upfront expenditure of \$500 as an upfront royalty fee and \$2500 +GST per qualification. This would mean that you would not pay any further royalties until you had more used up the \$500 paid in advance.



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

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

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

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

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

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

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

(The incorporated body your institute is part of, this may be the same as the institute name or it might be different)

### **ACOM's Commitment**

ACOM agrees to provide

1. General assistance and advice for your institute through the LocalNet Director/Coach
2. Accreditation for the certificates and the framework to ensure standards are maintained
3. An Accreditation process for trainers and assessors
4. A network of trainers involved in PTI's/LTI's, who are available to teach your courses
5. Advice and credit for students wanting to go on to further training.
6. Website access to the tools available on the LocalNet Portal and a link to your institute's website on the ACOM website
7. Publicity for ACOM courses offered at your nearest location
8. An Administration system on the internet to manage all PTI data

### **Partner Training Institute's Commitment**

We (the institute named above) commit ourselves to:

1. Maintain all necessary student records and submit them to ACOM in the appropriate timeframes specified by the LocalNet Director, including the End of Year Evaluation.
2. Use appropriately accredited teachers and assessors in each course

3. Use subject evaluation forms, to be completed by your students, 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
5. Distribute advertising for ACOM subjects held in your region
6. Pay fees as they fall due.

**Partnership:** PTI's apply for PTI status to the LocalNet Director, using this form, and are approved together with a designated member of LocalNet's leadership group.

**Term:** This is a three year renewable agreement, contingent on the payment of the appropriate fees and accurate records maintenance. Each individual subject when mapped to a competency is accredited for 3 years, from the date of approval, and then requires updating and re-accrediting.

**Internal Audits:** At the end of each semester PTI's will be required to complete an End of Semester Review which is designed to make sure PTI's have completed their records requirements. The LocalNet Director will monitor PTI'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 PTI's.

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

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

**Renewal/Closure:** A PTI may choose not to renew this agreement at the conclusion of each three year agreement, or during an agreement with six months notice. ACOM will normally automatically renew each PTI, on the condition that reporting commitments are met and training standards are maintained. PTI's who wish to use a different provider to ACOM are required to inform ACOM of their intention prior to their decision to make a change and give ACOM an opportunity to respond to any issues raised.

Please Sign Below:

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

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

ACOM's Vocational Education Director: \_\_\_\_\_ Date: \_\_\_\_\_

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

ACOM LocalNet

PO Box 3694

Rhodes NSW 2138

## Starting a PTI:::

### The Process

There are 7 steps to work through in beginning a partner training institute. This document is designed to help your work through each step. The seven 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 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).

### Join LocalNet

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

In joining Localnet you may need to decide on a name for your PTI, or you may already have one. Naming your PTI is important because this is the primary marketing tool you have. Once you have determined what your training institute will be called simply fill out the covenant located in this document and send it in to the localnet director with the appropriate upfront fees. This outlines the agreement between your organisation and ACOM.

### Appoint a Director

If your organisation does not already have a leadership structure in place for training, you will need to appoint a Director for your institute.

Some suggested criteria for choosing a director:

- 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 department and be the focal point for the training life of your organisation.

## **Training Strategy**

It is important to develop an overall training strategy for your organisation. 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 their task and to give them opportunities to learn by experience in a safe environment.

There are three parts to developing a training strategy, identifying your training structure, identifying existing courses that fit your structure and developing any new courses required to complete your training program.

After you have determined your training structure the next step is to identify what courses you want to teach to fit into the structure, and the context/format of delivery.

## **Developing and Accrediting Courses**

Once you have determined which subjects to purchase and what needs 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 Partner Training Institute" which you will receive on becoming a member of LocalNet, or you can obtain from the LocalNet Help Desk.

All subjects are accredited for a period of five years.

## **Administration**

There are three areas of records that Partner Training Institutes will need to 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 will need to 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 will need to develop its own fee structure. Fees charged to students are entirely at the discretion of local training institutes. After meeting your obligations to ACOM in terms of yearly membership fee, accreditation fees, and certificate fees, ACOM exercises no control over the distribution of PTI's income or expenditure.

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

## **Launch Your Institute**

One of the principles ACOM is encouraging churches and organisations to develop is a culture of training. To help people see training and developing their skills and talents as an essential part of following Jesus. In advertising 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.

Launching your institute can be a high profile event in the life of your community, which can help create momentum, and encourage enrolments.

## **Enrol Students and Begin Delivery**

It is important when enrolling students 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 for other PTI's can come to your institute to study a particular course that might fit their program but isn't being offered at their own PTI.

## **In Conclusion**

Developing a Partner Training Institute is a tremendous opportunity for any organisation that wants to better equip its leaders and members. It requires work and commitment to get the job done, 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's a God given opportunity to generate change and empower the Christian community to fulfil The Great Commission.